

**WEST BENGAL MINORITIES DEVELOPMENT AND FINANCE CORPORATION  
(WBMDFC)**

**e-EXPRESSION OF INTEREST (e-EOI)**

***Empanelment as Coaching Providers for***

***Pre-Recruitment Comprehensive Coaching for Police Constable  
(Both Ladies & Gents)***

**EOI. No. 2855-MDC/VT-13-14**

**Dated : 12th July, 2024**

**DATE AND TIME SCHEDULE:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Date of uploading of e-EOI Documents	12/07/2024
2.	Start of Documents downloading.	12/07/2024
3.	Start of Bid submission.	12/07/2024
4.	Date of Pre Bid Meeting	19/07/2024 (at 3:30 pm)
5.	Last date of documents downloading	31/07/2024
6.	Last date of Bid submission.	31/07/2024
7.	Date of opening of Technical Bid	05/08/2024
8.	Date of opening Financial Bid.	To be notified later

## Other Key Information

A	Name of the Organisation	WEST BENGAL MINORITIES' DEVELOPMENT AND FINANCE CORPORATION, "AMBER" DD-27/E ,SALT LAKE, KOLKATA 700 064.
B	Document Intended for	All Coaching Providers fulfilling the eligibility Criteria for providing Pre-Recruitment Coaching for Police Constable.
C	Address where Application fee and Original Copy of the requisite documents have to be Submitted (viz. Folder A)	At the Office of West Bengal Minorities' Development & Finance Corporation, "AMBER" DD-27E, Sect-I, Salt Lake City, Kolkata-700064.
D	Application & Inspection fee	<b>Application fees Rs.500/-</b> Applicant shall submit non-refundable Basic application fees of Rs. 500/- (Rupees five hundred) only at the time of submission of application. This application fees is to be paid either by Demand Draft drawn in favour of "WBMDFC" payable at Kolkata or through RTGS/NEFT to WBMDFC in <b>Account No. 35632345165 of State Bank of India, Branch- Salt Lake, Kolkata, IFS Code No. SBIN0001612.</b>
E	Earnest Money at the time of submission of application.	Earnest Money of Rs. 20,000/- (Rupees twenty thousand) at the time of submission of Application. The Amount may be Deposited in favour of " <b>West Bengal Minorities' Development &amp; Finance Corporation</b> " online through e-procurement portal <a href="https://wbttender.gov.in">https://wbttender.gov.in</a> by selecting desired mode of payments. Earnest Money of the unsuccessful Bidders will be refunded to the unsuccessful bidders without interest by following the guideline of Circular No. 3975-F(Y) dated 28/07/2016 in Finance Department, Govt. of West Bengal on final selection of Successful Bidders.
F	PG to be submitted within 7 (seven) days after receiving the Work Order. No approval will be given without PG for commencement of work.	Rs.20,000/- (if 2% of the estimated value of Work Order. Exceeds the above amount then remaining amount must be Deposit within 7 days from the date of issuing of Work Order.) The Amount may be Deposit through Demand Draft/RTGS/NEFT in favour of " <b>WBMDFC</b> " drawn on State Bank of India, Branch-Salt Lake, Kolkata IFS Code No. SBIN0001612. A/c No. 35632345165.

### Important Notes:

1. WBMDFC reserves the right to amend any or all conditions of this E-EOI before the last date of submission of proposals or to change the above schedule at any time, without assigning any reason whatsoever.
2. Government Institutes are exempted from submission of Application Fee, Earnest Money and Performance Guarantee.
3. Contact person for communication: General Manager (Admin.) West Bengal Minorities' Development & Finance Corporation, "AMBER" DD-27/E, Sect-I, Salt Lake City, Kolkata – 700 064.
4. In case, any applicant fails to submit the Application Fee along with the application, the Proposal of the applicant shall not be entertained.





## 1. Introduction

### 1.1. Background

**1.1.1 The West Bengal Minorities' Development and Finance Corporation (WBMDFC)**, A Statutory Corporation of Govt. of West Bengal takes up various schemes for Economic Welfare, Scholarships, mass awareness for person belonging to the notified minority Communities i.e, Muslim/Christian/Buddhist/Sikh/Jain and Parsee for their economic upliftment. WBMDFC organizes various Skill Development Training for up-gradation of the skills. WBMDFC also provides pre-recruitment coaching for various competitive examinations conducted by Central and State Government including Police Constable Recruitment Examination etc. to the minority youth belonging to the state of West Bengal through reputed institutes.

### 1.1.2 Objectives:

The main objective of the programme is to equip the minority eligible candidates with professional coaching to improve their ability to participate successfully in the Police Recruitment Examination to be conducted by West Bengal Police Recruitment Board and Kolkata Police.

### 1.1.3 Courses for Coaching:

Pre-Recruitment Comprehensive Coaching for Police Constable in West Bengal.

