

Invitation of Expression of Interest (EOI)

From

Reputed coaching institutions of Tripura for providing training / coaching for various competitive exams / 'Pre-Recruitment Examinations'

For

Empanelment of eligible training institutes
For coaching SC, ST, Minority, OBC and other categories of candidates residing in Tripura.

Notice Inviting Expression of Interest

The Department of Higher Education, Government of Tripura, invites Expression of Interest from training / coaching institutes for empanelment of eligible institutes for providing coaching / training to SC, ST, Minority, OBC and other category of candidates residing in Tripura to help them qualify in various recruitment examinations.

Details of Courses for which coaching is to be provided:

Sl No	Name of Courses	Code
1.	Group 'A' Services (both Central & State) including combined Civil Services	GA
2.	Group 'B' Services (both Central & State) including Public Service Commission Exams	GB
3.	Other than Government Services (Services in the Banking and PSU sector)	OT

2. General Instructions:

- a. The training / coaching will be organized at Agartala in available school / college buildings. Details of location / venues of training / coaching will be communicated to the institutes in due course of time.
- b. The training is to be conducted for a period of three months, five days a week in the evening / morning hours without affecting the normal schedule of the Educational institutions.
- c. In the first phase, the training is to be provided for the Preliminary stage covering multiple choices / objective questions in general knowledge and selected subjects as well as etiquette, tips for interview etc, keeping in view the syllabus and selection procedures laid down in respect of the service indicated above.
- d. Only the empanelled institutes which show good success rate and performance in the first phase, as determined by the concerned authorities, will be eligible for empanelment for the second phase of training, which may include preparation for the

Main exam, as applicable (especially, for Group 'A' (Central and State) Services, and Group 'B' (Central and State) Services).

- e. If any institute is found lacking in providing proper training or otherwise deficient in providing services, its empanelment may be cancelled before the scheduled term.
- f. The interested institutes must be in possession of Audio-Visual teaching aids/facilities including projectors, sound system etc. Use of audio-visual aid is mandatory.
- g. Provision of Faculty and Study Materials will be an integral part of the training program.
- h. Complete Study Materials are to be given to the students not later than 7 (seven) days of starting the training program.
- i. The entities / coaching institutes would be required to enter into an agreement with the concerned department regarding proper conduct of the training.
- j. A Pre-bid / EOI meeting will be held on 25/11/13 to give an opportunity to prospective bidders to seek clarification or offer suggestion if any. The last date of submission of EOI will be 02/12/13 upto 04.00 PM. The EOI will be opened on the same day if possible or on the next working day in presence of interested bidders.

3. Directions for submitting the Expression of Interest:

- a. The institutes should mention the names of the course / courses along with the respective code numbers and quote rates separately for each course.
- b. The Expression of Interest from different institutes must give a clear outline of the training courses including details of topics to be covered, the total number of classes to be taken, the duration of each class and the total duration of the training. The institute may also include any other relevant details pertaining to the project, as it deems fit. The EOI should include details of the background of the institute, previous experience of training in similar projects, if any, etc.
- c. The total cost, inclusive of cost of training and study materials, is to be calculated in terms of cost per student, mentioning clearly the total number of hours of training. The rate per student should be mentioned clearly and separately for each course along with the respective code numbers and the total number of hours of training

proposed. Classroom accommodation, furniture, electricity will be provided by the Government.

- d. One institute will not submit more than one EOI. Submission of Multiple EOIs by a single institute will result in cancellation of the same.

4. Payment Terms:

The approximate payment schedule, after award of coaching / training assignment to the empanelled entry, is given below for guidance purpose.

- a. The first installment of 30% of the total cost will be disbursed within a month of the commencement of the training on condition of distribution of complete study materials to all students within a week's time.
- b. The remaining 70% will be released at the end of the course.
- c. Taxes shall be deducted at source as per applicable rates.

Director
Higher Education
Government of Tripura

No.F.14 (2-9) DHE/STIP13
Government of Tripura
Directorate of Higher Education

Dated, Agartala the _____13

NOTIFICATION

In continuation to our earlier notification of expression of Interest of even number dt.16-11-2013 regarding selection of eligible Institution / Coaching centre for empanelment to impart training to the S.C/S.T ,Minority ,O.B.C. and other category to qualify in various recruitment examinations, it has been decided by the Government in Higher Education Department that due to unavoidable circumstances the last date of Submission of Expression of Interest has been extended up to 7-12 -13.

Accordingly a Pre-bid meeting will be held on 30-11-13 at 3-30 p.m. with all concerned in the chamber of the Directorate of Higher Education Department.

**(D.Debbarma)
Joint Director of Higher Education
Tripura**

Additional conditions and amendment of existing conditions of EoI No o.F.14

(2-9) DHE/STIP/2013 dated 16/11/2013

- 1) Inclusion suggested
 - a) Duration of each class hour :- Each class hour shall be of 90 min duration
 - b) No of classes in a day: – 1(one) class for each course in 5 (five) days a week and Class shall be taken during 16.30 hrs to 18.00 hrs on all working days from Monday to Friday In case of loss of classes cannot be held due to declared holidays in the week, classes will have to be arranged by the agency on Saturday/Sunday.
 - c) Uninterrupted conducting of class: - To avoid interruption in conducting classes owing to power failure/load shading, the agency shall arrange standby power backup in the training venue as an essential equipment.
 - d) Earnest money/Security deposit:- The EoI (bid) shall be accompanied by earnest money of Rs.10,000/- (ten thousand only) payable by demand draft drawn in favor of Director, Higher Education, Government of Tripura on any nationalized bank at Agartala which would be converted into security deposit of the successful bidder. Successful bidder shall have to furnish security deposit to the extent of 7 % (inclusive of the amount of converted earnest money) of the accepted value of work in the manner indicated above at the time of execution of the agreement.
 - e) Dropping of Bid document:- Two separate bids (1) technical bid and (2) financial bid are to be dropped in 2 (two) separate sealed covers addressed to Director, Higher Education, Agartala, Tripura super scribing technical bid and financial bid in the respective covers and both the technical bid and financial bid covers are to be put in another one single sealed cover duly addressed to "*The Director, Higher Education, Government of Tripura, Agartala* " and sent/dropped in the office of the Director, Higher Education, Agartala, Tripura as per schedule. The bids can be dropped in the tender box of the department between 11.00 hrs to 15.00 hrs on all working hours from 5/12/13 to 7/12/13. Bids sent by post shall reach the office of the Director, Higher Education, Government of Tripura, Agartala on or before 15.00 hrs on 7/12/2013 failing which bids received thereafter shall be taken into consideration.

f) Time for readiness to start classes:- Successful bidder would be given 15(fifteen) days time from the date of communication of acceptance for their readiness to start the classes.

2) Amendment of existing provision

a) Payment term in clause 4(a) of the terms & condition:- 1st installment to the extent of 50% of the total cost will be disbursed within a month of commencement of training on condition of distribution of complete study materials to all students within a week time.

b) Remaining Payment in clause 4(b) of the terms & condition:- remaining 50% will be released at the end of the course.