



NEW DELHI MUNICIPAL COUNCIL

**REQUEST FOR PROPOSAL
DOCUMENT FOR**

**“LAKSHYA” SCHEME
FOR PROVIDING COACHING
FOR ENTRANCE EXAMS TO VARIOUS
ENGINEERING AND MEDICAL
COLLEGES FOR SCHOOL STUDENTS**

(RFP No : 02/2011-12/ Coaching for entrance exams)

**Through
New Delhi Municipal Council,
Palika Kendra, Sansad Marg
New Delhi – 110001.
(www.ndmc.gov.in)**

RFP No : 02/2011-12/ Coaching for Engineering and Medical entrance exams

Serial No. : _____

Issued to : _____

Request No. : _____ Dated _____

* Cost of RFP Document, Rs 1000/- (Rupees one Thousand only) received vide

Demand Draft No. _____ Dated _____ drawn on

RFP document issued on (Date) : _____

* Cost of RFP Document i.e. Rs. 1,000/- may be paid at the time of submission of RFP Document in the form of Demand draft drawn in favour of the Secretary, New Delhi Municipal Council, New Delhi.

Authorized Signatory

RFP SUMMARY

1. RFP No. : **02/2011-12/ NDMC's Lakshya Coaching Scheme for Engineering and Medical entrance exams**
2. Description : **For providing coaching for entrance exams to various Engineering and Medical colleges.**
3. EMD : **Rs. 3,00,000/- (for both Engineering & Medical Streams)**
: **Rs. 1,50,000/- (for either Engineering or Medical Streams)**
4. RFP Document Cost : **Rs. 1000/-**
5. Date of Pre Bid meeting : **18/07/2011 at 11.30 AM in the Conference Room of New Delhi Municipal Council, 3rd floor, Palika Kendra, Sansad Marg, New Delhi**
(*Optional to attend*)
6. Last Date of Submission : **25/07/ 2011 up to 03.00 PM**
7. Date of opening of Technical Bid : **25/07/ 2011 at 4.00 PM**
8. Date and time of opening of Financial bids of eligible Institutions after : **To be conveyed after evaluation of technical bids evaluation**

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SECTION - I

INVITATION OF BIDS FOR NDMC'S "LAKSHYA" SCHEME FOR PROVIDING COACHING FOR ENTRANCE EXAMS TO VARIOUS ENGINEERING AND MEDICAL COLLEGES

1. This invitation of bids is for carrying out the task of providing professional coaching for entrance exams to various Engineering and Medical colleges to students of NDMC/Navyug schools.
2. Bidders are advised to study the RFP Document carefully. Submission of RFP shall be deemed to have been done after careful study and examination of the RFP Document with full understanding of its implications.
3. Sealed offers prepared in accordance with the procedures enumerated in the RFP document should be submitted to the **office of Director (Education), New Delhi Municipal Council, 7th floor, Palika Kendra, Sansad Marg, New Delhi – 110001** not later than the last date of submission.
4. All bids must be accompanied by Earnest Money of (a) Rs. 3,00,000/- (Rupees Three Lakhs only) for both medical and engineering streams or (b) Rs. 1,50,000/- (Rupees One lakh fifty thousand only) for either medical or engineering stream in the form of Bank Draft in favour of **Secretary**, New Delhi Municipal Council, New Delhi.
5. This RFP document is non transferable.
6. Schedule for Invitation to RFP is as under :
 - a) Date of Pre Bid Meeting: **18/07/2011 at 11.30 A.M. in the Conference Room of New Delhi Municipal Council, 3rd floor, Palika Kendra, Sansad Marg, New Delhi**
 - b) Last Date and time for receipt of RFP **25/07/ 2011 upto 3.00 PM in the Office of Director (Edn.) Room No. 7014, 7th floor, New Delhi Municipal Council, Palika Kendra, Sansad Marg, New Delhi**
 - c) Place, time & date of opening of Technical bids **25/07/ 2011 at 4.00 P.M in the office of Director (Education), Room No. 7014, 7th floor, New Delhi Municipal Council, Palika Kendra, Sansad Marg, New Delhi**
 - d) Validity of the RFP **90 days from the date of opening of bids.**

