

**GOVERNMENT OF TELANGANA
TRIBAL WELFARE DEPARTMENT**

**O/o the Commissioner of Tribal Welfare, DSS Bhavan,
Masab Tank, Hyderabad**

**Invitation of Expression of Interest for Empanelment of
Institutions for Coaching to (3) Guidance Programs of UPSC
Civil Services Examination 2018**

PART – I

INSTRUCTIONS TO BIDDERS

Background

Tribal Welfare Department, Govt.of Telangana is planning is to provide the following (3) Guidance programs to Schedule Tribe Candidates of Telangana state for Civil Services Examinations-2018.

- i. **Integrated Guidance Scheme (CSAT + Mains):** To give integrated guidance for 100 students for the UPSC Civil Services(Prelims Cum Mains) for about 9 months.
- ii. **Mains Guidance Scheme:** To give guidance for two months for all eligible ST students who qualified in prelims.
- iii. **Personality Test Guidance Scheme:** To give guidance for one month for all eligible ST students who qualified in Mains.

In this regard, the Department of Tribal Welfare, Telangana State invites Expression of Interest (EOI) from competent coaching institutes of Hyderabad for empanelment with an excellent track record for imparting coaching for above programs.

1. Requirement

Empanelment of reputed coaching institutes in Hyderabad for providing coaching to Scheduled Tribe candidates of Telangana State for the above (3) Guidance programs of (Civil Services) Examination -2018(Prelims-Cum-Mains).

2. Bid Process:

The Bidder has to submit a Expression of Interest (EOI) **in two envelope systems**, one containing **Technical Bid** and the other **Commercial Bid** for **“Empanelment of coaching institutes to provide coaching for (3) Guidance programs of UPSC Civil Services Examination-2018”** at the Commissioner of Tribal Welfare,TS, DSS Bhavan, Masab Tank, Hyderabad.

3. Availability of EOI Document

The detailed EOI document is available on the Telangana Study Circle for STs website www.studycircle.cgg.gov.in/tstw and can be downloaded there from **Dt. 01.04.2017**

4.Document Fee:

The EOI document Fee of **Rs.1000/- (non refundable)** is to be paid through Demand Draft(DD). The DD should be drawn from any of the nationalized bank in the name of **DIRECTOR, TCR & TI, HYDERABAD** payable at Hyderabad.

5. Earnest Money Deposit:

The **Earnest Money Deposit (EMD) of Rs.25,000/- (Twenty five thousand only)** is required to be paid through Demand Draft (DD). The DD should be drawn from any of the nationalized bank in the name of **DIRECTOR, TCR & TI, HYDERABAD** Payable at Hyderabad. The original DD should be attached with the Technical proposal / Bid.

The EMD of unsuccessful bidders will be refunded on finalization of bid. The EMD of successful bidder will be refunded, after the satisfactory completion of coaching. No interest is payable on the EMD amount.

6. Technical Bid

The Technical Proposal containing **Schedule-A** along with all requisite documents should be kept in one envelope and super scribed as “**Technical Bid for Empanelment of Coaching Institutes to provide coaching for (3) Guidance Programs of UPSC Civil Services Examination – 2018 in Hyderabad, Telangana State**” and sealed properly

7. Commercial Bid

The Commercial Bid containing **Schedule - B** should be kept in other envelope and sealed properly duly super scribed as “**Commercial Bid for Empanelment of coaching institutes to provide coaching for (3) Guidance Programs of UPSC Civil Services Examination – 2018 in Hyderabad, Telangana State**”

8. Both the envelopes (Technical & Commercial) should be put in another big envelope and sealed properly and super scribed as “**Empanelment of coaching institutes to provide coaching for (3) Guidance programs of UPSC Civil Services Examination - 2018 in Hyderabad, Telangana State**”.

Note: The Commercial Bid will be opened only after the opening and scrutiny of the Technical Bid. The Commercial Bids of only those Bidders will be opened whose Technical Bids are qualified

9. Submission of Proposal / Bids

The bidder should submit the complete proposal on or before the prescribed date at the following address

**The Commissioner of Tribal Welfare, Telangana State
DSS Bhavan, Masab Tank, Hyderabad.**

10. Important Dates of Events

S.No.	Details	Date & Time
1	Downloading of EOI Document from the website	From 1.04.2017 to 15.04.2017
2	Last Date of EOI submission	20.04.2017 by 5:00PM
3	Pre-Qualification/Technical Bid opening	22.04.2017 at 3:00PM
4	Commercial Bid Opening	29.04.2017 at 3:00PM

