



**GOVERNMENT OF RAJASTHAN
SOCIAL JUSTICE AND EMPOWERMENT DEPARTMENT**

Request for Proposal
for
Creation of Panel of State level coaching Institutes
for implementation of coaching scheme
for the year 2017-18

SJED No.

Dated:

List of Documents.

Document cost : Rs./-

Social Justice and Empowerment Department

Short term notice e-tender

Request for proposal (two stage bidding section 32 of RTPP Act 2012)

No.-

Date-

For implementation of Chief Minister free coaching scheme to provide coaching to students of SC,ST,OBC,General category residing in hostels (Kota & Jaipur) to enable them to get admission in MBA engineering, medical and law courses in various Institutes for the year 2017-18. The proposal and technical bids are invited from reputed coaching Institutes of Kota and Jaipur only.

NOTE:

- (i) This document is not transferable.
- (ii) Though adequate care has been taken while preparing the tender documents, the bidder shall satisfy himself/herself that the document is complete in all respects. Discrepancy, if any can be intimated to the Department.
- (iii) The selection of Bidders shall be carried out through e-procurement process only. Proposal/Bids are to be submitted online in electronic format on website <http://eproc.rajasthan.gov.in> as per tender documents.
- (iv) Please check our website **www.sje.rajasthan.gov.in** and state Public Procurement portal addressed "<http://sje.rajasthan.gov.in>" regularly for latest up-date after issue of this tender. All modifications/ amendments/clarifications/ information etc. shall be available on the website of SJED **www.sje.rajasthan.gov.in** & <http://sje.rajasthan.gov.in>.
- (v) SJED may at its discretion, extend the deadline for submission of the Proposals.
- (vi) Only Technical bids shall be submitted from reputed coaching institutes of Jaipur & kota with institute in the concern cities.
- (vii) The interested bidders might submit their bid by date: time:
- (viii) At the first stage, bidders which are eligible shall be evaluated in accordance with the terms and conditions qualifications laid down, Presentations and discussions shall be held.
- (ix) In the second stage of the bidding process, the procuring entity shall invite bids from all those bidders whose bids at the first stage were not rejected to present their final bid.
- (x) Any bidder invited for the bid but is not in a position to supply the subject matter of procurement due to changes in the specifications, may withdraw from the bidding proceedings without liability of forfeiting bid security.

- (xi) The term and conditions may be revised by the procuring entity without modifying the fundamental nature of the procurement.
- (xii) SJED may at any point modify/add/reduce the number or specifications outlined in the bid.

Authorized Signatory

Social Justice and Empowerment Department

Concept Note

Chief Minister Free Coaching Scheme is being implemented for students of SC/ST, SBC, OBC and General category, residing in Hostels of Jaipur and Kota, to enable them to get admission in courses- medical, Engineering, MBA and law in institutes of National level.

In this Year, total 1000 students shall be admitted in selected reputed institutes in above courses. The aim of this scheme is to provide financial aid to talented students of Departments Hostels/ for coaching in different institutes for admission in technical and professional courses in National level Institutes. For this reputed coaching institutes (Kota and Jaipur) shall be selected to provide coaching to these students.

Basic terms, conditions and directions-

- Through proposals and technical bids reputed coaching institutes shall be selected, if required, panel shall be formed.
- Coaching institutes shall also submit their profile with documents supporting their experience, status, turn over, number of students.
- Maximum fee of Rs. 60,000 per student shall be sanctioned to selected coaching institute in first year. 5 % increase per year can be made from next year. But for students taking admission in two year course, fee for both years shall remain the same.
- A contract shall be signed by the selected coaching institute for maximum period of 2 years.
- Selected coaching institutes shall not charge any kind of fee from the admitted students of Departments Hostel. Fees shall be paid by the department to the coaching institutes for its students.
- Fee shall be paid in phased manner, in 3 installations in the ratio of 30:30:40 percent. First installation shall be paid after 3 months of beginning of coaching, second instalment after 6 month and third instalment shall be paid after 6 month completion of coaching.
- Number of students shall be selected and provided to institutes by the department only.
- Coaching institutes shall provide attendance list of the students per month 80% attendance of the student shall be considered for payments to coaching institutes.
- The coaching institutes shall inform to the Department immediately, if the student has less than 80% of attendance in the month in the coaching classes
- The institute could provide coaching in Hindi and English medium both
- The coaching institute shall provide minimum 15 hours coaching a week.

Criteria and process of selection of Coaching institutes.

1. Eligibility criteria of coaching institutes-

- a) The coaching institutes shall be registered under societies registration Act 1860 or Rajasthan society Act, 1958, Indian Company Act 1956 or National Trusts Act, 1882.
- b) The Coaching Institutes should have minimum 3 years experience in providing coaching institutes in respective courses.
- c) The coaching institutes should have minimum 3 crores of turnover per year audited (Balance sheet of three consecutive year should be annexed).
- d) Coaching institutes should have proper staff facility infrastructure (lists to be annexed- Staff faculty and size structure of building other in structure facility).
- e) The coaching institute shall have headquarter and coaching facility at Jaipur and Kota.

2. Process of Selection

(Two Stage Bidding as per RTPP Act, 2012)

- a) Proposals/ profiles and technical bids so received should be evaluated by the department committee on the basis of criteria mentioned.
- b) Marks may be awarded and institutes shall be declared technically qualified in the first stage on the basis of merit.
- c) Financial bid (second stage bidding) shall be invited from those institutes only who are selected/ shortlisted in the first stage. (Technical Bids).
- d) Further, in second stage (Financial bid) cost value analysis shall be done and lowest rate shall be approved. Work may be allotted to single institute and if required panel may be formed.
- e) The inspection may also be conducted after selection in technical bids of the institutes by Departments officers.
- f) The decision of Head of Department shall be final in selection of institute. Any direction can be amended/added by the department anytime.

PRE-QUALIFICATION TECHNICAL BID

DELCLARATION

Date: _____

Date of NIT

Work for which proposals are invited for	
Name of the coaching institute	
Address	
Phone	
Mobile	
Fax	
E-mail etc of the bidder	
Name of the Department for which bid is to be presented	
Institute provides coaching in subject/ Courses	
Reference	
NIT no.	
Date	
Name of Newspaper / Website	
Tender fee (Banker's Cheque / DD No.)	
EMD amount 2% date /details	

We declare that we agree with all the terms and conditions mentioned in the Tender documents wide NIT number:

We declare that our coaching is a

**SIGNATURE OF AUTHORISED
SIGNATORY WITH SEAL**

CHECK LIST

	e-Tender fee (through DD / B.C. date / amount	
	Certificate to Support status of the company	
	Detailed Institute profile	
	Documents supporting	
	• Experience in terms & years	
	• Turnover audited balance sheet	
	• Infrastructure	
	• Man-power Faculty/staff	
	• No. of students year (2016-17)	
	• Registration certificate	
	• Number of students selected in different courses during three consecutive year from the institute.	
	• Others	

Signature

Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall –

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - a. have controlling partners/shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them; or
 - c. have the same legal representative for purposes of the Bid; or
 - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
 - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved.

However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or

- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No Dated I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reason;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is

The designation and address of the Second Appellate Authority is

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para(1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.

- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.