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**GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI-110054**

**TENDER NOTIFICATION
F.1-(S)/Coaching/2022-23/--22-8**

**PROPOSAL INVITED FROM COACHING INSTITUTIONS for
preparation of "IIT-JEE/NEET Entrance Examination" to
Students studying in Government schools of Directorate of
Education**

The Directorate of Education, Govt. of NCT of Delhi invites Tender application, from eligible Coaching Institutes who are desirous of imparting coaching for preparation of "IIT-JEE (Mains & Advance) & NEET Entrance Examination" to aspirant students studying in the Government Schools of Directorate of Education.

The Tender document can be downloaded and submitted through website <http://govtprocurement.delhi.gov.in> Last date & Time for submission of Tender Documents: **27.07.2022 @ 4.00 PM.**


ADDL. DIRECTOR OF EDUCATION

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**GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI-110054**

Tender Document for preparation of IIT-JEE /NEET Entrance Examination

Free Coaching Scheme for students studying in government schools of Directorate of Education

Disclaimer and Notice to Reader

This Request for Proposal (RFP) is issued by Directorate of Education (DOE), Government of NCT of Delhi. Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither DOE, nor any of their officers or employees, or any of their advisers or consultants, accept any liability or responsibility for the accuracy, reasonableness or completeness or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed Project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent representation by the party concerned and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment. It does not purport to, contain all the information that a recipient may require. Neither DOE, nor any of their officers, employees nor any of its advisors nor consultants undertakes to provide any recipient with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent, Each recipient must conduct its own analysis of the information or to update the information in this RFP or to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed Project, the legislative and regulatory regime which applies thereto any by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangements relating to the proposed Project.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

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The DOE, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. The Directorate of Education accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any applicant upon the statements contained in this RFP.

The DOE may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP, By reading this report the reader of the report shall be deemed to have accepted the terms mentioned herein above.

IMPORTANT INFORMATION

S.No.	Information	Details
1.	RFP No. and Issue Date	F.1-(S)/Coaching/2022-23/-22-8 Dated: 28/06/2022 06/07/2022
2.	Tender document available place	Tender documents can be downloaded from http://govtprocurement.delhi.gov.in
3.	Last date for submission of written queries for clarification	18.07.2022@ 4.00 pm Email : doepecell@gmail.com
4.	Last date (deadline) for submission of bids	27.07.2022@ 4.00 pm
5.	Pre bid Conference (Date & Place)	20/07/2022, Conference Hall, DOE, Time: 11.30 AM
6.	EMD	Rs. 2,00,000/-
7.	Performance Security	3% of total contract value
8.	Bid Validity	180 days from Bid Due Date
9.	Tender submission	Two Part Tender 1. Pre-Qualification cum Technical Bid to be submitted physically. 2. Financial Bid should be submitted electronically through the e-Tender system http://govtprocurement.delhi.gov.in
10.	Opening of Technical Bids	29.07.2022 @ 11. 00 am
11.	Presentation of Technical Bids by the selected bidders	< to be intimated later >
11.	Place, Time and Date of opening of Financial proposals received in response to the RFP notice	< to be intimated later >
13.	Contact person for any queries etc.	Sh. Sudhakar Gaikwad Phone : 9911221724
14.	Addressee and address at which communication needs to be sent	DDE(Science) Population Education Cell, Room No-2, Old Secretariat, Delhi-54 Email : doepecell@gmail.com

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1. OBJECTIVE:-

The objective of the Scheme is to prepare students studying in govt. Schools in Class IX & XI for **IIT-JEE / NEET Entrance Examination**.

For achieving the said objective, **Directorate of Education** is contemplating sponsoring students for free coaching from reputed Coaching Institutes. Tender is invited from reputed institutions/ organization who are desirous of imparting coaching for "**IIT-JEE/NEET Entrance Examination**" to aspirant students studying in Govt. Schools of DOE.

Coaching Centre : DOE will allocate center to selected students out of empanelled coaching centres.

Total No. of Students: Approximately maximum 300 students (150-IX std & 150- XI std) every year.

Class IX: 100 students for IIT-JEE & 50 students for NEET for 4 years.

Class XI: 100 Students for IIT-JEE & 50 students for NEET for 2 Years.

The Institute has to conduct coaching in offline/physical mode.