- 1.1.4. To achieve its objectives, WBMDFC proposes to prepare a panel of Quality Coaching Providers whose services can be used to impart comprehensive pre-recruitment coaching for preparing Written Examination, Physical Measurement Test(PMT), Physical Efficiency Test (PET) and Interview for Police Constable in West Bengal Police and Kolkata Police to the minority candidates (both Ladies & Gents) belonging to the State of West Bengal. The coaching programme will be conducted at the identified venue, List enclosed as **Annexure - Y**. The interested Agency should indicate the Zones for which they are applying for coaching. Besides, on mutual agreement the same coaching may be arranged at any other places in West Bengal.
- 1.1.5. These Coaching Providers are expected to follow the Coaching modules for Written Examination, Physical Measurement Test(PMT), Physical Efficiency Test (PET) and Interview and as per the requirement and relevant to the recruitment of Police Constable in West Bengal (both Ladies & Gents) for West Bengal Police and Kolkata Police so that every trainee trained by them under the concerned coaching programme is able to qualify in the selection examination.

### 1.2. Framework for program implementation:

- 1.2.1. WBMDFC targets to train approximately **1000 minority candidates** in total to prepare them for Police Constable Recruitment Examination in West Bengal so that their participation in government

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jobs improve. Such target will be met by engaging Coaching Agencies, empanelled through this E-EOI, who would act as Coaching Provider for successful implementation of this scheme.

1.2.2. The Coaching Agencies would be responsible for fulfilling all the scheme specific guidelines of this coaching as may be conveyed to them at the time of issuing Work order by WBMDFC.

1.2.3. The candidates (Trainees) would be required to register their names in the portal of WBMDFC.

1.2.4. WBMDFC or its authorised Agency shall continuously monitor the program and shall carry out inspection and evaluate the quality of coaching imparted to the candidates.

### 1.3. **Brief Description of Empanelment:**

1.3.1. WBMDFC invites proposals from Quality Coaching Providers. The Coaching providers must note the following points while applying:

- a) Empanelment would be done as coaching provider to impart comprehensive pre-recruitment coaching to the minority candidates to prepare them for Written Examination, Physical Measurement Test(PMT), Physical Efficiency Test (PET), and Interview for Police Constable Recruitment Examination in West Bengal Police and Kolkata Police.
- b) The initial empanelment will be for one year but it may be renewed for such period as may be decided by the WBMDFC depending upon the performance of the Coaching Providers.

## 2. **Scope of Work:**

**2.1** Providing Pre-Recruitment Coaching for Police Constable to the minority candidates belonging to the State of West Bengal for Police Constable Recruitment Examination in West Bengal Police and Kolkata Police.

2.1.1 To conduct coaching to prepare candidates for Written Examination, Physical measurement Test(PMT), Physical Efficiency Test (PET), and Interview as required for Police Constable Recruitment Examination.

**2.1.2** Conduct coaching programme across West Bengal at the identified venue, List enclosed as **Annexure - Y**. The interested Agency should indicate the Zones for which they are applying for coaching. Besides, on mutual agreement the same coaching may be arranged at any other places in West Bengal.

2.1.3 Mobilization of the candidates will be done centrally by WBMDFC. However, the selected Coaching Provider, if necessary, may also be required to mobilise the candidates by canvassing or other means adhering to the criteria i.e. age, qualification, minimum physical standard etc.(as prescribed) for the programme, with the concurrence of





DOMA/OC Minority. The coaching provider will also carry out Counselling and Registration of eligible candidates. Total target approximately 1000 candidates. Batch size for Theoretical classes will be **20 - 40 students per batch** and Physical Coaching will be done in Groups.

2.1.4 **Duration of coaching :**

For preparation of Police Recruitment Examination, total duration for theoretical classes will be 50 hours and outdoor physical coaching will be of 15 hours (10-12 days). Duration of coaching per day for the theoretical class is 4 (four) hours; 3 hours for Teaching and one hour for Mock Test. Duration of coaching for physical training per day is 1 1/2 (one hour thirty minutes), intermittently. Under no circumstances consecutive class for Physical training is allowed. Such Physical training classes are to be distributed during the period. The coaching will be on every Saturday, Sunday /Holiday as per the local convenience. If Consecutive classes for coaching are required under any circumstances, it may be done only with the approval of WBMDFC. Special classes are also to be arranged on demand.

Besides the above, Mock Test on the topic taught previous day and discussion to be conducted at the beginning of the each day of class. Mock Test on all the topics taught during the month is also to be conducted at the end of each month. The result of the mock test should be discussed with the students. Result of the daily mock test and monthly mock test of each student is to be recorded properly and to be submitted to WBMDFC for each student together with the bill for monthly payment of coaching fees.

The Coaching Providers will be required to ensure adequate coverage of the topics, specific to the requirements of the Examination.

2.1.5. Coaching Provider shall select the potential candidates duly assessed by a committee through Physical Eligibility Test (PET), Physical Measurement Test (PMT), Screening Test/ Interview. The Interview committee will be formed at the district level comprising member from the concerned participating institute, representative of the DOMA/OC Minority, one official from WBMDFC and one experienced police personal nominated by DOMA/OC Minority. Signature of all the members in the List of the candidates during interview on each page with remarks is required. The signed copies have to be authenticated later on by DOAM/OC Minority and this copy has to be submitted to WBMDFC before issuing of order for starting coaching of the selected candidates.

All pre-cautionary measures including toilet facility, drinking water, first aid kits will have to be arranged by the Participating Institute during the selection interview for such selection process.

