

No.F.3 (155)-DESM/SSC/2014/5362-5401

28/11/2014

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 SSC Exams** specially for Combined Higher Secondary (10+2) Examination-2015 and Combined Graduate Level (Tier-I) Examination-2015. Quotations will be received in the office of the Director, Employment Services & Manpower Planning, Government of Tripura, Agartala **upto 3.00 PM on 11.12.2014** by hand /Registered post/ Speed post, if any. Quotations for the job will be opened **at 3-30 PM on the same day (11.12.2014)** 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 Rs.10,000/- (ten thousands) only in the shape of deposit at Call 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. Fees 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 years Experience regarding providing Training /Coaching of SSC/Banking Exams.
2. In each Centre 100 students would be coached in 4 nos. batches @25 students/batch. If number of eligible students applied/selected found less than 100, then, that much students will be coached. The Centre would not be opened if in any case it is found that the number of eligible candidates are less than 25 Nos.
3. All the faculty members should have at least 3-years experience in the field of coaching.
4. Duration of Coaching Classes: A 2(two) Month training/Coaching for the selected candidates will be provided. @1 hr per class/4 classes per day / 2 sessions per week /2 months duration of total class. [In hours = 64 hours in total].
5. Accommodation including all physical infrastructures for the Coaching Centre has to be arranged by the Bidder.
6. Bidder should have proper Class Plan and the Coaching Classes has to be designed in between 07 AM to 04 PM.

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7. Subjects to be taught: General Intelligence /Numerical Aptitude/ General English / General Awareness [Syllabus: As per SSC Syllabus].
8. Study Materials: Study materials have to be supplied to each participant free of cost by the bidder.
9. A screening Test in every month has to be taken by the Institute and Progress /Improvement Report have 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 structure for all the 3-Centres may be given separately with condition to Terms No: 2 as per following table [Figures should be both in Numeric & in words].

Sl	Name of the Centre	Fees (Cost) for Per Student Per Class / 1 hr.	Total Cost for One Month Coaching		Total Cost for Two Month 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. The authority reserves the right to reject or accept any quotation even lowest one also without assigning any reason.
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 circumstance, the Bidder fails to open Coaching Centre as per terms & conditions within stipulated period, the EMD as deposited in the shape of Deposit at Call 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 Addresses and Phone numbers will be provided to the successful Bidder. The owner of the Coaching Centre has to be make liaison with the students for making it successful.
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 Classes, 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 then the payment will be made accordingly.
17. Taxes such as IT, VAT etc. as applicable would be deducted from bill.


 (B. Debbarma, IAS)
 Director

28/11/14