7. Schedule of Execution of work:

- a) Pre-examination counseling – within 07 days from the date of issue of work order.
 - b) Conduct of qualifying examination – within 15 days from the date of issue of work order.
 - c) Declaration of Result submission of gap analysis report, professional need assessment and counseling of parents – within 25 days from the date of issue of work order.
 - d) Commencement of tutorial classes – within 30 days from the date of issue of work order.
8. The bidders can bid for both engineering and medical coaching or any one of them.
9. The bids are to be submitted in three cover system as under:
- (a) The first cover shall contain the EMD envelope.
 - (b) Second cover shall contain the technical bid including (i) duly filled Bid proposal proforma (I to VI) (ii) Documentary proofs for fulfilling the eligibility criteria and (iii) documentary proof towards the technical qualification matrix. This envelope should be super scribed as “Technical Bid for Engineering and Medical coaching scheme LAKSHYA”.
 - (c) The third cover shall contain Financial bid including Proforma (VII & VIII) of the Bid proposal format dully filled and superscribed as the “Financial Bid for Engineering and Medical coaching scheme LAKSHYA”.
 - (d) These three envelopes should be placed in a bigger fourth envelope superscribed ‘Bid for “LAKSHYA, NDMC’s scheme for coaching for entrance exams to various Engineering & Medical colleges for school students”.
10. Any deviation from the above prescribed method of application will make the bid liable for rejection.
11. The evaluation for selection of institute for coaching of engineering and medical courses will be done separately.
12. NDMC shall not be responsible for any postal delay regarding non-receipt/ non-delivery of the documents.

SECTION - II

BACKGROUND

New Delhi Municipal Council (NDMC) has been entrusted with the responsibility of beautifying the city and providing civic services. Emphasis in delivery of quality civic services in its area, be it architecture, civil works, electricity, education, health management, horticulture and welfare is the hallmark of NDMC as a municipal body.

One of the functions of NDMC is to provide education to students residing in its area of jurisdiction. NDMC in its endeavor to provide the best possible academic facilities to its students has launched “**Lakshya**”, **Comprehensive Coaching Scheme** for its school students during last financial year. The objective of the scheme is to enhance the academic capabilities of the talented students through special coaching in professional courses like: engineering and medical. Under the scheme, coaching is imparted to the students of NDMC (NDMC and Navyug) schools for engineering and medical entrance examinations conducted by different examining bodies such as IIT JEE, AIEEE, CPMT, DPMT, AIIMS, GGSIP University and others for admission to various professional institutions of repute.

Each year approximately 300 students of NDMC schools appear in these tests. Internal review of the processes of the Department brought out the need of students to be trained to develop their analytical skills and proficiency to take on various competitive examinations. Equal importance is however, required to be given to Board exams as well as entrance exams. Selected coaching institute should therefore be able to cater to all aspects of the preparation for entrance examinations and Board examination.

There is anecdotal evidence that many students attend private coaching classes to prepare for various entrance tests. Although actual number is not known, there is agreement that the practice is widespread. It is felt that performance in these tests can be improved by coaching provided through institutional means.

Accordingly, it has been decided to enter in to an agreement with selected coaching institute of repute for providing exhaustive training to students of NDMC schools. The coaching will be in addition to regular schooling, so as to prepare students for entrance exams & also institutionalize study program for the future. We aim to select an institute which has proven track record of successfully coaching students for various professional examinations.

SECTION-III

1.0 SCOPE OF WORK AND DETAILED TECHNICAL SPECIFICATIONS

- 1.1** The selected coaching institute will provide professional coaching (Engineering and Medical) along with study material to short listed students of NDMC schools (NDMC and Navyug both). The selection of students will be on basis of their academic performance in the school and / or performance in qualifying examination conducted by the selected coaching Institute. **NDMC endeavors to enroll 35 students of class XI for 2 years coaching course for Engineering and Medical each.**
- 1.2** The interested parties submitting their documents will be required to carry out academic assessment to test ability of the students and feasibility of adopted module for implementation of the NDMC Lakshya for providing coaching for entrance exams to various engineering and medical colleges. The objective is also to integrate this coaching with the prescribed syllabus of CBSE Board examinations. The selected coaching institute will be free to conduct its own qualifying written examination for need assessment study, gap analysis and selection of students. The selected institute must be capable of providing efficient, comprehensive and competitive edge professional coaching to ensure that maximum number of students qualify and take admission in engineering and medical institutes of national repute

