

REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF AGENCY

FOR

“RUNNING OF EDUCATION FACILITY ALONGWITH CONDUCTING PHYSICAL CLASSES FOR SPORTS CADETS RESIDING AT JSSPS, KHELGAON,RANCHI.”



Jharkhand State Sports Promotion Society (JSSPS)
(A joint initiative of State Government of Jharkhand and Central Coalfields Limited)

RFP NO: 01/2022

Address for communication & submission of documents during tender period:

Office of the Chief Executive Officer, 1st Floor, Administrative Building,
JSSPS, Khelgaon, Ranchi District, Jharkhand-835217

Email: jsspsociety@gmail.com

NOTICE INVITING REQUEST FOR PROPOSAL

FOR

Selection of institution/agency for running of Education Facility along with conducting Physical Classes for cadets residing at JSSPS, Khelgaon, Ranchi.

RFP No: 01/2022

Dated: 21.04.2022

Jharkhand State Sports Promotion Society being aware of the need for proper education of the cadets apart providing them sports training at JSSPS. However, traveling from any educational institution takes a lot of time and drains the cadets' time and energy both. Further, sending cadets to established schools requires more time which restricts available time for sports practice. To keep this energy intact and to increase their training time as well as to decrease their travel time to minimal, an alternative system of education is being opted to train the cadets. NIOS (National Institute of Open Schooling) is the best way to move forward as all the Physical Classes will be conducted at Khelgaon Campus for imparting educational in-house. As such plenty of time will be available to cadets for dedicating themselves in their respective field of sports. The selected cadets of JSSPS will be provided Physical Classroom teaching along with the latest digital learning experience as provided by any standard school. For this the JSSPS Administration is seeking a reputed and experienced organization to run this education facility. Offers are invited from reputed firms for the said work, which will be purely on contract basis for duration of 2 years.

The RFP document can be downloaded from the website: www.jharkhandccsports.in. Response to this Request for Proposal (RFP) shall be deemed to have been done after careful study and examination of this document with full understanding of its implications.

The bids are to be submitted by post (Registered/ Speed) or by hand as per the format specified in this RFP, at the following address latest by **05:00 PM on May 12, 2022**.

[Address for communication & Submission of documents:](#)

Office of the Chief Executive Officer, 1st Floor, Administrative Building, JSSPS, Khelgaon, Ranchi District, Jharkhand-835217

Email: jsspsociety@gmail.com

Sd/-

CEO, LMC, JSSPS

FACT SHEET

S. No.	PARTICULARS	DETAILS
1	Name of the work	Selection of institution/agency for running of Education facility ALONGWITH conducting Physical Classes for cadets residing at JSSPS, Khelgaon, Ranchi.
2	Name of the issuer of this Request for proposals	Chief Executive Officer-LMC, JSSPS
3	Date of issue of RFP document	April 21 ,2022 at 10.00 AM
4	Last Date for Submission of Bid	May 12, 2022 till 05.00 P.M
5	Date of Bid opening	May 13, 2022 at 03.30 PM
6	Place of Bid Opening	Office of the Chief Executive Officer, JSSPS 1 st Floor, Administrative Building, Khelgaon, Ranchi District, Jharkhand-835217
7	Address of Communication	Office of the Chief Executive Officer, JSSPS 1st Floor, Administrative Building, JSSPS, Khelgaon, Ranchi District, Jharkhand-835217 Email: jsspsociety@gmail.com
8	Earnest Money Deposit (EMD)	Rs. 1,00,000 (One Lakh) Only
9	Availability of Expression of interest Document	Request for proposal can be downloaded from www.jharkhandcclsports.in
10	Method of selection	Lumsum Cost Based Selection

Note: The JSSPS administration reserves the right to change any schedule of RFP notice. Please visit the website mentioned in the RFP document regularly for the same.

Proposals must be received not later than the time, date mentioned in the Fact Sheet.

Proposals that are received after the deadline will not be considered.