2.1.5. Overall monitoring and supervision of the programme, supervision of mock test, attendance checking and arresting dropouts may be done at the end of DOMA

2.1.6. The coaching will be conducted at the identified venue preferably in a School / Madrasha / College / Educational Institution / Govt. and Semi Govt. Institution with the

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approval of DOMA/OC Minority. If no such facility is available, only on written approval of WBMDFC the change of venue is allowed. Further for any reason if change of venue is necessitates during the coaching period, that also requires the approval of WBMDFC before the change of venue.

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2.1.7. Course module of the coaching will be provided to the Coaching Provider by WBMDFC at the time of issuance of Work Order. Study materials of the appropriate standard will be provided by the Coaching providers to the candidates of coaching.

2.1.8. Coaching Provider shall monitor the physical health of the candidates with the help of a standard Dietician or a Doctor as per the requirement of this examination.

2.1.9. Coaching Provider shall collect copies of the prescribed documents from the eligible candidates at the time of enrolment and match them with the originals; Registration of eligible candidates as per the provisions of the Work Order.

2.1.10. Coaching Provider shall conduct physical training with the help of expert Police Personnel/Professional Trainer in co-ordination with the concerned District Sports Authority under the approval of DOMA/OC Minority.

2.1.11. The Coaching Providers will be required to put in biometric attendance for the trainees as a necessity for claiming Coaching fees, in which case the necessary infrastructure will be setup by them at its own cost and liability. The attendance of the students will be biometrically captured twice a day-in the beginning of the class and at the end of the class.

2.1.12. Applications of the interested candidates for coaching would be received through on line portal of WBMDFC.

### 3. **Instructions to Applicants:**

#### 3.1. General Instructions:

3.1.1. The Coaching Providers shall not charge any fees / Coaching costs from any selected candidate under any pretext in connection with the engagement made through this e-EOI.

3.1.2. The Coaching Providers shall not try to influence any third party association in any way whatsoever, and shall duly inform the WBMDFC, in advance, in case an assigned assessor had a prior relationship with the Coaching Providers.

3.1.3. The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained in this e-EOI, the WBMDFC shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice,





undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Empanelment Process. In such an event, the WBMDFC shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money as damages payable to the WBMDFC for, inter alia, time, cost and effort of the WBMDFC, in regard to the e-EOI, including consideration and evaluation of such Applicant’s Proposal.

3.1.4. Without prejudice to the above rights of the WBMDFC and the rights and remedies which the WBMDFC may have under this e-EOI or Work Order, if an Applicant is found by the WBMDFC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Empanelment Process, or after the issue of the Letter of Empanelment or during the execution of the Work Order, such an Applicant shall not be eligible to participate in any tender or e-EOI issued by the WBMDFC during the assignment period from the date such Applicant is found by the WBMDFC to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be. For the purposes of this clause the following terms shall have the meaning herein after irrespectively assigned to them:

a. “Corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the WBMDFC who is or has been associated in any manner, directly, or indirectly with the Empanelment Process or the Letter of Acceptance (LOA) or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the WBMDFC, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether Agreement, as the case may be, any person in respect of any matter relating to the Assignment or the LOA or the Agreement, who at any time has been or is a legal, financial or technical Consultant/ Adviser of the WBMDFC in relation to any matter concerning the Project;

b. “**fraudulent practice**” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;

c. “**coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;

d. “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the WBMDFC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest; and



- e. **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Empanelment Process.

### **3.2. Eligibility of Applicants:**

#### **3.2.1. General Criteria**

A company / partnership / proprietorship / society / trust registered under the Societies Registration Act, 1860 / Companies Act, 2014 or any other relevant Act of the State/Union Territory. Certificate of Incorporation/registration or trade license (only for proprietorship) or other registration document containing date of incorporation shall be submitted.

The registration of at least three years will be required in respect of the institute/organization/implementing agency desiring to apply for this empanelment as on the date of notification.

#### **3.2.2. Financial capability:**

- a) The applicant should have a positive net worth as on 31.03.2023.
- b) The applicants should have average annual turnover / receipts of Rs. 15 (fifteen) lakhs from conducting Coaching programs during the last two years (FY 2021-22 and FY 2022-23) or more than Rs. 30 lakhs during FY 2022-23.
- c) Audited P&L / Income Statements for the year's 2021-22 and FY 2022-23 certificate from auditors / chartered accountants as per Annex. 5 shall be submitted.

#### **3.2.3. Technical Capability & Infrastructure Availability:**

- i) The coaching Institute should have been fully functional and should have minimum three years experience of imparting coaching for recruitment of Police Constable or similar type of Govt. job (Relevant copy of documents to be furnished with the application).
- ii) The applicants should have trained a total of at least 100 candidates per year during the last two financial years (FY 2022-23 and FY 2023-24) or at least 150 students in last FY 2023-24.
- iii) A list of trainees trained during the appropriate period in a non-editable PDF file as per format given in Annex. 6 shall be submitted with the proposal online. Supporting documentation may be verified at the time of Inspection.
- iv) The Institute should have the required number of qualified faculty members either on its pay roll or on part-time basis.