Eligibility : Students studying in Class IX in Government schools will be eligible for being selected for 4 year integrated course and students studying in Class XI will be eligible for being selected for 2 year integrated course. DOE will conduct a Common Entrance Test of Class IX & XI separately for selection of students.

The empanelled institute will be required to impart coaching to the selected students for preparation of JEE Mains & Advance / NEET Entrance Examination as per empanelment.

List of selected students will be communicated to the institution for JEE Advance & mains/NEET separately by Directorate of Education.

Financially sound Government / Private Institutions NGO/Company/ Proprietors/Individual with good infrastructure having consolidated turnover of, at least, Rs. 2 Crore in the preceding 3 financial years ending on 31st March 2021(FY 2020-21 omitted due to pandemic era) and having continuous experience of not less than 3 years in providing coaching for "IIT-JEE/NEET Entrance Examination" are eligible to apply.

Performance of the Institute will be evaluated every year and it is extendable/ renewable up to 5 years.

2. ELIGIBILITY OF THE INSTITUTION:-

The Institutions meeting out the following criteria will be eligible to apply:

- i) All Institutes in the Government Sector, including Universities and autonomous bodies, engaged in coaching activities.
- ii) Universities / colleges in private sector engaged in coaching activities.
- iii) Institutes in the private sector engaged in providing coaching in private sectors, which are trusts, companies, partnership firms, proprietor, individual or societies, registered under the relevant law, preferably of relevant industry bodies or institutes identified by them. (Copy of document in support of registration / ownership of the institution to be attached.)

- iv) The institute must be in existence and providing coaching for JEE/NEET for the last three years at the time of notification of this tender in NCT of Delhi (evidence should be attached). Separate experience for JEE & NEET will be taken into account for counting of experience.
- v) The Institute should have consolidated turnover of at least, Rs. 2 Crore in last 3 financial years ending on 31.03.2021 i.e. 2017-18, 2018-19, 2019-20 (Balance sheet for 3 years i.e. 2017-18, 2018-19, 2019-20 with IT return i.e. 2017-18, 2018-19, 2019-20 would be required to be furnished). 2020-21 has been omitted due to pandemic period. The turnover / IT Return in the name of Trust / Company will be accepted on production of sufficient document that the bidder comes under the Trust / Company. Apart from Balance Sheets, the Directorate of Education reserves right to call for such other documents or information, as it may deem expedient to satisfy itself about fulfillment of the financial or other criterion and, based on such document/information, may take decision regarding eligibility of Institute. (Copy of last three financial year's balance sheet and IT Return to be attached. Copy of GST Certificate if applicable is also to be attached.)
- vi) The institute should have requisite infrastructure like premises, library, requisite equipment etc to impart coaching at parent place.
- vii) The institute should have a performance of at least 50 students qualified / selected in each last three years in IIT-JEE/NEET (Minimum 50 students separately for each course). Copy of admission form and result to be attached. Proof to be produced. In addition at least 10% of the enrolled students should have qualified IIT-JEE(Main)/NEET in each last three years. Empanelled institutes will have to submit the documentary evidence of enrolled students in each last three years for verification. If the enrolment data provided by the empanelled institutes found to be forged/false/manipulated at any stage & is prepared with an intention to obtain coaching orders, the institute shall be liable for legal proceedings (civil/criminal) under IPC.
- viii) The institute should have the required number of qualified faculty members. (Faculty details with experience along with their subject details to be attached.)
- ix) The Directorate of Education reserves the right to forfeit / withhold the EMD /Security Deposit and fee if any due to the institute if at any time the document / records furnished by the coaching institute is found to be false / forged / not genuine and is prepared with an intention to obtain coaching orders from the Government Departments / Government aided institutions will be informed about the blacklisting. In addition institute is liable for civil and criminal action.
- x) In case institute has multiple branches only those branches are in Delhi shall be considered while doing calculation of technical & financial bid.

3. ELIGIBILITY FOR STUDENTS:-

- i) Students of Class IX & XI studying in Government schools of DOE would be eligible for being selected to getting coaching under this scheme.