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SECTION I

1. About Jharkhand State Sports Promotion Society (JSSPS)

Jharkhand State Sports Promotion Society (JSSPS) was set up as a joint initiative of State Government, Jharkhand and Central Coalfields Limited in the year 2015 as a registered society under Society Registration Act 1890 with an objective of promotion of sports and development of sports in the State of Jharkhand. The objective of JSSPS is to provide concentrated focus on the development and nurture of talented sports personnel/players and providing them world class training in different sports discipline at the Sports Academy situated at Integrated Mega Sports Complex at Khelgaon, Hotwar, Ranchi. The initiative is aimed to pick the talented boys/girls from rural areas from remote locations of Jharkhand, provide Sports training to these talented children who largely belong to underprivileged background. Sustainability towards a strong foothold in a career in sports discipline, representation of contingent in Major national and International events, livelihood for Sportsmen are the cardinal objectives of this Project. The project is working on preparing a feeder line for various National and International Sporting events through development of players in a systematic and scientific manner.

1.1 About Education Facility at Khelgaon, Ranchi

Proper education is necessary for the cadets of JSSPS for their future grooming. However, traveling from any educational institution takes a lot of time and drains the cadets' time and energy. Further, sending cadets to established schools requires more time which restricts available time for sports practice. To keep this energy intact and to increase their training time as well as decrease their travel time to minimal, an alternative system of education is being opted to train the cadets that have been certified by the Government authorities.

NIOS (National Institute of Open Schooling) is the best way to move forward as all the Physical Classes will be conducted at Khelgaon Campus for imparting educational in-house. As such plenty of time will available to cadets for dedicating themselves in their respective field of sports. The selected cadets of JSSPS will be provided Physical Classroom teaching along with the latest digital learning experience as provided by any standard school. The intent is to groom the children/Cadets not only in the field of sports and games but academics as well. If any cadet is unable to move further in sports, he/she will also have the option to move to other fields if it comes to choosing between sports and other domain.

1.2 Objective of RFP:

For running of Education facility ALONGWITH conducting Physical Classes for cadets residing at JSSPS, Khelgaon, Ranchi.

2. Scope of Work

2.1 Offers are invited from registered school academics/ institutions, school/ society/Trust/NGO/Foundation/Company/proprietorship firm having teaching/running educations facilities/projects experience of not less than 3 years for conducting the education classes and allied activities from Class 6 to Class 12 at JSSPS, Khelgaon, Ranchi.

2.2 The venue for the providing education facility i.e. Physical Classes shall be Administrative Building, Khelgaon , Hotwar, Ranchi .

2.3 The timing of the education facility shall be from 9.30 AM to 4.00 PM from Monday to Saturday. Classes will be held from 9.30 AM to 2.00 PM. All the teaching staff and non- teaching staff should be present as per the class timings mentioned above. Sunday will be holiday for the education facility.

2.4 The frequency and duration of classes to increase before the cadet is to appear in the examination.

2.5 Strength of the education facility from the academic session 2022-23 (Approx) :

Class/ Grade	7 th	8 th	9 th	10 th	Total
Academic Session 2022-23	52	95	141	98	386

Note: The numbers of cadets mentioned above can increase or decrease depending upon the admissions in the academy as in the subsequent years, the cadets will move to higher classes according to pass criteria of the institution/ new admissions in the academy.

2.6 Arrangement / Providing of teaching staff, non- teaching staff for running the above mentioned Education Facility at JSSPS, Khelgaon, Ranchi. Among the teaching staff, one teacher having teaching experience of more than 5 years in the teaching field is to be nominated as Co-ordinator/Head who will co-ordinate on behalf of contracting agency with the JSSPS Management, NIOS/ CBSE, teachers, staff without any extra cost to the JSSPS management.

2.7 Number of students in a class/ section is expected to approx. 50 (Fifty). Subject wise qualified teachers are to be engaged by the agency. The total strength of the teaching staff should not be less than thirteen (13) with one non-teaching staff (multipurpose) and one Aaya.