11. Final acceptance of the tender rests with the Selection Committee who reserves the right to accept or reject any or all tenders without assigning any reason.
12. Submission of the tender by the Agency implies that these conditions of contract have been read and is aware of the scope of the service and the number of supporting staff to be deployed.
13. Proposal / Bids received will be opened on the date & time specified herein.
14. Tenders not submitted in the prescribed form will be rejected. Tenders which propose any alterations in the service specified or containing other conditions of any sort will be rejected
15. The successful agencies / bidder shall attend the office of the Commissioner of Tribal Welfare, TS, DSS Bhavan, Masab Tank, Hyderabad on a date fixed and intimated for executing agreement/MoU etc. Failure on the part of the successful bidder to execute the contract agreement within 30 days from the receipt of written communication of letter of acceptance to this effect would entail rejection of tender and forfeiture of EMD.
16. Applicable taxes, as per rules in force will be deducted from the bills payable to the institute.

17. Place of opening of Tenders:

The proposals/Bids received will be opened in the Office of the Commissioner of Tribal Welfare, TS, DSS Bhavan, Masab Tank Hyderabad on the scheduled dates and time.

PART – II

PRE-QUALIFICATION REQUIREMENTS OF THE COACHING INSTITUTE FOR THE COACHING OF UPSC(CIVIL SERVICES) EXAMINATION

I. Conditions:

1. Coaching Institution shall be a registered Institution.
2. Coaching Institution should have a minimum 10 (Ten) years of experience in providing UPSC Civil Service (Prelims Cum Mains) Coaching.
3. Coaching Institute should have at least 5.00 crores turnover per annum. Documents of last 3 years to be enclosed.
4. Coaching Institute should be an Income tax and Service tax payer. Documents of last 3 years to be enclosed.
5. Coaching Institute should have a good track record of selection of student in last three years.
6. Income tax returns for last three years with PAN and TIN number should be submitted.
7. List of candidates of the Coaching Institute which have been selected for Civil Services in last three years should be submitted
8. Coaching Institution, should have well equipped audio-visual classroom, toilet facilities (Ladies/Gents separately) state-of-the-art library and study room for students.
9. The Coaching Institute must have minimum 1000 square feet built-up area with all the facilities. Proof of that should be attached.
10. Details of Trainers with their profile / bio data should be submitted. The coaching institute shall have a team of subject experts/resource persons having a good experience in imparting coaching for UPSC Civil Service (Prelims & Mains) examinations.
11. The coaching institute shall have a disciplinary mechanism to handle undue/untimely demands by the students.
12. The coaching institute shall have academic plan to maximize results of the candidate. The coaching institute shall have improvement program for weak / failure students.
13. The coaching institute shall have mechanism to impart team spirit among students.

II. Documents to be Submitted with Technical proposal / Bid:

1. Copy of Registration Certificate.(valid for 2017-18)
2. Original Demand Draft for EMD and Document Fee
3. Supportive document **for ten (10)** years experience.
4. Service tax / VAT Registration Certificate.
5. PAN Card Copy
6. Documents of Income tax returns for last 3 financial years.
7. Supportive document of measurement of built-up area.
8. Leave and License copy for rented accommodation and property tax bill for own building
9. Photograph of Coaching Centre, Library, Classrooms and Audio Visual room
10. List of faculty with their bio data
11. Year wise details of successful candidates in UPSC Civil services in the prescribed format.

III. The Commercial bids of the Coaching Institutions which do not meet the Pre-Qualifying and Technical Proposal Requirements will not be considered.

The Selection Committee shall examine the PQR/Technical Proposal documents of the Coaching Institutions and on that basis a list of qualified bidders will be prepared and will be intimated to the Coaching Institutions concerned.