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- ii) Duration of coaching is minimum of 750 Hours of Classes for each std from Class IX to XII. The students shall be selected by the Directorate of Education through a Common Entrance Test(CET) of Class IX & XI separately and the list of such selected students shall be provided to the empanelled institutes/organizations either in one go or in batches.
 - iii) Every shortlisted/empanelled coaching institute shall arrange a counseling session for selected students on a single day & place decided by Directorate of Education. After counseling session students will have to submit the preference of coaching centre(s) on same day at the venue itself. Venue, date & time for counseling will be intimated to the shortlisted/empanelled institutes by Directorate of Education.
 - iv) The empanelled institute will be required to impart coaching to the selected students for preparation of i.e. (1) JEE Mains & Advance (2) NEET as per empanelment for the course. List of selected students will be communicated to the institution for JEE Advance & mains & NEET separately.

4. PAYMENT OF FEE :-

- i) 100% course fee will be paid to the empanelled institute/ organization by the Directorate of Education.
- ii) The Course fee shall include Coaching Fee, cost of study materials and test papers including all taxes.
- iii) The course fee shall be payable on per student basis including all the cost as mentioned above.
- iv) Course fee will be released to the selected/empanelled institutes as under:

FOR 4 YEAR INTEGRATED COURSE

- a) 25% of the course fee will be released to the institute in first year at the interval of six months i.e. 25% course fee will be paid in 02 equal installments.
- b) Likewise Remaining 75% fee will be released at the interval of six months in subsequent years (25%+25%+25%) after completion of classes per year and based on the attendance and performance of the students.
- c) If any student discontinue the course for whatsoever the reason, payment of the institute shall be made upto the period, the student attended the institute.
- d) In subsequent years, the selected institute shall be entitled for 10% increase on the existing course fee only for the **new admissions**. For example; if tender is awarded at Rs. 100/-. Said rate of Rs. 100/- shall be applicable for 2022-23 and, for 2023-24, rate shall be 110/-. Similarly, for 2024-25, the rate will be Rs. 121/- and so on for following years.

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FOR 2 YEAR INTEGRATED COURSE

- (a) 50% of the fee of the course fee will be released to the institute in first year at the interval of six months i.e. 50% course fee will be paid in 02 equal installments.
- (b) Remaining 50% fee will be released after completion of classes and based on the attendance and performance of the students.
- (c) If any student discontinue the course for whatsoever the reason, payment of the institute shall be made upto the period, the student attended the institute.
- (d) In subsequent years, the selected institute shall be entitled for 10% increase on the existing course fee only for the **new admissions**. For example; if tender is awarded at Rs. 100/-. Said rate of Rs. 100/- shall be applicable for 2022-23 and, for 2023-24, rate shall be 110/-. Similarly, for 2024-25, the rate will be Rs. 121/- and so on for following years.

Details of the coaching

S. No	Name of coaching	Duration	No. of candidates proposed to be coached in the NCT of Delhi
1	Coaching for IIT-JEE Advance and Main Examination	Minimum 750 Hours for each Std. On working days the classes will be conducted for 2 hours daily after school time & on Saturday, Sunday & holidays the class hours will be flexible.	Approximately 200 students every year 100 students of Class IX & 100 students of Class XI
2	NEET	Minimum 750 Hours for each Std. On working days the classes will be conducted for 2 hours daily after school time & on Saturday, Sunday & holidays the class hours will be flexible.	Approximately 100 students every year 50 students of Class IX & 50 students of Class XI

5. CRITERIA FOR SELECTION OF COACHING INSTITUTES:-

This is a two stage tender process. The bidder shall, initially, be scrutinized for fulfillment of technical / eligibility criterion as mentioned in clause 02 of this tender document. The Financial bid of only such bidder shall be opened who are found to be qualifying all the technical / eligibility parameters.

Bidder is required to quote its bids (Course Fee inclusive of tuition fee, study material, test papers & taxes, if any) on per student basis for the course applied. There would be separate bid for both the exams i.e. (1) IIT-JEE Mains & Advance (2) NEET. Bid should be quoted in BOQ form available in online portal.

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The Technical Bid of the Bidders under each category will be evaluated by the Evaluation Committee Constituted for the purpose by the Directorate of Education, as per following criteria:-

5.1 Technical Evaluation

- A.** The Technical Bid shall carry the technical score of maximum 100 marks as detailed below. The Bidder has to provide documentary evidence for each claim.