2.8 The successful bidder shall provide the teaching staff with Qualification and Experience as follows:

Subject	Number	Minimum Qualification and Experience
Physics	1	Essential Qualification –Post Graduate (with B. ED preferred) Experience – 2 years
Chemistry	1	Essential Qualification –Post Graduate (with B. ED preferred) Experience – 2 years
Biology	1	Essential Qualification –Post Graduate (with B. ED preferred) Experience – 2 years
Mathematics	2	Essential Qualification –Post Graduate (with B. ED preferred) Experience – 2 years
English	2	Essential Qualification –Post Graduate (with B. ED preferred) Proficiency in teaching English Experience – 2 years
Hindi	1	Essential Qualification : Graduate/B.ED Proficiency in teaching Hindi Experience – 2 years
Social Science	1	Essential Qualification : Graduate /B.ED Experience – 2 years

Note: Apart from the 09(Nine) teachers to be provided as mentioned at Point No.2.8 above, four number (04) of teachers will also be engaged by the agency for taking extra subject (Vocational Courses), subjects like computer, arts/music/dance etc., English Spoken / Personality Development classes, activity classes (Other than sports) and substitute to the other teachers as per the curriculum. Activities emphasizing Indian heritage and art & craft aiming towards holistic development shall be arranged. These four teachers should be Graduate and can be mix of both fresher's and experienced. The total strength of the Teaching/Non-Teaching of the Education Facility will be:

Teaching Staff	Non-Teaching Staff	Total Staff
13	02	15

- 2.9 Special emphasis is given on teaching of Science, Maths and English. If required, bridge-courses may be introduced for weak students. This is aimed at developing professional acumen and career oriented approach for students.
- 2.10 The agency should be well versed with the education pattern of NIOS/CBSE pattern and all the classes will be taken as per the syllabus of NIOS/CBSE. Classes will be held as per the syllabus of NIOS/ CBSE.
- 2.11 Medium of teaching/pedagogy should be in English and Hindi both. Agency has to make sure that language should not become the bottleneck in their success. If required extra classes of English can be taken which may help in overall education.
- 2.12 Agency has to ensure the timely registration of all students in NIOS as per the norms and rate of NIOS. Fees related to registration and examination of students will be reimbursed by the JSSPS on submission of payment proof with details to the management. It will be responsibility of the agency that any changes in syllabus or examination pattern are to be implemented at the Education facility.
- 2.13 It will be responsibility of the agency to issue report cards/ certificates to the students and also liaison with NIOS/ CBSE for timely issue of Certificate at different level.
- 2.14 Agency shall be liable for all compliances with reference to labor laws, minimum wages, PF, EPF and penalties for non-adherence to the rules and regulations etc. JSSPS management shall in no way, provide any minimum numbers, guarantee for payments and/or full time job to the agency employees and this RFP does not offer any guarantee of the future relationship or future employability to the agency or its employees or any of its members at JSSPS or CCL or State Govt. of Jharkhand.
- 2.15 The engagement of teachers and other manpower by the contractual agency being purely third party arrangement, the agency is advised to equip itself with the knowledge, expertise and know, how education to be provided to the sports children as per the promulgated timings, requirements and [precedence thereof, including protocol's applicable to successfully establish and operate the school education together with academic calendars, educational requirement, extra curriculum activities necessary for students.
- 2.16 Agency has to prepare an annual list of items. / Materials (books/notebooks/stationeries/uniforms/shoes etc.) in consultation with the JSSPS management that is needed by the students for smooth functioning of the education facility. Agency may be allowed to procure the certain sundry/miscellaneous items /materials which may be required in day to day running of education facility after approval /consent from JSSPS management. Actual bill for the items is to be submitted to the management for reimbursement. However such expenditure should not exceed 10% of RFP contract award value.
- 2.17 For attendance of the teaching staff and non-teaching staff, biometric device is to be installed at the facility by the agency at his own cost. It will be mandatory for the teaching and the non-teaching staff to daily marks their attendance in the bio-metric device. Manual attendance register is also to be maintained by the agency which shall be acceptable only on failure of bio-metric device and should be authenticated by the Co-coordinator /Head of the Education facility on daily basis. Report of the same should be submitted to JSSPS management.

