



**REQUEST FOR PROPOSAL**  
**BY**  
**ARMY PUBIC SCHOOL, BEAS**  
**FOR**  
**COMPREHENSIVE RESIDENTIAL COACHING FOR CBSE**  
**CLASS XI-XII CLASSES AND COMPETITIVE EXAMINATIONS**  
**OF ENGINEERING & MEDICAL SCIENCE**  
  
**CATEGORY: COMPREHENSIVE COACHING CLASSES**

<b>Date of Publishing the tender</b>	11 Jun 2024
<b>Due date for submission of tender</b>	22 Jun 2024
<b>Date &amp; time of Opening Technical bids</b>	22 Jun 2024, 1200h
<b>Issue and Opening of Financial bid</b>	To be Intimated to Vendor

This document is the property of Army Public School, Beas.

The contents of this RFP must not be disclosed to unauthorized persons and must be used only for the purpose of submission of Bids.

**This document contains 16 pages.**

To

**FOR COMPREHENSIVE RESIDENTIAL COACHING FOR CBSE XI-XII CLASSES,  
COMPETITIVE EXAMINATIONS OF ENGINEERING & MEDICAL SCIENCE**

Dear Sir/Madam,

The Army Public School, Beas intends to start “**Comprehensive Residential Coaching For CBSE Class XI-XII Classes, Competitive Examinations Of Engineering & Medical Science**”, under ‘Comprehensive Coaching Classes’ category and seeks participation from reputed institutes/organizations from education sector to conduct a comprehensive IIT-JEE and NEET coaching programme for selected Class XI and XII students. The objective is to provide high-quality coaching that prepares students for these competitive exams while also supporting their academic performance in school. **The contract shall be for a duration of one year which can be renewing every year, consecutively upto 03 years, based on satisfactory performance of the vendor. The agency shall be eligible to participate again in fresh tender.**

- 1) This Request for Proposal (RFP) consists of following four parts:-

<b><u>S No</u></b>	<b><u>Description</u></b>	<b><u>Page No</u></b>
1	Part I - General Requirements	03 - 04
2	Part II - Technical Requirements	05 - 11
3	Part III - Financial Bid	12 - 13
4	Part IV - Bid Evaluation and Acceptance Criteria	13 - 16

- 2) The Army Public School Beas responses to this request only from Education sector bidders.
- 3) This RFP is being issued with no financial commitment; and the Army Public School Beas reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the procurement case at any stage. The Army Public School, Beas also reserves the right to disqualify any Bidder should it be so necessary at any stage on disciplinary grounds.

**INDEX**

<b><u>S No</u></b>	<b><u>Description</u></b>	<b><u>Reference</u></b>
1	<b>Part I of RFP – General Requirements</b>	<b>Page 03 -04</b>
2	Scope of Work	Page 03
3	Strength of Students	Page 04
4	<b>Part II of RFP – Technical requirements</b>	<b>Page 05 - 11</b>
5	Manpower and Compliance	Page 05 - 06
6	Necessary Documents	Page 07- 11
7	<b>Part III of RFP – Financial Bid</b>	<b>Page 12 -13</b>
8	Service Charges/ Bill Of Quantities	Page 13
9	<b>Part IV of RFP – Bid Evaluation and Acceptance Criteria</b>	<b>Page 13-16</b>