S. No.	Evaluation Criteria	Point System		Maximum Marks
1.	Number of Year of experience	3 years- 5 Years	15	25
		Above 5 years to 7 years	20	
		Above 7 years	25	
2.	Consolidated turnover of last 3 financial years ending on 31/03/2022	2 Crore – 3 Crore	15	25
		Above 3 Crore to 5 Crore	20	
		Above 5 Crore	25	
3.	Total No. of Candidates selected in JEE Main or NEET last year	50 - 100	15	25
		101-200	20	
		More than 200	25	
4.	% of selected candidates in JEE Main or NEET last year	10% to 25%	15	25
		26% to 40%	20	
		Above 40%	25	
TOTAL MARKS				100

- B.** The Bidder who will score more than 50 marks will be eligible for opening of the Financial Bid.

5.2. Financial Bidding Process & Selection:-

The Bidder can submit bid for JEE (Main/Advance) or NEET or Both. The Bidder has to submit bid for JEE(Main/Advance) and NEET separately. The bidder who will be lowest in a particular category will be successful bidder for that category.

The successful Bidder will be empanelled for coaching and other three(03) bidders i.e. L2, L3, L4 who have qualified in Technical Bid will be given chance for parity of their financial bid at par with the lowest bidder (L1), so that they can also be empanelled. If they deny, the process will go likewise. By this way there would be maximum of four empanelled agencies for a particular category.

The empanelled bidders shall arrange a counseling session for selected students & their parents at the venue provided by Directorate of Education as per schedule fixed by the DOE. Empanelled institutions shall be intimated the schedule of counseling session. Students in consultation with their parents will submit a preference of empanelled coaching centers where he/she want to attend the classes. DOE will setup a separate facilitation counter at the venue for acknowledging the preference sheet. The committee constituted by the Directorate of Education will allocate centers to selected students from the preferences as far as possible. The decision of the committee will be final & no further request shall be considered in this regard.

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5.3. FORMAT FOR FINANCIAL BIDDING:

S. No.	Name of Examination	Course fee for 4 year integrated coaching including taxes	Course fee for 2 year integrated coaching including taxes
1	JEE(Main/Advance)		
2	NEET		

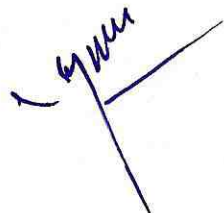
6. TERMS AND CONDITIONS TO BE COMPLIED WITH BY THE SELECTED BIDDER:-

- i) The selected bidder shall impart coaching to the selected students in Centers located in NCT of Delhi through offline/ physical classes. However, if due to some government order, physical classes are not permitted, with prior intimation to Department, bidder may impart coaching through online mode.
- ii) For enabling E-payment directly into the account of societies / NGOs / institutions / etc. through ECS, RTGS, NEFT, TTs system, an authorization letter from the payee with full details of e- payment i.e. name of payee, bank IFSC code number, bank branch number, bank branch name, bank branch address etc. should be provided.
- iii) The selected bidder should have established coaching center/office in NCT of Delhi and be willing to mobilized its own resources for smooth conduct of the coaching program in NCT of Delhi.
- iv) The selected bidder shall be required to execute an agreement/MoU and to remit 3% of the total Cost of the project as security deposit within a period of 10 days from the date of receipt of work order (Amount will be adjusted with already deposited EMD).
- v) On working days the classes will be conducted for 2-3 hours daily after school time & on Saturday, Sunday & holidays the class hours will be managed by the center.
- vi) Empanelled/selected Institute(s) will impart coaching to all successful students of JEE(Mains) for preparation of JEE(Advance) without any extra fee/charge.

7. GENERAL TERMS AND CONDITIONS:-

- i) The selected bidder will not, without prior written consent form Directorate of Education, disclose the Contract, or any provisions thereof, to any person other than a person employed by the Institute in the performance of the Contract. Disclosure to any such employed person will be made in confidence and to the extent necessary.
- ii) The selected bidder will not outsource the training / coaching to any other associate /third party under any circumstance. If it, so happens then Directorate of Education will impose sanctions which will include: forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.