- 2.18 English spoken / Personality development class /Soft skill course is to be arranged by the agency on weekends.
- 2.19 Evening classes for one hour is also to be arranged by the agency from Monday to Friday so that students should complete their academic assignments with utmost sincerity. For the purpose two teaching staff from the pool of teachers mentioned in Point 2.8 should be engaged on non-chargeable basis.
- 2.20 It will be responsibility of the agency to meet the requirement of the teaching and the non-teaching staff like transportation/conveyance / office accessories and other miscellaneous if any. No expense in relation this will be borne by the JSSPS management in this regard.
- 2.21 The Agency has to make sure that the education curriculum adapted is in line with the latest pattern of NIOS/CBSE for that academic year and update the same as need be.
- 2.22 Agency has to ensure that the teaching staff and nonteaching staff continue for at least one year. Replacement of any teaching staff generally will not be allowed without any specific reason and on adhoc basis. However replacement/substitute can be allowed with approval of the JSSPS management.
- 2.23 Monthly report regarding the progress of each child in terms of learning level and other activities is to be submitted by the agency to the JSSPS administration.
- 2.24 Successful agency has to submit the academic plan for each academic session to the JSSPS management detailing all the activities mentioned in this RFP.
- 2.25 Agency is responsible for conducting regular feedback sessions from cadets and get formal feedback. Report of the feedback should be shared with the JSSPS administration on monthly basis. If the feedback is not satisfactory for consecutively 3 months then a suitable penalty upto 25% of monthly bill is to be deducted from the agency bill. If joint feedback with contracting agency and JSSPS is also not satisfactory in the ensuing month then the notice for termination of contract as per contractual terms may be issued.
- 2.26 Agency has to ensure that the practical classes for the students of Class X onwards or case may be are to be arranged as per NIOS norms in the registered study center of NIOS.
- 2.27 In case of any unforeseen circumstances /Pandemic/Lockdown /restrictions by Government etc., online classes are to be arranged by the agency.

3. Eligibility Criteria

The Following criteria are prescribed as the eligibility criteria for bidder interested in undertaking the project. The bidder shall fulfill the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered.

S. No.	Parameter	Eligibility criteria	Supporting documents required
1.	Legal Entity	Registered school academics/ institutions, school/ society/Trust/NGO/Foundation/ Company/proprietorship firm i. Should have a valid PAN Number	i. Copy of Certificate of Incorporation /Registration documents ii. PAN Card
2.	Experience	The Bidder should have minimum three years of experience in teaching/ running educations facilities/ projects/tuitions classes.	Relevant documents (Copy of Agreement/Award letter, etc) should be submitted along with the Price Bid.
3.	Non-Blacklisting	The Bidder should not be under a declaration of in eligibility 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)	Self-Declaration Letter duly signed by authorized signatory on company letter head as per format given in Annexure - 3

4. Instructions to Bidders

This section specifies the procedures to be followed by bidders for the preparation and submission of their Bids. It is important that the Bidder carefully reads and examines all the terms and condition of this RFP.

a. **General Instructions**

1. The bidder shall bear all costs associated with the preparation and submission of its Bid, and the JSSPS Administration shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
2. Bidders should submit only one Bid.
3. The bids shall remain valid for the period of at least 90 days after the bid submission deadline date prescribed by the JSSPS Administration.

b. **Earnest Money Deposit**

1. Bidders shall submit, along with their Bids, EMD of INR 1,00,000/- (Rupees One Lakh Only), in the form of a Demand Draft issued in favor **Jharkhand State Sports Promotion Society payable at Ranchi** and should be valid for (45) days beyond bid validity period.
2. EMD of all unsuccessful bidders would be refunded within 60 Days. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of Performance Bank Guarantee.
3. EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
4. The bid submitted without EMD, mentioned above, will be summarily rejected.
5. The EMD may be forfeited:
 1. If a Bidder withdraws its bid during the period of validity.
 2. In case of a successful bidder, if the bidder fails to sign the Contract in accordance with this RFP.
 3. In case the bidder submits any wrong or fraudulent details as part of the bidding process willfully.

c. **Contract Performance Guarantee**

Within 21 days after the receipt of notification of award of the Contract from the JSSPS Administration, the successful Bidder shall furnish Contract Performance Guarantee to the JSSPS which shall be equal to 3 % of Total Award value and shall be in the form of a Bank Guarantee Bond from any Nationalized Bank/ Scheduled Bank.