**PART I – GENERAL REQUIREMENTS****Scope of Work**

<b><u>S No</u></b>	<b><u>Nomenclature</u></b>	<b><u>Description</u></b>
1.	Faculty Provision	<p>(a) The agency will provide/hire highly experienced and qualified faculty for Physics, Mathematics, Chemistry &amp; Life Sciences.</p> <p>(b) Presence of atleast one female faculty is preferable.</p> <p>(c) Biology faculty will only be responsible for Class XI NEET batch of total 11 students for academic session 2024-25.</p> <p>(d) Faculty must have at least 5 years of experience in reputed coaching institutes and expertise in training students for IIT-JEE and NEET exams.</p>
2.	Project Coordinator	<p>(a) Assign a project coordinator responsible for supervising and monitoring records, documentation, student performance evaluation and conduct.</p> <p>(b) The coordinator will prepare daily &amp; weekly schedule, organize mock papers and liaise with the coaching institute's head branch for timely issuance of study materials and online/offline mock papers.</p> <p>(c) Ensure daily attendance of students and faculty is maintained and reported to the Principal, APS Beas.</p> <p>(d) Maintain &amp; provide all necessary data pertaining to the programme as and when required to Principal, APS Beas.</p>
3.	Programme Execution	<p>(a) Conduct both offline and online mock papers &amp; tests regularly to track student performance and preparation.</p> <p>(b) Provide academic mentoring, periodic tests and performance evaluations.</p> <p>(c) Ensure timely completion of syllabus for both IIT-JEE (mains and advanced) and NEET exams.</p> <p>(d) Offer remedial classes for Class XII students to enhance their board exam performance.</p> <p>(e) Align the course flow with the school's teaching schedule to ensure comprehensive understanding.</p> <p>(f) Implement a fortnightly test plan and closely monitor each student's growth curve.</p> <p>(g) Provide e-learning modules and online special lectures as required.</p> <p>(h) Schedule regular doubt-clearing sessions and thorough revisions and record of same to be maintained.</p> <p>(j) Offer counselling before and after exams to help students make informed career decisions.</p>
4.	Timely Completion of Syllabus	<p>(a) The students must be fully prepared to crack all modules and stages of engineering and medical entrance examinations.</p> <p>(b) The entire syllabus of mains and advance to be completed before the respective exam for both JEE &amp; NEET.</p>
5.	Stress Free Environment	The faculty, staff and agency will ensure that the students shall study in anti-stress environment. Regular counselling of students be conducted to check any case of mental stress or undue pressure.

6.	Study Material	Complete chapter-wise study material including practice sets and study modules will be provided for Class XI & XII to both the batches of IIT JEE & NEET.
7.	Maintenance of Records	<p><b><u>The following records should be maintained:</u></b></p> <p>(a) Daily attendance of students and staff and same should be reported to Principal, APS Beas.</p> <p>(b) Attendance of substitute faculty member during absence or leave or any faculty/staff.</p> <p>(c) Student wise performance report, the marks of mock test should be maintained in manner with detailed performance report.</p> <p>(d) Record of weekly doubts solving session and topics/queries covered during this session.</p> <p>(e) Record of Performance of Students in various Competitive exams (Mains &amp; Advanced) for both IIT-JEE &amp; NEET.</p>

### **Strength of Students.**

<b><u>Class</u></b>	<b><u>Strength</u></b>
XI	25 (JEE-14, NEET-11)
XII	13 (JEE-13)

### **Faculty Accomodation.**

1. Accommodation will be provided to the faculty inside the school premises/hostel. Faculty members may also choose to stay outside the school premises, provided they report to classes on time.
2. The institute will utilize the infrastructure provided by APS Beas, including classrooms, furniture, mess facilities, and labs. An internet connection will also be provided for educational purposes and the conduct of online mock tests and study sessions.
3. Mess facilities are available in the school on a payment basis. Minimal charges will be applied to faculty members for dining in the mess.
4. Faculty members residing on campus must adhere to the timings, conduct rules, and movement regulations set by the school.

**Office Exenditures & Stationery.** Office running expenditures pertaining to staff & faculty and the provision of stationery for office work, staff and faculty use will be responsibility of the institute.