8. REVIEW OF PERFORMANCE AND MONITORING :-

Monitoring of the progress made by the institutes will be carried out as follows :

- i) The Directorate of Education, GNCTD reserves the right to conduct random inspection/check from time to time of any of the empanelled institute.
- ii) The designated officer of the Directorate shall monitor the running of coaching at least once in a year & submit a report in the prescribed format.
- iii) The directorate shall conduct the periodic review, from time to time of the projects being run under the scheme.
- iv) The selected bidder shall submit monthly attendance, progress report by way of marks obtained in mock tests conducted during the coaching to Directorate of Education.
- v) There will be a review of the performance of the coaching institute at the end of 3rd year of empanelment & the assessment will be based on the results of successful candidates provided coaching under this scheme.
- vi) The continuation of empanelment of the coaching institution will depend on performance. The coaching institution shall endeavor to achieve optimum success rate of successful candidates every year for continued support.
- vii) The Directorate of reserves the right to discontinue empanelment under the scheme at any point of time if the performance of the coaching institute is found to be unsatisfactory.

9. EARNEST MONEY DEPOSIT AND HOW TO APPLY :-

- i) The willing institution should drop the Technical Bid application, EMD amount of Rs.200,000 in the form of FDR/Bank Guarantee in favor of Director of Education, Directorate of Education, Delhi along with other requisite documents as per Annexure-I in a sealed envelope on or before the time & date of uploading the bid in the tender box available in the chamber of Additional Director of Education, DOE, Delhi-54. Application submitted without EMD will be summarily rejected.
- ii) The eligible institutions can apply through online portal. All the documents required in support of technical criterion as required in clause 02 and 05 of this tender document are also to be scanned and uploaded in the online portal along with Financial Bid.

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10. SECURITY DEPOSIT :-

- i) The selected bidder has to remit 3% on total coaching fee per course as security deposit in the form of an irrevocable Bank Guarantee issued by a Nationalized Bank in favor of the "Director of Education, Directorate of Education" valid upto the contract period and additional claim period of 90 days beyond the date of completion of performance obligations including warranty obligations. Format of the Bank Guarantee is given in the bid document.
- ii) The Central Government / State Government coaching center/ Universities / Deemed Universities are exempted from payment of Security Deposit, However the execution of agreement is compulsory.
- iii) The remitted security deposit will be refunded after the completion of the course.
- iv) The performance security is liable to be deducted/forfeited for any or all the following reasons:
 - A. Unusal delay in completing the order/course.
 - B. Termination of Contract for default
 - C. Any default, failure or negligence in fulfilling the contract, losses incurred by the DOE during guarantee/warranty period.

11. DURATION OF AGREEMENT / CONTRACT :-

The initial duration of this agreement / contract shall be Three years from the date of award of Tender which may be extended for next two years subject to mutual agreement by the selected institutes / organization and Directorate of Education.

12. ARBITRATION AND JURISDICTION :-

Directorate of Education and the selected bidders will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to arbitrator, appointed by the Director, Directorate of Education and the award of the arbitration, as the case may be, will be final and binding on both the parties.

13. APPLICABLE LAW :-

The work order shall be governed by the laws and procedures established by Govt. of NCT of Delhi, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings / processing. Any default in the terms and conditions of the document by the bidder(s) will lead to rejection of bid/work order and forfeiture of EMD / Security Deposit / Course fee.

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14. SIGNING OF WORK ORDER:-

The successful bidder will be issued with two copies of the work order. The Bidder shall retain one copy and return the second copy to the Directorate of Education, GNCTD with each and every page of the work order duly signed by the authorized representative in token of the unconditional acceptance of the terms & conditions contained in the work order.

15. MODE OF SUBMISSION :-

- i) Tenderer is required to furnish EMD (Earnest Money Deposit) through FDR/Bank Gurantee in favor of the Director of Education, Directorate of Education, NCT of Delhi.
- ii) Tenders should be submitted only through <http://govtprocurement.delhi.gov.in>.

ADDL.DIRECTOR OF EDUCATION

ANNEXURE – I
TENDER FORM FOR FREE COACHING FOR _____
(Mention IIT-JEE(Main/Advance) or NEET ENTRANCE EXAMINATION)