2.0 Eligibility Criteria

- 2.1** The institute should be a registered society/proprietorship/ partnership/public Ltd.firm.
- 2.2** The institute should have been providing continuous coaching for engineering and medical for not less than 3 years for period ending 31.03.2011.
- 2.3** The institute should have a proven track record of successful selection of students in engineering and medical entrance examinations of repute.
- 2.4** The institute should have permanent faculty of high professional competence for teaching of various subjects.
- 2.5** The institute should have an annual turnover of Rs. 2 crores average of the last 3 years starting from Financial Year 2008-09.
- 2.6** The institute should have been providing coaching to at least 200 students as average of last 3 years in engineering and medical entrance examinations Separately.
- 2.7** The institute should have prepared a comprehensive set of study material and test modules of its own.

2.8 The Institute should have a well established system of personalized attention to the students including doubt clearance & periodic tests as part of its coaching curriculum.

2.9 Institutes will have to provide valid and acceptable documentary proof in support of each of the clauses 2.1 to 2.8 of the eligibility criteria.

3.0 **Selection criteria**

3.1 The institute will be selected based on two stage qualification viz Technical and Financial selection. Technical and financial bids will be evaluated separately for both engineering and medical courses.

3.2 Proven track record of the Institutions in terms of number of students to whom coaching was imparted vis a vis number of students admitted in engineering and medical colleges of national /regional repute on yearly basis, market reputation, financial turn over of past 3 years, availability of qualified faculty, comprehensive study material and number of study centres will be the main criteria on which institutions will be assessed. Institutes must submit detailed documents in support of their claim for fulfilling the aforesaid criteria.

3.3 **Technical qualification criteria for Engineering Coaching:** Technical selection will be on the basis of marks obtained by the institute as per the matrix explained below:

i. Experience in coaching for entrance examinations

<u>Number of years</u>	<u>Marks</u>
Minimum 3 years & upto 5 years	: 5 marks
More than 5 years & above	: 5 Marks + 1 Mark for every additional completed year of experience with maximum 10 marks.

ii. Success ratio in entrance examinations.
(Success ratio is defined as : $\frac{\text{No. of students qualifying (in a given year)}}{\text{Total No. of students appearing}}$)

(% Ratio will be taken as average of three years -2008-09, 2009-10 and 2010-11)

Marking scheme for success ratio will be as under :

Success ratio of students	05 - 10%	More than 10% & upto 20%	More than 20% & upto 40%	More than 40%
In IIT	4	6	8	10
NIT, DCE, NSIT	3	5	8	10
AIEEE(All under rank upto 25000)	3	5	8	10
Other State Govt. colleges	2	4	6	8

iii. Qualification of faculty proposed to be deployed for the project (for all three subjects taken together).

B.Tech/BE : 5 Marks
M.Tech/Post Graduation in Science : 8 Marks
PhD : 10 marks

iv. Average total number of students enrolled with the institute in the last three years ending 31/03/2011

200-500 students : 4 marks
> 500 students : 6 marks

v. Average annual financial turnover for the last three years:

Rs.2-5 crores : 4 marks
Rs. > 5 crores : 6 marks

(a) Institutes will have to provide acceptable and verifiable documentary proof in support of the data provided in each sub-category above.

(b) Institutes which score minimum 35 (50%) out of maximum 70 marks will qualify the technical bid.

3.4 Technical qualification criteria for Medical Coaching : Technical selection will be on the basis of marks obtained by the institute as per the matrix explained below:

i. Experience in coaching for entrance examinations

<u>Number of years</u>		<u>Marks</u>
Minimum 3 years & upto 5 years	:	5 marks
More than 5 years & above	:	5 Marks + 1 Mark for every additional completed year of experience with maximum 10 marks.

ii. Success ratio in entrance examinations.

(Success ratio is defined as : $\frac{\text{No. of students qualifying in a given year}}{\text{Total No. of students appearing}}$)

(% Ratio will be taken as average of three years -2008-09, 2009-10, 2010-11)

Marking scheme for % success ratio will be as under:

Success ratio of students	05 - 10%	More than 10% & upto 20%	More than 20% & upto 40%	More than 40%
AIIMS	5	7	9	10
AFMC	5	7	9	10
DU/Maulana Azad, Lady Harding	4	6	8	10
Other State Govt. medical colleges	3	5	7	8

iii. Qualification of faculty proposed to be deployed for this project (for all three subjects take together).