## **PART II – TECHNICAL REQUIREMENTS**

### **1. Manpower and Compliance.**

- (a) The institute must be registered under the Societies Registration Act and the FCRA Act.
- (b) The institute shall have atleast 05 years experience of running coaching programme in medical and engineering (IIT-JEE & NEET).
- (c) Thorough verification of faculty and staff credentials and submit relevant documents to the school. Data of all the staff members will be maintained by the institute and change in any staff member must be intimated to the school.
- (d) The Faculty and Staff should be hygienically groomed and qualified in their respective field and having full professional knowledge of their respective departments. Leaves, absents and any other compensation of manpower be only linked between institute and hired people.
- (f) In case of absence/ shortage of staff, the number must be ensured by providing a suitable alternative within 48 hours, ensuring non-disruption of activities described in the scope of work. Non-compliance of providing sufficient staff shall invoke a penalty of Rs 10000/- per week to a maximum of 10% of the total value of contract.**
- (g) The vendor shall do the medical tests and police character verification of staff before hiring and issue identity cards to all his staff.
- (h) The vendor shall also ensure that action taken by the institute and/or its employees and/or personnel shall not violate laws and regulations of the school.
- (i) Smoking, consuming gutka, tobacco, drinking liquor etc is strictly prohibited in the Institute premises. Storage/consumption of any alcoholic drink/liquors strictly prohibited. The institute shall not use and serve any of such substance/drink.
- (j) The vendor shall be solely responsible for compliance with the provisions of various labour and industrial laws, such as wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at Army Public School Beas or for any accident caused to them and the Army Public School Beas shall not be liable to bear any expense in this regard.
- (k) The vendor shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the Army Public School Beas for whatever reason. The contractor shall also be responsible for the insurance of its personnel.

(l) The vendor shall obtain necessary license, permit, consent, sanction, etc., as may be required or called for from/by local or any other authority for doing such work. The vendor shall comply at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State or local Govt. as applicable to him or to this contract without any liability and responsibility to Army Public School Beas, whatsoever it may be.

(m) The vendor shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The vendor shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required by the Army Public School Beas from time to time.

2. **Resolution of Disputes.** If dispute or difference of any kind shall arise between the Army Public School Beas and the vendor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
3. **Applicable Law.** The vendor shall be governed by and interpreted in accordance with the laws of India for the time being in force.

**Necessary Documents****1. Performa for Filling Details of E-Payment****PERFORMA FOR ELECTRIC PAYMENT**

Details of Bank account by the contractor/service providers for effecting payment through ECS (e-payments)

Name and address of contractor/service providers with phone Nos

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1	Name of the account holder (as appearing in the Bank account)	
2.	Name of the Bank	
3.	Name of the Branch	
4	Account number	
5	RTGS/NEFT/IFS Code	
6	Type of account (Saving/current etc)	
7.	PAN Number	
8.	VAT Number	
9.	Service Tax Number	

**Signature**

**Please attach**

**(1) one photocopy of one cancelled cheque leaf of the above Bank account and (2) two copies of PAN Card**

## 2. Basic Information about Bidder

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Applicant/Organisation and address of their registered office	
2	Type of the Organisation (whether Sole Proprietorship/ Partnership/Private Limited/ Limited or Cooperative Body etc)	
3	Name Of The Proprietor/Partners/Directors of the Organization/Firm.	(a)
		(b)
		(c)
4	Details of Registration (Whether Partnership firm, Company, etc.) - Registering Authority, Date, Registration No., etc. mentioning the business/ activity of the firm.	
5	Experience in the field of Education Sector (Years)	
6	Address of office through which the proposed work of school will be handled and the name and designation of the Officer-in-Charge	
7	Details of organization and its location	
8	Whether any Civil Suit/Litigation arisen in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation.	



### 3. Work Experience

#### Previous Experience

List of important works done in last five years (as per the pre-qualification criteria mentioned in this tender)

<u>S No</u>	<u>Name and Location</u>	<u>Time period of project</u>	<u>Cost of Project</u>	<u>Name of Organization where service has given</u>	<u>Full Address</u>	<u>Contact number of where service has given</u>	<u>Email ID where service has given</u>	<u>Whether the work was left incomplete (reasons if any for delay in completion of work) or contract was terminated from either side (give full details)</u>	<u>Remarks if Any</u>
<u>1</u>	-	-	-	-	-	-	-	-	-
<u>2</u>	-	-	-	-	-	-	-	-	-
<u>3</u>	-	-	-	-	-	-	-	-	-
<u>4</u>	-	-	-	-	-	-	-	-	-
<u>5</u>	-	-	-	-	-	-	-	-	-
6									
7									
8									

Note:- The supporting documents like experience certificate, completion certificate shall be closed mandatorily.