S. No.	Criteria	Details as indicated in column (ii)	Page No. of the document attached
I	II	III	IV
01.	Name of the Organization / company (in block letters)		
02.	Full address along with telephone number of the contact person, e-mails address, Fax No.		
03.	Year of incorporation/establishment		
04.	Constitution (Enclose proof) (whether PSUs/Company/ Firm/ Proprietorship/ Societies)		
05.	Name(s) of the Directors/Partners/Proprietor with their full address, telephone number, e- mail address and Fax number		
06.	Details of Registration No. allotted by the Registrar of Companies/ Firms/ Societies (enclose Xerox copies)		
07.	GST Registration Certificate (enclosed copy)		
08.	Copies of Audited Financial Statement (Balance sheet and Profit and Loss Account) for the previous three Financial years i.e. 2017-18, 2018-19,2019-20 and copy of certificate from the Statutory Auditors.		
09.	Copy of ITRs for the financial year 2017-18, 2018-19,2019-20		
10.	Total annual turnover in last three years (year wise as at SI. No. 09) (enclose copy of Auditor's Certificate)		
11.	List of pending disputes, Litigation (if any) and a declaration that the bidding firm has not been black listed /debarred in the last 5 years.		
12.	A certificate to the effort that none of the Directors / Partners /Proprietor has been convicted of any offence involving in moral turpitude		
13.	Declaration form (Annexure-II) duly signed by Authorized Signatory		

Note: Bidders should apply separately for IIT-JEE & NEET Entrance Examination.

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Name of the Bidder: _____

S. No.	Criteria	Details as indicated in column (ii)	Page No. of the document attached
I	II	III	IV
14.	Minimum 3 years of Experience in providing coaching for JEE/NEET		
15.	Number of candidates selected last year in JEE(Main)/NEET entrance examination. (Data of only Delhi based institutes shall be taken into consideration) (Annexure-IV)		
16.	% of selected candidate in JEE(Main)/ NEET entrance examination during last years (Data of only Delhi based institutes shall be taken into consideration)		
17.	Number of qualified faculty members (Annexure-VI)		
18.	Whether under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central, State or District),Semi-Govt. & PSU in India in last five years (from the date of submission of bid) (Annexure-III)		
19.	Whether Power of Attorney attached to the Technical Bid (Annexure-VIII)		
20.	Earnest Money Deposit(Give Details)		
21.	Name, designation & contact number of the Authorised Signatory		
22.	Undertaking regarding number of Bids submitted (Annexure-IX)		

All the documents as indicated above should be attached to the Technical Bid

Signature of Authorized Representative:

ANNEXURE-II

Format for acceptance of terms and conditions contained in the tender documents

TO BE ACCEPTED BY THE COACHING INSTITUTE

To

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the Tender No.....

I declare that all the provisions, of this Tender Document are acceptable to my company/organisation. I further certify that I am authorized Signatory of my company and am, therefore, competent to make this declaration.

Signature of Authorized Representative:

Name of Coaching Institute:
Full Address:
Phone No.

Signature of witness

- 1.
- 2.

Date:

Place:

FORMAT FOR SELF-DECLARATION BY BIDDER FOR
NOT BEING BLACKLISTED
[ON BIDDER'S LETTER HEAD]

To

The Director
Directorate of Education,
Government of NCT of Delhi
Old Secretariat,
Delhi-54

Date: DD/MM/YYYY

Sub: Declaration of Non-Black listing for corrupt or fraudulent practices with any of the Government agencies in India during the last five years.

Ref: Engaging the services of Institutes for Imparting Comprehensive Coaching to the Candidates.

(Bidding Document No. Dated: / __/)

Sir/Madam.

In response to the above mentioned RFP I, _____,
as _____ (Designation) _____ of
M/s _____, hereby
declare _____ that _____ our
Company/Firm/Institution _____ is
having unblemished past record and is not currently declared
blacklisted or ineligible to participate for bidding by any
State/Central Govt./ District Administration, Semi-government or
PSU due to unsatisfactory performance, breach of general or
specific instructions, corrupt / fraudulent or any other unethical
business practices.

Signature of Authorized
Representative:

Name of Coaching Institute:

Full Address:

PhoneNo.

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- A signature on the left.
- A signature in the middle.
- A signature with a large 'X' mark on the right.

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Format for declaration about selection of candidates who attended coaching and qualified in JEE MAIN/NEET Examination

[ON BIDDER'S LETTER HEAD]

To
The
Director
Directorate of Education,
Government of NCT of
Delhi Old Secretariat, Delhi-
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Su b: Declaration of selection of students that attended coaching and qualified in JEE MAIN/NEET Examination

Ref: Engaging the services of Coaching institutes for imparting comprehensive coaching to the Candidates.

(Bidding Document No Dated: / /)

Sir/Madam,

In response to the above mentioned RFP I,as
.....(Designation) of M/s.
.....,hereby
declare that.....Number

Of candidates got selected in.....Course in last 3 years.