MBBS	:	5 Marks
MD/MS/PG-in-Science	:	8 Marks
PhD	:	10 Marks

iv Average total number of students enrolled with the institute in the last three years ending 31/03/2011

200- 500 student	:	4 marks
> 500 students	:	6 marks

v. Average annual financial turnover for the last three years:

Rs. 2-5 crores	:	4 marks
Rs. > 5 crores	:	6 marks

(a) Institutes will have to provide acceptable and verifiable documentary proof in support of the data provided in each sub-category above.

(b) Institutes which score 35 (50%) out of maximum 70 marks will qualify the technical bid.

3.5 Financial Bid: Financial bid of only top 3 institutes in the technical qualification ranking shall be opened for both engineering and medical courses separately. In case of institutes applying for both the courses their financial bids in only the technically eligible categories will be considered. The institute quoting the lowest overall fee per student in respect of engineering & medical courses shall be selected.

4.0 Selection of eligible students:

4.1 The selected coaching institute will conduct its own qualifying written examination within 15 days from the date of issue of work order. Before, the qualifying written examination, pre-examination counseling for the students is to be carried out within 07 days from the date of issue of work order.

4.2 Declaration of Result, submission of gap analysis report, professional need assessment and counseling of parents – within 25 days from the date of issue of work order.

5.0 Course curriculum

5.1 The syllabus prescribed by the examining bodies of various professional courses like: AIEEE, JEE, IP, DPMT & AIIMS etc. need to be taught, completed and revised for the selected students of NDMC(including Navyug) schools.

5.2 The Syllabus covered in these classes should be broadly synchronized with the syllabus of CBSE (of the respective classes) and it must be finished within the schedule prescribed.

5.3 The coaching institute shall provide one set of study material to each student. Study material should be comprehensive and cater to the need of all possible

competitive examinations of Engineering and Medical along with the curriculum for the Board exams.

5.4 The Syllabus, as prescribed by examining bodies conducting the AIEEE, IP, IIT, DPMT and AIIMS will be followed by coaching institutes.

5.5 Notes as per prescribed syllabus will be provided by the Institute to each student enrolled free of cost. The total curriculum shall be designed for minimum 240 hours per year of theory and 60 hours of examination in an year for XI & XII and 30 hours of theory and 60 hours of exams for capsule coaching before AIEEE or AIIMS/AFMC or equivalent exam.

6.0 **Academic session**

6.1 The institution shall be liable to teach throughout the year. However, academic session will start from July to February for class XI and April to May next year for class XII. The detail of the schedule is given as under.

(A) **Engineering Courses**

for XI class July 2011 to Feb.2012	= 8 months
XII Class April,2012 to May, 2013	= 14 months

(B) **Medical**

XI class July 2011 to Feb, 2012	= 8 months
XII Class April, 2012 to May, 2013	= 14 months

The schedules are subject to change at the discretion of the New Delhi Municipal Council.

6.2 Teaching should be minimum for three days a week preferably on Tuesday, Thursday & Saturday. There should be on an average 12 hours of teaching per week (four hours each Physics, Chemistry and Math/Biology). A minimum of 80 hours must be spent on one subject per annum. All holidays viz, winter and summer should also be used for the purpose of teaching. Teaching hours on holidays can be of longer duration as mutually agreed upon.

7.0 **The Range and scope of the periodic tests**

7.1 Academic ability includes a range of learning areas. Currently the entrance tests concentrate predominantly on Mathematics/Biology, Physics & Chemistry.

The future tests are likely to include Engineering & Medical aptitude, General aptitude & English. Accordingly, the selected Institute will be required to modify its content and teaching module according to the syllabus prescribed for various entrance examinations.

7.2 Design of the practice test components should incorporate elements from other

learning areas relevant to the identification of academic ability to be tested in future tests. Test processes should help to identify academic capabilities and enhance analytical skills. In addition to this, these tests must prepare the students both for Board and competitive exams.