### 5. Details of Faculty

a). List of your technical personnel, giving details about their technical qualifications and experience including that in your establishment.

<u>S No</u>	<u>Name</u>	<u>Age</u>	<u>Qualifications</u>	<u>Work Experience in YY MM</u>	<u>Subject Expertise</u>	<u>Any Competative Engineering and Medical Science Exam qualified (Yes/No)</u>	<u>Name of Exam</u>	<u>Percentage/Score (Attach Proof)</u>
1								
2								
3								
4								
5								
6								

If Faculty is not hired yet, kindly mention the eligibility criteria which you follow to hire the faculty.

## **Part - III : Financial Bid**

## 1. Bill of Quantities

### For comprehensive residential coaching for competitive examinations of Engineering & Medical science (JEE & NEET)

<u>Sl No</u>	<u>Nomenclature</u>	<u>Numbers</u>	<u>Amount Charges</u>
1	Mathematics Faculty		
2	Chemistry Faculty		
3	Life Sciences Faculty		
4	Physics Faculty		
5	Project Coordinator		
6	Study Material & Study Modules	Chapter & Topic Wise	As per actuals on Invoice
8	Other Charges if Any Please Mention		
9	GST/Ant other tax		
<b>Total</b>			

**No request to revise Rates and salaries will be entertained during the contract.**

## PART IV Bid Evaluation & Acceptance Criteria

- 1) Sealed Quotations will be invited for Technical evaluation.
- 2) The firm/individual should be registered with EPF, ESI, GST departments and any other office as “ per the laws and self-attested photocopies of the following documents will be attached with the quotation -
  - I. ESI Registration.
  - II. EPF Registration.
  - III. GST Registration.
  - IV. ESI and EPF latest deposit receipts
  - V. PAN / TAN Card.
  - VI. Any other supporting documents.
- 3) **The firm/individual willing for this contract of Army Public School Beas will submit a Demand Draft for Rs 25,000/- towards Refundable Earnest Money along with their quotation in favour of “Army Public School Beas” payable at Beas issued by any Scheduled Bank other than cooperative bank.** This demand draft will be put in a separate envelope along with the quotation and it should be super scribed with heading “Earnest Money for comprehensive residential coaching for Class XI-XII & competitive examinations of engineering & medical science.
- 4) **The quotations without Earnest Money shall be rejected.** Earnest money in respect of the successful bidder will be adjusted towards the security money as per para 8 of the terms and conditions given below.

- 5) **The firm/individual will submit a security deposit of Rs 50,000/- (Rupees Fifty Thousand only) in the school. The earnest money (25,000/-) in respect of the successful firm will be considered as 50% of the security deposit and balance 50% of the same will be deposited with the school within seven days of the award of the contract.**
- 6) The Earnest Money / Security Deposit will be forfeited in case the firm/individual does not start the project within the time limit specified or comply with any of the term and condition.

### **PRE-QUALIFICATION CRITERIA.**

Minimum Eligibility Criteria for pre-qualification of tenderers is/as follows:-

The Bidding Firm/Company:-

- 1) Should have atleast 05 years of experience in the respective field(s) with a boarding school/college, industry/Coaching Centers, or any other reputed institution/ corporation.
- 2) Should have successfully completed or currently providing services in last 03 Year, in the respective field individually, in which bidder is participating for school/centers.
- 3) Ongoing Project report and Completion of project certificates issued by the client should be enclosed and need to be produced before Army Public School Beas, whenever called for verification purposes.