The details of candidates, course attended and selection is given and the information provided here is true to the best of my knowledge and any willful misstatement described herein may lead to disqualification of my firm.

(The data is to be shared in following format with supporting evidence of copy of result of qualifying student, certificate wherever applicable, Certificate of Coaching Institute proving enrollment at Institute for attending respective training.)

Date:

Signature of Authorized Representative:

Name of Coaching Institute:

Full Address:

Telephone No.:

Format for Technical Bid cover letter
[ON BIDDER'S LETTER HEAD]

To,
The Director,
Directorate of Education,
Old Secretariat, Delhi-54

Date:DD/MM/YYYY

Sub: Letter for Submission of Technical Bid by ... (firm name)

Ref: Engaging the services of institutes for imparting Comprehensive Coaching to the Candidates

(Bidding Document No: __Dated:// __)

Sir/Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide our services as required and outlined in the RFP.

We confirm that the information contained in these responses or any part thereof, including the exhibits and other documents and instruments delivered or to be delivered is true ,accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its shortlisting process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we *are* liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 180 days.

We hereby declare that in case we are chosen as successful Bidder, we shall submit the PBG in the form prescribed in the RFP. We do here by undertake that until a contract is prepared and executed, this bid to get her with your written acceptance thereof, the Bidding Document and placement of letter of awarding the contract shall constitute awarding contract between us.

We agree that you are not bound to accept any tender response you may receive. We also agree that your deserve the right in absolute sense to reject all or any of the products/services specified in the tender response with or without assigning any reason whatsoever.

Date:

Signature of Authorized Representative

Name of Coaching Institute:

Address:

Telephone No.:



49/c

ANNEXURE-VI

Format for details of qualified teachers for providing coaching for JEE/NEET examination

[ON BIDDER'S LETTER HEAD]

To
The Director
Directorate of Education,
Old Secretariat, Delhi-54

Sub: Declaration about number of qualified teachers providing coaching.

Ref: Engaging the services of Institutes for imparting Comprehensive Coaching to students preparing JEE/NEET Entrance Exam .

(Bidding Document No: __ Dated: / /)

Sir/Madam,

In response to the above mentioned RFP, I, _____
, as _____ (Designation) of M/s _____
hereby declare that:

There are _____ No. of teachers imparting coaching to candidates in various subjects for JEE(Main/Advance)/NEET Entrance Exam.

The details of teachers, their subjects and course is given in following table, the information provided is true to best of my knowledge and any false statement described herein may lead to disqualification of Tender.

SI.No	Course Name (JEE/NEET)	Subject	Name OF Teacher	Experience

Date:

Signature of Authorized Representative

Name of Institute

Address:

Telephone No.:

[Handwritten signatures and scribbles]

(To be Submitted by empanelled bidder)

ANNEXURE-VII

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Format for Performance Guarantee

(To be issued by a Bank)

This Deed of Guarantee executed _____ at by _____ (Name of the Bank) having its Head/ Registered office at _____ (herein after referred to as "the Guarantor") which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns;

In favour of The Director, Directorate of Education, Government of NCT of Delhi, having its office at Old Secretariat, Delhi-54 (herein after called "The Director, Directorate of Education, Government of NCT of Delhi, Old Secretariat, Delhi-54," which expression shall unless it be repugnant to the subject or context thereof include Its heirs, executors, administrators, successors and assigns);

Whereas M/s _____ an organization/company/firm/Society formed under _____ specify the applicable law) and having its registered office at _____ has been, consequent to conduct and completion of a competitive Request For Proposal(RFP) process in accordance with the letter of requirements document No. _____ dated//2022 issued by The Director, Directorate of Education, Government of NCT of Delhi and selected M/s_ (herein after referred to as the Applicant) for the Agreement by The Director, Directorate of Education, Government of NCT of Delhi, as more specifically defined in the aforementioned document including statement of work and the agreement executed between the Director, Directorate of Education, Government of NCT of Delhi, Old Secretariat, Delhi-54 and the applicant. The agreement requires the applicant to furnish an unconditional and irrevocable Bank Guarantee for an amount of Rs. /- (Rupees _____ only) by way of security for guaranteeing the due and faithful compliance of its obligations under the Agreement.