- 7.3** A well defined test schedule should be worked out, intimated to the students and informed to the **LAKSHYA Sub Committee (to be constituted by Education Department) well in advance**. The prescribed schedule should be strictly implemented. Tests should be so developed as to sharpen the analytical skills, measure the understanding of the subject, time management during exams and all other related requirements of engineering and medical entrance exams. These tests should allow ability, aptitude & achievement to be measured simultaneously.
- 7.4** While designing test modules, difference in the examination pattern of Board examination & entrance examination should be kept in mind. The focus of the Board is more on memorization, whereas in entrance exams focus is on conceptualization and application.

8.0 Monitoring of the Scheme

The scheme will be monitored monthly at the following levels:-

- 8.1** The coaching institute should provide a gap analysis and provide feed back to the Director(Education) on monthly basis.
- 8.2** At the Institutional level, the **LAKSHYA Sub committee** shall monitor the scheme on a monthly basis. The Committee shall monitor all matters concerning the functioning & arrangement, curriculum, charges & facilities, discipline & results and should carry out regular inspections. It should also take regular feedback from the students, teachers, parents etc. The committee shall submit written report to the Director(Education) who should in turn put up the report to the Secretary for his perusal.

9.0 Career & Psychological counseling

The institute should not only impart quality education to the students but should also motivate the students about the importance of these competitions. In addition, the institute should hold career counseling programmes for the students, periodic lecture should be held by experts for the students to reduce the stress and phobia associated with the examination.

10.0 Faculty

The faculty should be well qualified and consistency should be strictly

maintained. Their educational qualifications and experience should be of high order and they should be able to impart cutting edge professional coaching for engineering and medical entrance examinations. In case, any teacher is found unsuitable, the institute shall make an alternative arrangement within 3 days. The decision of Secretary, NDMC in this regard will be final.

11.0 Payment of fees

11.1 Fee will have two components, **FIXED AND VARIABLE**. Fixed component will be paid in monthly installments whereas variable components will be based on the performance of the students in various entrance examinations. NDMC endeavors to enroll about 35 students of class XI for the 2 years course for Engineering and Medical each.

11.2 Fixed Component- Fee quoted by the Institute for one student per Course X no. of students. (Fee quoted must include cost of teaching, study material, tests, stationary and any other component, to be specified clearly) payable monthly.

11.3 Variable Component- It is primarily performance based incentive.

- (a) If selection rate is above 25 % and below 35 % = 10% of the total contract value for that particular class/ course module.
- (b) If selection rate is above 35 % and below 50 % = 20% of the total contract value for that particular class/ course module.
- (c) If selection rate is above 50 % = 30% of the total contract value for that particular class/ course module

11.4 Fee to the selected institutes will be paid by NDMC through the AO (Edn.) by 15th of the succeeding month. The payment shall be made after statutory tax deductions.

11.5 The interested bidder should note that coaching is required to be imparted as per schedule given in para 6.1. In case coaching is not done accordingly, the fee shall be paid according to the proportionate period of the schedule.

12.0 Standard of performance

12.1 The qualified institute shall carry out the services and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms, techniques and practices used in the industry.

12.2 The services provided under this contract shall conform to the standard mentioned, wherever applicable and when no applicable standards are mentioned, to the authoritative standards decided by mutual consent between

the institute and Director (Education).

13.0 Disciplinary Authority

The Chairperson, NDMC will be the authority for levy of penal provisions & disciplinary action as per rules of New Delhi Municipal Council.

14.0 Nodal School/campus

14.1 Nodal school/campus will be Navyug School, Mandir Marg, where specialized coaching will be imparted.

14.2 **The interested institutions applying for the scheme may also consider a module of space sharing in any of the NDMC schools (including Navyug) and may discuss and come up with a workable solution during pre-bid discussions.**

15.0 Institute Co-ordinator

A responsible and senior officer of the coaching institute will be nominated by the bid winning institute as the nodal officer / coordinator for interaction with the Officials of New Delhi Municipal Council & schools.

16.0 General Conditions

16.1 The contracting institute shall bear the recurring cost of distributing instructional material, e.g., assignments per student per week/month. In case of any default, NDMC shall have the authority to deduct the expenditure incurred on these items from the Fee and submit the Original Vouchers to the institute.

16.2 The bidder must deposit Earnest Money, as prescribed in the RFP document, i.e., of Rs. 3 lakh in the form of a Bank Draft in favour of Secretary, New Delhi Municipal **Council** payable at New Delhi, if applying for both Engineering and medical courses OR **Rs 1.5 lakhs**, if applying for either Engineering or medical course.