**Note: Any false and inadequate information may result in rejection of tender.**

- 4) **Two Bid System.** You are requested to submit your offer in sealed envelope for the aforesaid work (s) as per detailed specifications and other requirements as mentioned more specifically elsewhere in this tender document. **Sealed Bids in TWO separate sealed Envelopes indicating clearly "Envelope - No.1 - Technical bid' and 'Envelope No.2 – Financial bid', shall be submitted to Tender box of APS at main gate of Beas Military Station and Envelops should also be super scribed "Tender for for comprehensive residential coaching for Class XI-XII & competitive examinations of engineering & medical science.**
- 5) **Last date for the submission of tender is 22 Jun 2024 by 1200 hrs** and the technical bids shall be opened on same day at 1230 hrs in HQ 55 (I) Mech Bde. Representatives of the bidders may be present during the tender opening process. **Financial bids shall be opened after scrutiny of the Technical bids. Price bids shall be opened in respect of only those firms who are found to be eligible in the Technical bid.**
- 6) **Earnest Money Deposit (EMD).** Bidder shall submit Earnest Money Deposit (EMD) of Rs 25,000/- for said service. EMD amount shall be submitted in form of DD in favour of Principal Army Public School, Beas, payable at Beas. The DD should be attached with the Technical Bid in Envelope-1. The Quotation without EMD shall be rejected out rightly. No interest shall be paid on the EMD thus collected. EMD of the successful bidder shall be adjusted in the security deposit amount, whereas EMD of the unsuccessful bidders will be refunded upon the issuance of work order to and acceptance of the same by the successful bidder.

**Envelope No 1 shall contain:-**

- 1) "Technical bid" of tender agreeing to all conditions with every page signed and stamped.
- 2) DD of EMD.
- 3) Power of attorney authorizing the person to sign the tender.

**Envelope No 2 shall contain:-**

- 1) Financial Bid.
- 2) Envelope No.2 shall not contain any condition whatsoever and any conditional bids shall be rejected.
- 3) **Envelope No.2 will be opened on some suitable date, which will be communicated later on, after scrutiny of the documents submitted by tenderers in envelope 1. Financial Bid envelopes shall be opened only in respect of those tenderers who is found to be eligible as per the prequalification criteria specified by Army Public school, Beas and have complied with all the requirements in tender document.**
- 4) The bids shall remain valid and open for acceptance for 03 months from the date of opening of Envelope No.1. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to the School, then the School without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.
- 5) **The tenderer should quote the rates in figures as well as in the words. In case, discrepancy is found in the rates in words and figures, then the rates quoted in words shall be taken as correct.**
- 6) The tender document must be filled in English. If any of the documents are missing or unsigned in price bid, the tender shall be considered invalid. In case of technical bid, the details of incomplete or missing documents will be intimated to the tenderer and the tenderer has to submit all those documents within 4 days after communicating the same, in case the tenderer fails to submit the required documents within 04 days the tender will be rejected.
- 7) The successful bidder(s) shall execute an agreement at its own cost on non-judicial stamp paper of Rs.500/- with Army Public School, Beas in accordance with the standard format provided by Army Public School within 20 days from date of issue of work order.

**SD/-x-x-x-x-x  
Principal  
Army Public School Beas**

**FORM OF TENDER**

**The Principal  
Army Public School  
Beas  
Distt Kapurthala  
Punjab  
PIN-144804**

Respected Madam

**NOTICE INVITING TENDER – FOR COMPREHENSIVE RESIDENTIAL COACHING FOR CLASS XI-XII & COMPETITIVE EXAMINATIONS OF ENGINEERING & MEDICAL SCIENCE**

I / We have examined the Scope of Works, Schedule of Quantities and Terms and Conditions relating to the tender for the said works after having obtained the Tender document invited by you and are submitting our offer for for comprehensive coaching for competitive examinations of engineering& medical science, CBSE XI, XII examinations.

1. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
  2. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Schedule of Quantities in all respects as per the specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
  3. In the event of this tender being accepted, I/We agree to enter into and execute the prescribed Agreement with Army Public School Beas as per the prescribed format.
  4. I/ We agree to pay all applicable Government Taxes prevailing from time to time.
  5. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during the period of contract.
  6. Should this tender be accepted, I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the said Contract Document annexed hereto.
- Name of the person authorized to sign and submit the Tender

I).....  
II).....

Yours faithfully

**Place**

**Signature with seal**

**Date**