Whereas, the Applicant approached the Guarantor and the Guarantor has agreed to provide a Guarantee being these presents:

Now this Deed witnessed that in consideration of the premises, we, _____ Bank here by guarantee as follows:

1. The Applicant shall implement the Project, in accordance with the terms and subject to the conditions of the agreement, and fulfill its obligations there under.
2. We, the Guarantor, shall, without demur, pay to The Director, Directorate of Education, Government of NCT of Delhi, Old Secretariat, Delhi-54 an amount not exceeding INR(Rupees _____ only) within 7 (seven) days of receipt of a written demand therefore from The Director, Directorate of Education, Govt. of NCT of Delhi, stating that the applicant has failed to fulfill its obligations as stated in Clause 1 above.
3. The above payment shall be made by us without any reference to the Applicant or any of the person and irrespective of whether the claim of the Director, Directorate of Education, Government of NCT of Delhi, is disputed by the Applicant or not.

[Handwritten signature]

[Handwritten mark]

[Handwritten signature]

4. The Guarantee shall come into effect from _____ (Start Date) and shall continue to be in full force and effect till the earlier of its expiry at 1700 hours Indian Standard Time on _____ (Expiry Date) (both dates inclusive) or till the receipt of a claim from The Director, Directorate of Education, Government of NCT of Delhi under this Guarantee, which is one month after the expiry of performance guarantee, whichever is earlier. Any demand received by the Guarantor from The Director, Directorate of Education, Government of NCT of Delhi, prior to the Expiry Date shall survive the expiry of this Guarantee till such time that all the amount payable under this Guarantee by the Guarantor to the Director, Directorate of Education, Old Secretariat, Delhi-54.
5. In order to give effect to this Guarantee, The Director, Directorate of Education, Old Secretariat, Delhi-54 shall be entitled to treat the Guarantor as the principal debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by The Director, Directorate of Education, Government of NCT of Delhi, or by the extension of time of performance granted to the Applicant or any postponement for anytime of the power exercisable by the Government of NCT of Delhi against the Applicant or forebear or enforce any of the terms and conditions of the Agreement and we shall not be relieved from our obligations under this Guarantee on account of any such variation, extension, forbearance or omission on the part of Government of NCT of Delhi or any indulgence by The Director, Directorate of Education, Government of NCT of Delhi, to the Applicant to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
6. This Guarantee shall be irrevocable and shall remain in full force and effect until all our obligations under this guarantee are duly discharged.
7. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under.

In witness, where of the Guarantor has set its hands here forenoon the day, month and year first here-in above written.

Signed and Delivered by __Bank by the hand of Shri. __And authorized office. Authorized signatory _Bank.

[Handwritten signatures in blue ink]

Format for Power of Attorney

(To be provided in original as part of Technical Bid on stamp paper or value required under law duly signed by 'Bidder' for the tender)

POWER OF ATTORNEY

To Whomsoever It May Concern to Know all men by these presents, we(name and registered office address or the Applicant) do here by constitute, appoint and authorize Mr.

(Name of the Person(s)), domiciled at _____(Address), acting as _(Designation and the heir of the Organization), as Authorized Signatory and whose signature is attested below, as our attorney ,to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Agreement" **Empanelment of Institutes for imparting coaching to students for preparation of "IIT-JEE (Mains & Advance) & NEET Entrance Examination"** involving the deliverables as per agreement with Directorate of Education, Govt. of NCT of Delhi Vide Request of Proposal (RFP) document dated_ , issued by The Director, Directorate of Education, Govt. of NCT of Delhi , including signing and submission of all documents and providing information and responses to clarifications/enquiries etc. as may be required by the Director, Directorate of Education, Government of NCT of Delhi, and generally dealing with Education, in all matters in connection with our Bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

(Signature)
(Name, Title and Address)

Accept
(Attested signature of Mr. _____)
(Name, Title and Address of the Attorney)

Notes:

- To be executed by the Applicant
- 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 executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the executants(s) should submit for verification the extract or the charter documents and documents such as aboard resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power here under on behalf of the executants(s).

40/c

ANNEXURE-IX

UNDERTAKING

Certified that I have submitted my bid for JEE(Main/Advance)/ NEET/
*both Categories.

* Note: Strike out whichever is Not-Applicable.

Date:

Signature of Authorized
Representative

Name :

Full
Address:

Telephone
No.



Handwritten signatures and initials in blue ink, including a large stylized signature and several smaller initials.