16.3 The selected institute shall maintain proper record of the students, lesson plans, test schedules, counseling plans and other such academic activities.

16.4 The qualified bidder shall give his quote for minimum fee to be charged per student per year / per course module wise. Further, the quoted fee rate shall cover the entire period of the contract i.e. from the actual date of delivery of coaching services in respective schools to the end of the academic year 2011-2012 and 2012-13 respectively.

- 16.5** Internal school assessment should be collected from school periodically.
- 16.6** Feedback about students' performance should be provided to the students, parents, monitoring committee and Director (Education), NDMC on fortnight basis.

17.0 Termination for default:

New Delhi Municipal Council may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractor, terminate the contract in whole or in part if:

- 17.1** The qualified bidder fails to deliver any or all of the obligations within the time period (s) specified in the contract, or any extension thereof granted by the New Delhi Municipal Council.
- 17.2** The qualified bidder becomes, bankrupt or otherwise insolvent, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to the New Delhi Municipal Council.
- 17.3** The company defaults in ensuring qualifying marks for 50 % of eligible enrolled students in any year, the RFP will be terminated.
- 17.4** In case of the termination of the contract for any of the reasons mentioned above, no compensation shall be due to the contractor/awardee and the EMD will be forfeited.
- 17.5** The qualified bidder will not be allowed to sublet the contract to any other party.

18.0 Confidentiality

The contractor and its personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or New Delhi Municipal Council operations without the prior written consent to print or audio visual media.

19.0 Force Majeure

- 19.1** Notwithstanding the provisions of the RFP, the contractor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

19.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the contractor and not involving the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of New Delhi Municipal Council either in its sovereign or contractual capacity, wars or revolutions, fire, floods, epidemics, quarantine restrictions and freight embargoes.

19.3 If a Force Majeure situation arises, the qualified bidder shall promptly notify New Delhi Municipal Council in writing of such conditions and the cause thereof. Unless otherwise directed by New Delhi Municipal Council in writing, the contractor shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. New Delhi Municipal Council may terminate this contract, by giving a written notice of minimum 30 days to the contractor, if as a result of Force Majeure, the contractor being unable to perform a material portion of the services for a period of more than 60 days

20.0 Other conditions

20.1 All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the Sole Arbitrator appointed by the Chairperson, New Delhi Municipal Council. The award of sole arbitrator shall be final and binding on both the parties under the provisions of Indian Arbitration and Conciliation Act, 1996 or by statutory modification/reenactment thereof for the time being in force. Such arbitration shall be held at New Delhi.

20.2 In all matters and disputes arising there under, the appropriate Courts at New Delhi alone shall have jurisdiction to entertain and try them.

20.3 **The coaching institute will not claim the success of these students in any Leading News Paper as their own and any decision in this regard can only be taken after obtaining written approval of the Competent Authority, NDMC.**

Director (Education)

SECTION - IV

BID PROPOSAL FORMATS

To,

**The Director (Education),
New Delhi Municipal Council,
Palika Kendra,
Parliament Street,
New Delhi – 110001**

Subject: Proposal for providing coaching for entrance exams to various Engineering and Medical colleges.

Dear Sir/Madam,

We, the undersigned bidders, having read and examined in detail the specifications and all bidding documents, do hereby propose to provide Coaching for entrance exams as specified in the bidding document.

PRICE AND VALIDITY

All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 90 calendar days from the last date of submission of bids.

We do hereby confirm that our bid prices exclude all taxes excluding Service Tax, Professional Tax & GST etc.

EARNEST MONEY

We have enclosed the earnest money in the form of Bank Draft amounting to **Rupees Three Lacs/Rupees one lakh fifty thousand (as applicable) only in favour of Secretary, NDMC along with the technical bid.**

BID PRICING

We further declare that the rates stated in our proposal are in accordance with your terms & conditions in the bidding document.