PART –III

GENERAL TERMS AND CONDITIONS

1. Conditional EOI Proposals are liable for rejection.
2. Intending Agencies / Institutions can have detailed information from the office of the Commissioner of Tribal Welfare during office hours.
3. The Selection Committee constituting the following members will shortlist the institutes and will recommend to the Government for empanelment in order to sponsor the students for coaching.
 - i) Commissioner, Tribal Welfare
 - ii) Commissioner, Collegiate Education
 - iii) Commissioner, Technical Education
 - iv) Representative Nominated by the Finance Department.
4. The Selection Committee reserves the right to reject any or all tenders without assigning any reason.
5. Coaching program will be minimum for a period of 9 to 12 months.
6. Coaching Centers will be in Hyderabad only.
7. Coaching will be imparted to the Scheduled Tribe Candidates of Telangana State.
8. The coaching should contain the following (3) Guidance Programs
 - 1) Integrated Guidance Scheme (Prelims-Cum-Mains)
 - 2) Mains Guidance Scheme
 - 3) Personality Guidance Scheme
9. Qualitative Coaching is required. Hence, the Committee will recommend maximum number of candidates to be sponsored to each institute, so that all candidates are not sponsored to a single institute.
10. The Students who are selected through entrance exam can be given the option for selecting the empanelled institution of their choice, for admission through counseling, subject to ceiling of seats that may be prescribed institution wise by the Committee.
11. The sponsored candidates should be given training along with other students and the Sponsored students should not be made into a separate batch.
12. The candidates for imparting coaching to UPSC Civil Service (Prelims Cum Mains) Examination-2018 will be selected and sponsored to the Institutions through pre qualifying examination.
13. The selected Institutions must install bio-metric attendance system in the institution and submit bio-metric attendance of the candidates to the Commissioner, Tribal Welfare, TS, Hyderabad on the last of the every month.
14. The selected Coaching Institutions shall provide qualitative Coaching for (3) Guidance Programs for UPSC Civil Services Examination-2018 to the candidates Sponsored by Tribal Welfare Department, TS, Hyderabad.
15. The selected Coaching Institutions shall impart quality coaching, conduct periodic tests and shall inform the result of the same to the Commissioner of Tribal Welfare, TS, Hyderabad as and when the tests are conducted.
16. The selected Coaching Institutions shall cover the complete syllabus of UPSC Civil Services (Preliminary and Main) Examinations-2018. If the coaching is incomplete or not properly imparted, the Institute will be **blacklisted** and will be removed from the empanelment for next three years and complete fee due will not be paid.

17. The selected Coaching Institutions shall provide study material (at no extra cost) to the candidates, immediately after admission and further, as and when the study materials are given to other candidates taking coaching in the institute.
18. The selected Coaching Institutions should not sublet the contract. If the Coaching Institutions are found to have sublet the contract, the contract will be terminated at the risk and cost of the Coaching Institutions concerned.
19. The selected Institutions shall enter into a MoU on a non-judicial stamp paper as per Stamp Duty Act, Government of Telangana, with terms and conditions as per the format specified by The Commissioner of Tribal Welfare, TS, Hyderabad within 30 days from the receipt of written communication of letter of acceptance to this effect failing which the EMD will be forfeited.
20. Coaching fee will be paid in **three** installments; first installment of 25 % of the total amount will be paid after the completion of 2 months of Coaching. Second installment of 50 % of the total amount will be paid after the completion of (05) months of coaching. Third and final installment will be paid after satisfactory completion of Coaching.
21. The coaching institutes should submit their requisition / bill in duplicate with the list of candidates and biometric attendance. The payments shall be made within 30 days. If, due to any reasons, payment is delayed, no interest will be payable.
22. The contract is for a period of one year / duration of coaching and may be extendable for further period by mutual consent with the same terms and conditions of the agreement/MoU executed.
23. The Commissioner of Tribal Welfare, TS, Hyderabad shall have the power to issue notice in writing and to instruct/direct the Institutions to make alterations/ variations in the assigned work.

24. Evaluation of Technical and Commercial Bid:

A. Opening of Pre-qualification and Technical Bids

The Selection committee would evaluate both Pre-qualification cum Technical Proposals based on the details provided in the EOI. Decision of the committee would be final and binding upon all the Bidders. The commercial Bid of those Institutions which found pre-qualified and technically qualified will be opened.

B. Financial Evaluation

The Commercial Bids of only the technically qualified bidders will be opened and evaluated. The rates will be negotiated by the Selection Committee.

25. For all disputes arising out of this contract between the Institutions and Tribal Welfare Department, Telangana State will be within the jurisdiction of the courts in Hyderabad city only.

26. Failure to abide by the Agreement:

The conditions stipulated in the agreement/MoU shall be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the Tribal Welfare Department, TS with such penalties as specified in the Bidding document and the Agreement/MoU.

27. Confidentiality of the Document:

This Tender Document is confidential and the Tribal Welfare Department shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.

28. Rejection Criteria:

Besides other conditions and terms highlighted in the tender document, bids may be rejected under following circumstances.

A. Pre- Qualification cum Technical Rejection Criteria.

- Bids submitted without or with improper EMD.
- The information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions.
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- Failure to furnish proofs for information provided.
- Technical Bid containing commercial details.
- Revelation of prices in any form or by any reason before opening the commercial Bid.
- Failure to furnish all information required as per tender document.
- The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Agreements of this tender.
- If the bid does not conform to the timelines indicated in the bid.

B. Commercial Rejection Criteria.

- Incomplete Commercial Bid.
- Commercial Bids that do not commercial conform bid to format (Schedule B).
- Total price quoted by the Bidder does not include all statutory taxes and levies applicable.

29. Jurisdiction and applicable Law:

In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be governed by the laws of India (both substantive and procedural) at that time being in force and shall be subject to exclusive jurisdiction of the Court at Hyderabad.