- v) The Coaching Institute shall engage one standard Dietician or Doctor at least on 3 (three) days to advise/monitor the physical health of the candidates as per the requirement of this examination. Name, qualification etc. of such Dietician will have to be submitted beforehand.
- vi) The Institutes must have a primary centre with necessary infrastructure for Coaching such as premises, class room at least to accommodate 40 candidates per batch, Chair, Table, Black Board, white board with marker pen, library, purified drinking water, separate Toilets for ladies, sound system, & all other relevant facilities for providing such coaching. Engagement of supporting staff, sweeper, cleaner, peon and Local Management Services shall also be provided properly. For providing physical training, required equipment, kits and all other arrangements must be made by the coaching provider.
- vii) The Coaching Provider shall also arrange suitable venue for interview/ test for selection of the candidates for coaching under the approval of DOMA /OC Minority well ahead. A Play ground shall have to be arranged as well under the similar way of approval.
- viii) Coaching institutes should have a good track record of success. Institute having better success rate will be given priority.
- ix) The institution/organisation should not have been declared bankrupt at any point of time.
- x) The institutions/organization should have not been blacklisted by any department or body of the government at any point of time.

### **3.3. Number of Applications and costs thereof**

- 3.3.1. No Applicant shall submit more than one Application for this e-EOI.
- 3.3.2. The Applicant shall be responsible for all of the costs associated with the preparation of their Applications. The WBMDFC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

### **3.4. Acknowledgement by Applicant:**

- 3.4.1. It shall be deemed that by submitting the Application, the Applicant has:
  - a. Made a complete and careful examination of the e-EOI and agreed to abide by the same.
  - b. Received all relevant information requested from the WBMDFC;
  - c. Agreed to be bound by the undertakings provided by it under and in terms hereof.

for,



- 3.4.2. WBMDFC shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the E-EOI, including any error or mistake therein or in any information or data given by the WBMDFC.

**3.5. Right to accept or reject any or all Applications/ Bids**

- 3.5.1. Notwithstanding anything contained in this E-EOI, the WBMDFC reserves the right to accept or reject any Application and to annul the Bidding Process and reject all Applications/ Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons there for. In the event that the WBMDFC rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.
- 3.5.2. The WBMDFC reserves the right to reject any Application and /or Bid if:
- a. at any time a material misrepresentation is made or uncovered, or
  - b. the Applicant does not provide, within the time specified by the WBMDFC, the supplemental information sought by the WBMDFC for evaluation of the Application.
- 3.5.3. In case it is found during the evaluation or at any time before issuing work order or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Applicant, or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith from executing the work order and others penalty, in accordance with their E-EOI / work order, may be imposed.
- 3.5.4. The WBMDFC reserves the right to verify all statements, information and documents submitted by the Applicant in response to the E-EOI. Any such verification or lack of such verification by the WBMDFC shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the WBMDFC there under.
- 3.5.5. In order to conduct the coaching at centres across the state where it may not be possible for a single Coaching Provider to conduct the coaching at all the centres and in such cases WBMDFC reserves the right to split the work with multiple agencies on convenience and for ensuring quality on the rate as may be finalised for the coaching.

The Coaching Provider should indicate the Zones for which they are applying.

**3.6. Amendment of e-EOI:**

- 3.6.1. At any time prior to the deadline for submission of Application, WBMDFC may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the e-EOI by the issuance of Addenda/corrigenda.
- 3.6.2. In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, the WBMDFC may, in its sole discretion, extend the Submission Due Date.

#### 4. Preparation and Submission of Application:

##### 4.1. Language

The Application and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.

##### 4.2. Downloading the Proposal:

4.2.1. Intending applicant may download this E-EOI documents from the website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

4.2.2. The time schedule for obtaining the proposal documents, meeting, registration with the proposal inviting authorities, the submission of proposal and other related documents etc. will be as per the schedule provided in the list of schedule of activities.

##### 4.3. Submission of the Proposals

4.3.1. All proposals must be submitted online at the web portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) directly with the help of a **Digital Signature Certificate**.

4.3.2. Proposals will be opened in presence of members of selection/ evaluation committee or applicants or their authorized representatives who choose to be present at time of opening.

4.3.3. The online submission of proposal by the agency in response to this E-EOI shall be in Single Cover System consisting of two Folders (Folder "A" & Folder "B"):

All the original document of folder A (including soft copy of Annexure VIII and Annexure IX in editable format in a C.D. ) shall then be submitted to WBMDFC office, in a sealed envelope marked as folder A of proposal for empanelment of coaching provider.

Scanned copy of documents required to be put in folder A & folder B shall be uploaded in [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

##### 4.3.4 Check-list of document

Folder "A" is the Pre-Qualification documents consisting of following document which is to be submitted in WBMDFC office.

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I	Format for Undertaking submission (signed and rubber stamped) as per Annex. 1
II	Power of Attorney (POA) (signed and stamped) as per Annex. 2. Not required in case of a Proprietorship Firm, Trade License in the name of Proprietorship Firm will be submitted in its lieu.
III	Soft copy of ANNEX.-9 in editable format in a CD (clearly marking name of COACHING PROVIDER on the face of it).