The performance guarantee will be discharged by JSSPS and returned to the successful Bidder within 60 days following the date of completion of the performance obligations, including any warranty obligations under the Contract.

5. Submission of Bids

a. Preparation of Bids

The bids are to be submitted in separate sealed envelopes as mentioned below:

i. First envelope containing Technical Bid :

1. EMD, Signed RFP Document.
2. Cover Letter, Particulars of the Bidder (refer **Annexure 4**) Eligibility Criteria documents and annexures (1,2,3 & 5)

ii. Second envelope containing Financial Bid containing :

1. Cover Letter (**Annexure 6**)
2. Financial Bid (**Annexure 7**)

b. Sealing and Marking of Bids

- i. The bids (outer envelope) shall be submitted in separate sealed cover, which shall be marked as “Running of Education facility ALONGWITH conducting Physical Classes for cadets residing at JSSPS, Khelgaon, Ranchi”.
- ii. The 2 inner envelopes containing Technical and Financial Bid for running of Education facility ALONGWITH conducting Physical Classes shall be marked as “Technical” and “Financial Bid respectively. The bid shall be addressed to Chief Executive Officer, LMC, JSSPS, Khelgaon, Ranchi.
- iii. The outer envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.

Bid can be sent by post (Registered/ Speed), and also can be submitted by hand before the deadline. The postal address for sending the bid is: Office of the Chief Executive Officer, JSSPS, 1st Floor, Administrative Building, Khelgaon, Ranchi District, Jharkhand-835217

Email: jsspsociety@gmail.com

Bid sent through mail will not be considered .

- iv. Every page of the technical and financial bid shall have the signature and seal of the appropriate authority of the bidder. After closing and sealing the envelope, the seal and signature of the appropriate authority of the bidder shall be placed on the sealed part of the envelope.

c. Financial Bid:

- i. The financial bid shall be submitted in the format as given in [Annexure 7](#)
- ii. Prices quoted by the bidder shall be fixed for the period of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and will be rejected.
- iii. All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form. If there is discrepancy between the price/information, the higher price/information will be treated as final.
- iv. Rates should be valid for at least 90 days from the last date of bid submission prescribed by the JSSPS Administration.

d. Deadline for Submission of Bids

- i. Bids must be received at the address given in Fact Sheet not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday by the State Government of Jharkhand, the bids will be received up to the appointed time on the next working day.

e. Late Bids

Any bid received after the deadline for submission of bids prescribed by the JSSPS Administration will be rejected and/or returned unopened to the bidder.

6. Evaluation Process and Selection

a. Bid Evaluation

1. On the date of Bid opening, the documents submitted by each bidder shall be evaluated for compliance with Eligibility Criteria, EMD and other criteria in the RFP. Financial Bid of only those bidders who are in full compliance will be considered.
2. Conditional bids are liable to be rejected. Bids without EMD will also be treated non-responsive and will be rejected.
3. The bidders' representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday, the bids shall be opened at the appointed time and location on the next working day.

b. Award Criteria

1. The bidder with the lowest price (L-1) shall be treated as the successful bidder subject to submission of EMD and all documents specified in this RFP.

c. Contract Signing

1. After evaluation and necessary approval from the competent authority work order will be issued to the selected agency at the earliest.
2. In case the bidder does not acknowledge the receipt of work order within one week, JSSPS management will have all rights to select another bidder who has quoted the second lower price (L-2) and issue them the work order.

7. Payment

The payment to agency shall be made on monthly basis within 21 days after submission of the bill along with the attendance sheet (Bio-metric/ Manual as case may be) of teaching and non-teaching staff.

SECTION II

1. General Terms and Conditions of Contract

1.1 Duration of Contract

The contract will be valid for a period of two years from the date of commencement of classes. After one year assessment will be done and approval for continuity of contract for another one year will be given by the JSSPS management.

1.2 Taxes and Duties :

For services supplied under this RFP, the agency shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services.

All payments to the Agency shall be subject to the deductions of tax at source under Income Tax Act, and other applicable taxes and deductions as provided for under any law, rule or regulation. All costs, damages or expenses which JSSPS administration may have paid or incurred, for which under the provisions of the contract, the Agency is liable, the same shall be deducted by JSSPS administration from any dues to the Agency.

