

No.F.3 (156)-DESMP/SSC-IBPS/2016/6674-77 Dated, the 3rd September, 2016

NOTICE INVITING QUOTATION

Directorate of Employment Services & Manpower Planning, Government of Tripura invites sealed quotation (s) from the appropriate Indian bonafide person (s) / firm (s) for **Opening of a Non-Residential 2(two) month Coaching Centre at Udaipur, Agartala and Kumarghat for the aspirant unemployed for preparation of Staff Selection commission Examinations(SSC) specially for Combined Higher Secondary (10+2) Examination-2016-17 and Combined Graduate Level (Tier-I) Examination-2016-17 & Institute of Banking Personnel Selection (IBPS) Exams.** Quotations will be received in the office of the Director, Employment Services & Manpower Planning, Government of Tripura, Agartala **upto 3.00 PM on 20.09.2016** by hand /Registered post/ Speed post, if any. Quotations for the job will be opened **at 3-30 PM on the same day (20.09.2016)** in the Directorate of Employment Services & Manpower Planning, Government of Tripura, Agartala.

Intending Bidders are requested to collect a copy of Notice and other details from the office of the Director, Employment Services & Manpower Planning, Government of Tripura, Agartala in any working days during office hours. Bidder will have to submit the following documents with the quotation. In absence of any one of the following documents, no quotation will be considered for acceptance.

1. Firm Registration Certificate
2. Valid Trade License
3. Upto date VAT/TAX Registration Certificate
4. Earnest money deposit Rs.5,000/- (five thousands) only in the shape of Demand Draft (D.D.) of any Nationalized Bank of India in favour of the Director, Employment Services & Manpower Planning, Government of Tripura.
5. Income Tax Clearance Certificate with copy of TAN/PAN, TIN No.
6. Experience Certificate for conducting Training /Coaching of SSC/Banking Exams.
7. List of faculty members separately for each Centre along with Experience Certificate with detailed academic qualifications of faculty members.
8. Detailed Class Plan
9. Fee structure has to be submitted as per format given in Sl. 10 of the Terms and Conditions.

Terms & conditions for the Bidders


- 1.) The Institute should have at least 3(three) years experience about providing Training / Coaching of SSC/Banking Examinations.
- 2.) In each Centre 100(one hundred) students would be trained in 4 (four) batches @25 students / batch. If number of eligible students applied / selected are found less than 100, then, that much students will be trained. The Centre would not be open in any case, if it is found that the number of eligible candidates is less than twenty five.
- 3.) All the faculty members should have at least 3-years experience in the field of coaching.
- 4.) **"2 month Coaching" for each batch of 25 candidates.** Each Class for 1 hour X 4 Classes for 4 Subjects=4 hours/ (Class) in a day X 2 days in a week=8 hours/(Classes) in a week X 8 Weeks in 2 months=64 hours/(Classes) in 2 months.
- 5.) Accommodation including all physical infrastructures for the coaching center has to be arranged by the Bidder.



- 6.) Should have to submit class plan and the coaching classes have to be designed in between 07 a.m to 04 p.m. as per Terms & conditions at serial No.4.
- 7.) Subject will be taught (i) English Language (ii) General Intelligence (iii) Quantitative Aptitude (iv) General Awareness (v) Computer knowledge (in case of IBPS Exam).
- 8.) Study materials: Study materials have to be supplied to the each participant free of cost by the successful bidder.
- 9.) A screening test in every month has to be taken by the Institute and progress report has to be submitted to the Director. A weekly feedback has also to be submitted to the Director for proper evaluation of the coaching classes. This office will also collect feedback from the participants.
- 10.) Fee structures for all the three centers may be given separately with condition to terms no. 2 as per following table (Figures should be both in numeric and in words).

Sl. No.	Name of Centre	Fees (cost) for each student per class / 1 hour	Total cost for one month coaching		Total cost for two months coaching	
			Per student	For 100 students	Per student	For 100 students
1	Agartala					
2	Udaipur					
3	Kumarghat					

- 11.) Earnest Money Deposit: EMD amount will be retained in the office as security deposit in case of successful Bidder till the completion of work contract.
- 12.) Taxes such as IT, VAT etc. as applicable would be deducted from the bill at source, as per norms.
- 13.) The successful Bidder has to start the Coaching Classes in the appropriate venue / centre within 7(seven) days of awarding of the Work Order. If in any circumstances, the Bidder fails to open coaching centre as per terms and conditions within stipulated period, the EMD as deposited in the shape of Demand Draft (D.D.) will be forfeited.
- 14.) Detailed guidelines for conducting the coaching centre would be issued to the successful bidder along with the work order. List of selected candidates along with address and phone numbers will be provided to the successful Bidder.
- 15.) For successful functioning of coaching centers, the authority will take feedback and may issue instruction to the Bidder from time to time.
- 16.) Payment would be made after the successful completion of the entire 2(two) months coaching class, subject to the condition of certification / approval by the evaluation team of the Directorate of Employment Services & Manpower Planning. If in any case, number of candidates enrolled in any centre found less than 100 than the payment will be made accordingly / proportionately.
- 17.) The authority reserves the right to reject or accept any quotation even lowest one also without assigning any reason.

 3/9/16.
(B. Debbarma, IAS)
 Director

**Employment Services & Manpower
Planning Govt. of Tripura**

Copy to:-

1. The Centre Manager, Model Career Centre (Senior Research Officer) Agartala highlighting among the aspirant jobseekers during career counseling session.
2. The Nodal Office, IT, (Senior Research Officer) to arrange to upload the same in the Departmental as well as Government website.
3. Notice Board, Directorate, ES & MP, West Tripura.
4. Concerned file.
5. Store-in-Charge of the Directorate for taking necessary action.