The following documents need to be uploaded by the respective participants- Folder B

Sl. No.	Category	Sub Category	Sub Category Description
A	CERTIFICATES	CERTIFICATES	Certificates of Incorporation / Registration or other similar document proving the existence of the applicant with numbers and date
B	COMPANY DETAILS	COMPANY DETAILS 1	Trade Licence/Enlistment/current registration as SSI/ Registration with the registrar of companies proving engagement of the applicant in Coaching activities with no. and date. PAN & GST No. as applicable is also required.
C	FINANCIAL INFO	AUDITED FINANCIAL STATEMENTS AUDITED FINANCIAL P/L AND BAL SHEET- 2021-22 & 2022-23	Audited Financial Statements: FY FY 2021-22 & 2022-23 or CA certificate in Annex. 5 Format. Detail as Annex. 3 (PDF Format)
D	TECHNICAL INFO	COMPANY DETAILS	Detail as Annex. 3 (PDF Format)
		Declaration 1 Eligibility related information	Detail as Annex. 4 (PDF Format)
		DECLARATION 2 Coaching Details	Detail as Annex. 6 (PDF Format)
		DECLARATION 3 Placement Details	Detail as Annex. 7 (PDF Format)
		DECLARATION 4 Trainer Details	Detail as Annex. 8 (PDF Format)
		DECLARATION 5 Trainer Details of the centre applied for, Coaching infrastructure available etc. (This	Detail as Annex.9(in PDF format)

		will be used for taking cognizance of Centre applied for	
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**Notes:**

Folder “B” shall not be submitted in physical form in WBMDFC office. The document of this folder is only to be signed, scanned and uploaded online. The document uploaded herein may be verified at the time inspection for accuracy and correctness. Error found during the verification may result in cancellation of the applicant proposal.

4.3.4 The Coaching and placement details as per ANNEX. 6 and ANNEX. 7 can be given in non-editable PDF format in a CD in the “Folder A” only if it cannot be uploaded online.

4.3.5 An authorized representative of the Applicant shall sign the original submission letter in the require format ANNEX. 1 for the Proposal. The authorization shall be in the form of a written power of attorney attached to the Proposal in format ANNEX. 2.

The power of attorney shall be given by the highest decision making authority of the Organization to the authorized signatory.

4.3.6 All pages of the proposal and wherever corrections or alteration or amendments have been made shall be signed by the authorized signatory except where the attestation by Chartered Accountant is required. In case of detection of any forgery at the proposal stage, the proposal shall be summarily rejected while the empanelment shall be cancelled if the detection is after the same, without prejudice to other rights of WBMDFC as spelt out elsewhere in the E-EOI. WBMDFC also reserves the right to resort to legal action against the Applicant and/ or summarily black list the Coaching Provider preventing it from any further participation in any Government Schemes/ Programs.

**5. Proposal Evaluation, Empanelment & Award of Work:**

5.1. Proposal Evaluation`:

5.1.1. Once the evaluation process starts, the Evaluation committee will

- a. First verify the content of Folder A.
- b. Finding the same in order, it will proceed to open Folder B online. The information contained in Folder B will be evaluated as per the given parameter.
- c. The applicants qualifying in the evaluation Parameter will be informed and their enlisted center given in ANNEX.-9 shall be physically inspected by the authorized official of WBMDFC. Verification will be done to ascertain the physical infrastructure at these center vis a vis required infrastructure as mentioned under Annex. 9. The data entered in the portal will be basis of verifying the infrastructure.

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5.1.4. All eligible applicants shall be evaluated on the various parameters and marks shall be awarded

<b>EVALUATION CRITERIA OF TECHNICAL BID</b>	<b>MAX MARKS</b>
<b>a) FACULTY AND TRAINERS</b>	10
Number of qualified permanent faculty on the payroll of coaching agency	
Between 6 to 10 appropriately qualified faculty- 6 marks	
Subsequent every 3 qualified faculty - 2 marks	
<b>b) COACHING TRACK RECORD</b>	20
Number of trainees trained during last two year (2022-23 & 2023-24)	
10 marks for first 100 trainees and thereafter 5 marks for every subsequent 50 trainees, subject to an overall limit of 20 marks.	
<b>c) PLACEMENT TRACK RECORD IN GOVT. /Semi Govt. etc.</b>	20
Placement track record in Govt. job during last three years.	
10 marks for first 25 placement and thereafter 5 marks for every Subsequent 5 placement, subject to an overall limit of 20 marks.	
<b>TOTAL MARKS FOR EVALUATION OF TECHNICAL BID</b>	<b>50</b>
<b>EVALUATION CRITERIA OF FINAL BID (AFTER OPENING OF PRICE BID)</b>	
<b>e) STRATEGY &amp; METHODOLOGY ON IMPLEMENTATION OF COACHING PROGRAMME</b> (Marks will be awarded based on the assessment of proposal strategy & power point presentation before the committee. Proposal document to be limited to 2000 words.	<b>50</b>
<b>TOTAL</b>	<b>100</b>

**Notes: Any applicant scoring more than 75 marks on the above evaluation (EVALUATION CRITERIA OF TECHNICAL BID and EVALUATION CRITERIA OF FINAL BID) as mentioned above, shall Become eligible for empanelment by WBMDFC, subject to fulfillment of other essential criteria.**

6.0 **Performance Review:**

6.1.1 Performance of Coaching Provider shall be reviewed periodically by WBMDFC or through its authorised Agency against the target as set out in the Work Order.

Failing to achieve the target shall result into following consequences:

- a) **Coaching Schedule** – If the Coaching programme is not completed by the Coaching Provider within the time frame given in the Work Order, then the Performance Guarantee (PG) shall be forfeited.