Should the Agency fail to submit returns/pay taxes in times as stipulated under the Indian Income Tax Act and consequently any interest or penalty is imposed by the Indian Income Tax authority, the Agency, as the case may be shall pay the same.

1.3 Termination

The JSSPS administration may terminate the Contract in whole or in part by giving the Agency a prior and written notice of 30 days indicating its intention to terminate the Contract under the following circumstances:

Termination for breach: Where the JSSPS Administration is of the opinion that there has been such event of default on the part of the agency which has not been cured within 30 days' notice period.

Termination for Insolvency: The JSSPS Administration may at any time terminate the Contract with immediate effect, without compensation to the Agency, if the Agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the JSSPS Administration. Upon such termination, the JSSPS Administration shall reserve the right to take any steps as may be necessary, to ensure the effective transition of the project to a successor Agency, and to ensure business continuity provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the JSSPS Administration.

Termination for Convenience: The contract will automatically end on the non-receipt of the grant to JSSPS from CCL and Government of Jharkhand. Also CEO-LMC, JSSPS reserve the right to cancel the work order/contract any time without assigning any reason thereof.

1.4 Monitoring and Evaluation

The JSSPS administration shall designate an officer to monitor and evaluate the project. The designated officer reserves the right to inspect and monitor the quality of services at any given point.

The designated officer shall be the point of contact for the Agency for any assistance during the period of contract.

The designated officer shall also have the right to conduct, either itself or through another agency as it may deem fit, an audit to monitor the performance by the Agency of its obligations/functions in accordance with the standards committed to or required by the JSSPS Administration

Any deviations or contravention identified as a result of such audit/ assessment would need to be rectified by the Agency failing which the designated officer may, without prejudice to any other rights that it may have, issue a notice of default.

1.5 Conflict of interest

The Agency shall disclose JSSPS administration in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Service(s) as soon as it becomes aware of that conflict.

1.6 Publicity

The Agency shall not make or permit to be made a public announcement or media release about any aspect of this Contract unless the JSSPS administration first gives its written consent.

1.7 Remuneration to Teaching/Non-Teaching Staff

Minimum respectable remuneration to the teaching & non-teaching staff is to be ensured by the agency. This may be guided by the applicable government notified rates/ wages from time to time. If condition arises, then on demand the agency has to submit the payment proof of teaching/non-teaching staff to the JSSPS Administration.

1.8 Holidays at the Education Facility

Holidays at the education facility will be as per JSSPS norms.

SECTION III

Annexure 1: Checklist for Documents to be submitted by the bidder

Sl. No.	Documents	Submitted (Yes/No)	Page No.
1.	Incorporation Certificate (Legal Entity)		
2.	Pan Card		
3.	Experience Certificate		
4.	Earnest Money Deposit (EMD) (Rs 1,00,000/-) in form of DD.		
5.	Non-Blacklisting Certificate (Annexure -3)		
6.	Financial Bid (Annexure -7)		
7.	Particulars of the Bidder (Annexure -2)		
8.	Cover letter for Technical Bid) (Annexure -4)		
9.	Format for declaration of qualified teachers for providing Physical Classes at JSSPS, Khelgaon, Ranchi. (Annexure -5)		
10.	Cover letter for Financial Bid (Annexure -6)		

Annexure 2: Format for Particulars of the Bidder

Details of the Bidder (Company)		
A.	Name of the Bidder	
B.	Address of the Bidder	
C.	Year of Incorporation	
D.	Registration Number & Registration Authority	
E.	Legal Status (Public/Private/LLP/NGO/Foundation etc.)	
F.	Name & Designation of the Authorized person to whom all references shall be made regarding this Bidding Document	
G.	Mobile no.	
H.	Telephone No. (with STD Code)	
I.	E-Mail of the Contact person:	
J.	Fax No. (with STD Code),if any	
K.	Website (if any)	
L.	GSTIN No. (If available)	
M.	PAN	
N	EMD Details	Instrument: Demand Draft
		DD No.:
		Date:
		Amount
		Bank Name:

Annexure 3: Format for Self-declaration by bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To,
The Chief Executive Officer, LMC, JSSPS
Khelgaon, Ranchi

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 three years

(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 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.