QUALIFYING DATA

We confirm having submitted proof of all qualifying data as required in the bid document along with the technical bid. In case any further information/documentary proof is required in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours faithfully,

(Signature)

Date :

Name :

Place :

Designation :

Business Address :

Seal :

ELIGIBILITY CUM TECHNICAL BID PROFORMAE
PROFORMA-I

BID PROPOSAL SHEET

GENERAL INFORMATION

a) Profile of the Bidder:

1. Name of Institute :
2. Nature of the Institute :
(Govt./Public/Private/Partnership/
Proprietorship/society)
3. Registered Address of the :
institute with phone no, fax and
email
4. Name of the proprietors/ partners/ :
board of directors, as applicable with
address
5. Detail of providing Educational :
coaching for Engineering and / or
Medical Entrance Examinations
during last 3 years
(if any) (Proof should be
furnished)
6. Number of years of operation in :
professional coaching in
India/Year of Establishment
(Proof should be furnished in the
form of Incorporation Certificate
or equivalent document)
7. Average overall turnover of the :
bidder in last three financial
years. (Rs) Including franchisees
(audited financial statement of
the bidder should be submitted
as proof)

- 8. Details of permanent faculty (with their :
qualifications)

- 9. Any other details in support of :
offer

The information furnished in all parts of this form is accurate and true to the best of my knowledge

Witnesses (2 Nos.):

Signature _____
Name _____
Designation _____
Address _____
Company _____
Date _____

Signature _____
Name _____
Designation _____
Address _____
Company _____
Date _____

Institute Seal
(With name & designation of the person signing the RFP)

PROFORMA-II

SPECIAL INFORMATION

1. Name of the Institute :
2. Address :
3. Annual turnover in Coaching Services :
in India during last 3 years (In Rupees)

year	Annual turnover in India (Rs. in lakhs)
2008-09	
2009-10	
2010-11	

Note: Copy of audited financial statement of the bidder should be submitted as proof. Only turnover of bidding Bidder will be taken into account, and not of associate or sister companies.

Signature of the bidder with Seal

PROFORMA-III

Statement of Past performance- Detail of enrollment in Engineering & Medical entrance examinations.

Indicate prior experience in coaching projects in India during last three years i.e. upto 31/03/2011

(Order copy/ agreement copy to be enclosed)

Year	Name of States in which coaching centres are functional	No. of Centers	Total No. of Students enrolled
2008-09			
2009-10			
2010-11			

Signature of the Bidder with seal

Note : Please give the detail of engineering & medical stream separately.

PROFORMA-IV

SUCCESS RATIO FOR ENGINEERING STREAM

Year	Name of Entrance examination	No. of students appeared	No. of students qualified
2008-09	IIT		
	NIT		
	AIEEE		
	State Engg. Entrance exams and other examination (pl. specify)		
	Sub Total (A)		
2009-10	IIT		
	NIT		
	AIEEE		
	State Engg. Entrance exams and other examination (pl. specify)		
	Sub Total (B)		
2010-11	IIT		
	NIIT		
	AIEEE		
	State Engg. Entrance exams and other examination (pl. specify)		
	Sub Total (C)		
	Grand Total (A+B+C)		

*Certified that the above information is correct and verifiable.

** Please specify the ranking in various entrance examinations given above.

Signature of the bidder with seal.

PROFORMA-V

SUCCESS RATIO FOR MEDICAL STREAM

Year	Name of entrance examination	No. of students appeared	No. of students qualified*
2008-09	AIIMS		
	AFMC		
	University of Delhi (UCMS, Maulana Azad, Lady Hardinge)		
	State Govt. Medical Colleges		
	Sub Total (A)		
2009-10	AIIMS		
	AFMC		
	University of Delhi (UCMS, Maulana Azad, Lady Hardinge)		
	State Govt. Medical Colleges		
	Sub Total (B)		
2010-11	AIIMS		
	AFMC		
	University of Delhi (UCMS, Maulana Azad, Lady Hardinge)		
	State Govt. Medical Colleges		
	Sub Total (C)		
	Grand Total (A+B+C)		

Certified that the above information is correct and verifiable.

* Please specify the ranking in various entrance examinations given above.

PROFORMA-VI

IMPLEMENTATION SCHEDULE

Signing of Contract	:	Day 1
Pre-exam counseling	:	Day 8
Qualifying exam	:	Day 16
Result	:	Day 26
Completion of selection of Instructors, Preparation of Course Material and Starting teaching in the schools	:	Day 30

The above schedule of implementation is acceptable to us.

Signature of the bidder with seal

Note: the actual contract period will start from the day of signing of Contract.