7.0 **Payment of Coaching Cost:**

**For Preliminary Written Test & Physical Training (Ist. Phase coaching)**

The Coaching cost will be released in a phased manner as per the following schedule:

Sl No.	Stage	Percentage of fund release
i	After the completion of one month. Invoice/Bill should accompany Attendance Report , daily Mock Test performance record of each student & monthly Mock Test performance record of each student.	30%
ii	After successful completion of coaching and on submission of bill. Invoice/Bill should accompany Attendance Record, daily Mock Test Performance Record & monthly Mock Test Performance Record of each student and other required documents including Completion Certificate from DOMA/OC Minority.	55%
iii	After the candidates get selected for recruitment (**)	15%

(\*\*) This 15% fund of the coaching will be released after the candidates get selected for recruitment of Police constable. Minimum 50% candidates should be selected for recruitment out of the total candidates eligible for interview. This 15% fund will be released only in respect of the candidates who will be selected for recruitment.

Payment will be made based on the 70% attendance of candidates during the coaching period. Payment is also subject to deduction of all taxes as per Govt. norms.

In case attendance of the candidates is less than 70%, then the Coaching cost shall be deducted at the following rate:

Attendance per batch	% of Coaching cost shall be deducted
If between 69% to 60 %	10%
between 59% to 50%	20%

**If the attendance is less than 50% , no coaching fees will be paid to the coaching provider.**



At the time of claiming final instalment (i.e. after final assessment & completion of coaching) the Coaching Provider will submit the following:-

- a. List of candidates centre wise (both hard copy and soft copy in excel file) along with complete details of each candidates viz. Name, Father's name, Age, Qualification, Male/Female, Urban/Rural, complete Address, EPIC No., Mobile No./ Land Line No. and Application Sl. No. of the candidates applied for West Bengal Police Constable Recruitment Examination along with certified attendance sheets (biometric).
- b. Submission of relevant reports, returns, photos, draft story outline of the successful candidates and any other documents in all respect in connection with this programme as per the requirement of WBMDFC/DOMA/OC Minority at any point of time.
- c. At least five Photographs (in Soft & hard copy) and videography of each coaching centre during the ongoing class room of each month of the candidates (in group) and in working posture.

## 8.0 Award of Work

8.1.1. The empanelled agency will be awarded the work, from time to time, for Coaching the candidates as per the approved modules for which it has been empanelled by WBMDFC.

8.1.2. The list of candidates, to be trained, may be given to the Coaching Provider by WBMDFC. Such award of work can be given to all the Coaching Providers in equal or unequal proportion or to any one or more particular Coaching Providers at the sole discretion of the WBMDFC.

8.1.3. The Coaching Providers shall immediately initiate actions as per the Work Order.

## 9. General Terms & Conditions:

### 9.1. Interpretation

9.1.1. If the context so requires it, singular means plural and vice versa

9.1.2. **Entire Agreement:** The Agreement constitutes the entire agreement between the WBMDFC and the Selected applicant and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of the Agreement.

9.1.3. **Amendment:** No amendment or other variation of the Agreement shall be valid unless it is in writing, is dated, expressly refers to the Agreement, and is signed by a duly authorized representative of each party thereto.

9.1.4. **Non-waiver:** no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Agreement or the granting of time by either



party to the other shall prejudice, affect, or restrict the rights of that party under the Agreement, neither shall any waiver by either party of any breach of Agreement operate as waiver of any subsequent or continuing breach of Agreement. Any waiver of a party's rights, powers, or remedies under the Agreement must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

9.1.5. **Severability:** If any provision or condition of the Agreement is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Agreement.

## 9.2. **Governing Law:**

9.2.1. The Agreement shall be governed by and interpreted in accordance with the laws in force.

## 9.3. Termination of the Empanelment:

**9.3.1. Termination for Default:** WBMDFC may, without prejudice to any other remedy for breach of Agreement, by a written notice of default of at least 30 days sent to the Coaching Provider, terminate the Agreement in whole or in part (provided a clear period of not less than 30 days is given to the Coaching Provider to rectify the breach):

- a. The agreement may be terminated if it is discovered at any stage that the Coaching Provider has been furnishing false claims or providing misleading information with respect to enrolment of trainees, conduct of Coaching or any other aspect related to programme.
- b. If the Coaching Provider, in the opinion of the WBMDFC, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Agreement.
- c. If the Coaching Provider commits breach of any condition of the Agreement.
- d. If WBMDFC terminates the Agreement in whole or in part, Performance Guarantee shall be forfeited.

**9.3.2. Termination for Insolvency:** WBMDFC may at any time terminate the Agreement by giving a written notice of at least 30 days to the selected applicant, if the selected applicant becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected applicant provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to WBMDFC.

**9.3.3. Termination for Convenience:** WBMDFC, by a written notice of at least 30 days sent to the Coaching Provider, may terminate the Agreement, in whole or in part, at any time for its convenience. The Notice of termination shall



specify that termination is for WBMDFC convenience, the extent to which performance of the selected applicant under the Agreement is terminated, and the date upon which such termination becomes effective. Depending on merits of the case the selected applicant may be appropriately compensated on mutually agreed terms for the loss incurred by the Agreement if any due to such termination.