Date:

Signature of Authorized Representative:

Name of the Agency:

Full Address:

Annexure 4: Format for Technical Bid Cover letter

[ON BIDDERS LETTERHEAD]

To,

The Chief Executive Officer, LMC, JSSPS
Khelgaon, Ranchi

Date: DD/MM/YYYY

(Bidding Document No: Dated: / /)

Sub: Letter for Submission of Technical Bid

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 work award/short-listing 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 90 days from the last date for bid submission as prescribed by the JSSPS Administration

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 hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the Bidding Document and placement of letter of intent awarding the contract, shall constitute a binding contract between us i.e. JSSPS and the Bidding entity.

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

Date:

Signature of Authorized Representative:
Name of the Agency with Full Address:

Annexure 5: Format for declaration of qualified teachers for providing Physical Classes at JSSPS, Khelgaon, Ranchi

[ON BIDDERS LETTERHEAD]

To,
The Chief Executive Officer, LMC, JSSPS
Khelgaon, Ranchi

Date: DD/MM/YYYY

Sub: Declaration about number of qualified teachers

(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 shall provide the subject wise qualified teaching staff as mentioned in the Scope of work 2.8 of this RFP .

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 willful misstatement described herein may lead to disqualification of my firm.

S.No	Name(s) (not to be disclosed)	Subject	Number	Essential Qualification with Experience
1	***	Physics	1	Essential Qualification –Post Graduate (with B. ED preferred) Experience – 2 years
2	***	Chemistry	1	_Do_
	***	Biology	1	_Do_
3	***	Math's	2	_Do_
4	***	English	2	_Do_ Proficiency in teaching English
5	***	Hindi	1	Essential Qualification – Graduate /B.ED Experience – 2 years. Proficiency in teaching Hindi
6	***	Social Science	1	Essential Qualification – Graduate /B.ED Experience – 2 years
7	***	Extra Subject, Arts/Music, PD,Craft, Vocational etc	4	Graduate (Mix of both fresher and experienced)
8	Total		13	

Date:

Signature of Authorized Representative:

Name of the Agency with Full Address:

Annexure 6: Financial Bid Format- Format for Financial Bid Cover Letter

[ON BIDDERS LETTERHEAD]

To,
The Chief Executive Officer, LMC, JSSPS
Khelgaon, Ranchi

Date: DD/MM/YYYY

(Bidding Document No: Dated: / /)

Sub: Covering letter for Financial Bid for referred Bidding Document

Dear Sir/ Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to be the Coaching Agency and carry out the work as and outlined in the RFP. We have carefully read and understood the terms and conditions of the RFP applicable to the Bidding Document and we do hereby agree undertake Services as per these terms and conditions. We declare that our prices are as per the conditions/ specifications and bid documents. We do hereby undertake that, in the event of acceptance of our bid, the Services shall be completed as stipulated in the Bidding Document.

We hereby confirm that all the prices mentioned in the financial bid are in Indian National Rupee (INR) only and shall remain valid throughout the contract agreement period.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this Bidding Document. We hereby declare that in case the contract is awarded to us, we shall submit the contract Performance Security in the form prescribed in the RFP. We also agree that you are not bound to accept any bid you may receive against this REP. We also agree that you reserve the right in absolute sense to reject the bid completely with or without assigning any reason whatsoever.

It is hereby confirmed that I am entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

Signature of Authorized
Representative:

Name of firm:

Address and Contact No.

Annexure 7: Format for Price Bid

Following is the price bid format.

S.No	Description	Total Monthly Charge/Price/Rate (Rs.) (A)	Rate Taxes / duties etc. (if applicable) In % (B)	Total monthly Charge/Price/Rate inclusive of all taxes & duties (Rs) (C) = (A)+(B)	Total lumpsum Annual Cost (Rs.)
1.	Lumpsum Price for Running of Education facility including conducting Physical Classes for Approx. 400 sports cadets at JSSPS, Khelgaon, Ranchi. (number of Cadets may increase or decrease)				

*All values in INR

Date:

Signature of Authorized Representative:

Name of firm:

Address and Contact No.