**9.3.4. Limitation of Liability:** In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected applicant shall not be liable to the other hereunder or in relation hereto (whether in Agreement, tort, strict liability or otherwise) for more than the annual value of the Coaching fees paid (including any amounts invoiced but not yet paid) under this Agreement.

**9.3.5. Termination :** WBMDFC may, by not less than thirty (30) days' written notice of termination to the Coaching Provider, such notice to be given after the occurrence of any of the events, terminate this Agreement, if:

- a. the Coaching Provider fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the WBMDFC may have subsequently granted in writing;
- b. the Coaching Provider becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debtor take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- c. the Coaching Provider fails to comply with any final decision reached as a result of arbitration proceedings.
- d. the Coaching Provider fails to comply with the decision of WBMDFC.
- e. the Coaching Provider submits to the WBMDFC a statement which has a material effect on the rights, obligations or interests of the WBMDFC and which the Coaching Provider knows to be false;

**9.3.6. Payment upon Termination:** Upon termination of the Agreement, no payment shall be made by the WBMDFC to the COACHING PROVIDER.

**9.3.7. Suspension:** WBMDFC may, by written notice of suspension to the Coaching Provider, without any obligation (financial or otherwise) suspend all the payments to the Coaching Provider hereunder if the Coaching Provider shall be in breach of the Agreement or shall fail to perform any of its obligations under the Agreement, including the carrying out of the Services; provided that such notice of suspension

- a. shall specify the nature of the breach or failure, and



b. shall provide an opportunity to the Coaching Provider to remedy such breach or failure within a period not exceeding thirty (30) days after receipt by the Coaching Provider of such notice of suspension. The above action will be taken by WBMDFC after appropriate approvals.

**9.3.8. Expansion of Panel:** At the sole discretion of the WBMDFC, the empanelment of Coaching Providers can be expanded / reduced.

**9.3.9. Cessation of Rights and Obligations and Services**

a) Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except

i. such rights and obligations as may have accrued on the date termination or expiration.

ii. the obligation of confidentiality set forth in E-EOI,

iii. the Coaching Provider's obligation to permit inspection, copying and auditing of its accounts and records by WBMDFC.

b) Upon termination of this Agreement by notice of either Party to the other the Coaching Provider shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

c) any document, information, data or statement submitted by the Coaching Provider its Proposals, based on which the Coaching Provider was considered eligible or successful, is found to be false, incorrect or misleading or

d) as a result of Force Majeure, the Coaching Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

**10. Special Terms and Conditions**

**10.1. Subcontracting or Franchising or change of venue**

10.1.1. The work will be awarded to the Coaching Providers, based on its infrastructure and capability to coach. The Coaching Provider shall conduct the coaching programme at the identified venue as mutually agreed upon. Change of venue without the concurrence of WBMDFC will not be allowed. The Coaching Provider shall not start any Coaching without the formal order, issued for the same by WBMDFC and shall start coaching programme within 7 days from the date of issue of order of WBMDFC.

10.1.2 It is clarified that all Coaching programs under this E-EOI shall be conducted under the direct supervision of Coaching Provider. Coaching Provider will remain responsible and liable for all Coaching conducted through this E-EOI. In case it is found that the Coaching Provider has subcontracted / outsourced its work under Work Order issued to him under this E-EOI, partly or fully, its empanelment will be cancelled and all payment due to him will be forfeited along with entire Earnest Moneys and performance guarantees.



10.1.3 The Coaching Provider shall provide class room to accommodate at least 30-40 student per batch with required infrastructure like Class room, Audio-Visual teaching aids/facilities including projector, Sound System, Black Board/White Board with marker pen etc. required for the coaching. Study materials of appropriate standard need to be provided to the students on a regular basis by the Coaching Provider.

10.1.4 The Coaching Provider shall conduct the coaching as per the approved syllabus & module to be given by WBMDFC. The day wise module of the course prescribed by WBMDFC may be revised as per local conditions only on approval of WBMDFC. Any deviation without prior approval will be viewed seriously.

## 10.2. Application Fee, Earnest Money & Performance Guarantee

### 10.2.1. Application Fees:

The applicant shall submit non-refundable Basic application fees of Rs.500/- (Rupees five hundred) only at the time of submission of application.

### 10.2.2. Earnest Money:

a) The applicant shall submit interest free refundable Earnest money of Rs. 20,000/- (Rupees twenty thousand) only with WBMDFC

#### **Notes : This Earnest money will be liable for forfeiture**

- If during any subsequent inspection it is found that the infrastructure present in the center is inadequate visa a vis the requirement under this E-EOI or the center has removed any infrastructure what was shown at the time of previous inspection without taking written permission from the WBMDFC.
- Where the security of the trainees is compromised in any manner in the center during the Coaching / Assessment.

### 10.2.3. Performance Guarantee:

On receipt of Work Order, The Coaching Provider shall submit a Performance Guarantee (PG) of an amount of Rs.20,000.00 (Rupees Twenty thousand) . If 2% of the estimated value of Work Order exceeds the above mentioned amount then remaining amount must be Deposit in the form of pay order or Demand Draft or irrevocable Bank Guarantee from any schedule PSU Bank within 7 days from the date of intimation, in favour of **West Bengal Minorities' Development & Finance Corporation, Kolkata**, along with their letter of acceptance of the Work Order.

The Amount may also be Deposit through RTGS/NEFT to WBMDFC as per following particulars:

State Bank of India, Branch-Salt Lake, Kolkata IFS Code No. SBIN0001612.

A/c No. 35632345165.

**Notes:**

**Earnest Money and Performance Guarantee will be forfeited in the following cases:**

- i. When the applicant fails to provide services as per this E-EOI and / or Work order /Agreement or fails to provide the services as per the schedule with respect to timely execution or qualitatively completion of Coaching or deliberately fails to assist in the assessment as per the requirement sets out in this E-EOI and / or Work order.
- ii. Where it is found that the Coaching Providers has misrepresented information relating to Coaching impartation /attendance or placement of trainees / attendance / qualification of trainers / submitted fabricated or incorrect data / information in its Post Coaching Tracked Report.
- iii. Where the security of the trainees is compromised in their center or during the Coaching / assessment.

**10.2.4. Refund of Earnest Money & Performance Guarantee**

- a) The Earnest money will be refundable on de-registration of a particular center on the application of Coaching Providers for de-registration or after the expiry of the period of empanelment.
- b) The Performance Guarantee is refundable on completion of 06 months from the date of submission of post Coaching track report.
  - Prospective applicant may mail their queries in the following e-mail address: [mdfc.Coaching@gmail.com](mailto:mdfc.Coaching@gmail.com)
  - Managing Director, WBMDFC reserves the right to reject this E-EOI without assigning any reason at any time and no claim in this respect will be entertained.
  - For assistance on procedure of e-tendering, contact. Toll free No. 1800 120 2130.

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**LIST OF CENTRE FOR PRE-RECRUITMENT COACHING FOR POLICE  
CONSTABLE**

Sl.No	Zone	District	Centre
1	A	Darjeeling	Darjeeling
2		Darjeeling	Kurseong
3		Kalimpong	Kalimpong
4		Alipurduar	Kalchini
5		Coochbehar Town	Coochbehar Town
6		Coochbehar Town	Dinhata
7		Jalpaiguri	Jalpaiguri Town
8		Darjeeling	Siliguri
9	B	Dakshin Dinajpur	Gangarampur
10		Malda	Chanchal
11		Malda	Malda Town
12		Uttar Dinajpur	Islampur
13		Uttar Dinajpur	Raiganj
14	C	Murshidabad	Lalbagh
15		Murshidabad	Jangipur
16		Murshidabad	Domkal
17		Murshidabad	Berhampore
18		Murshidabad	Kandi
19		Birbhum	Suri
20		Birbhum	Rampurhat
21		Birbhum	Murarai
22		Birbhum	Bolepur
23	D	Burdwan(East)	Burdwan Town
24		Burdwan(East)	Monteswar (Kusum Gram)
25		Burdwan(East)	Katwa
26		Nadia	Krishnanagar
27		Nadia	Tehatta
28		24 Pgs.(North)	Barasat
29		24 Pgs.(North)	Barrackpur
30		24 Pgs.(North)	Basirhat
31		24 Pgs.(South)	Baruipur
32		24 Pgs.(South)	Canning
33		24 Pgs.(South)	Diamond Harbour
34		Kolkata	Park Circus

35	E	Hooghly	Arambagh
36		Hooghly	Chinsurah
37		Howrah	Uluberia
38		Howrah	Howrah
39		Midnapore(East)	Mechada
40		Jhargram	Jhargram Town
41		Purulia	Purulia Sadar
42		Bankura	Bankura Town
43		Midnapore(West)	Medinipore Town
44		Burdwan(West)	Assansol

# The Interested Coaching Provider should indicate the Zones for which they are applying .

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**FORMATS FOR UNDERTAKING**

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(On the letterhead)

{Location, Date}

To  
The MANAGING DIRECTOR  
WEST BENGAL MINORITIES DEVELOPMENT AND FINANCE CORPORATION,  
“AMBER” DD-27/E ,SALT LAKE,  
KOLKATA - 700 064.

Dear Sir,

We, the undersigned, wish to be empanelled as a Coaching Provider with you in accordance with your Request for Qualification dated ..... We are hereby submitting our Proposal, as per the specified format.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by WBMDFC.
- b) We have no conflict of interest as stated in the e-EOI/ RFQ.
- c) We meet the eligibility requirements as stated in e-EOI/RFQ.
- d) In competing for (and, if we are empanelled) the Empanelment, undertake to observe the laws against Fraud and corruption, including bribery as the e-EOI/RFQ
- e) Our Proposal is binding upon us and subject to any modifications resulting from the negotiations.
- f) We give an undertaking and agree to abide by all the provisions of best practices i.e., adhering to guidelines for preventing prohibited activities. In case of breach, you will be free to forfeit our Earnest Money amount.



- g) We give an undertaking that we will not remove any Coaching infrastructure from any of our registered center without obtaining prior permission from WBMDFC and in case we do so, we understand and agree that our security money for the center will be forfeited.
- h) We undertake to submit the requisite Earnest Money as per e-EOI/RFQ and also irrevocable Performance Bank Guarantee of requisite amount from a Schedule Commercial Bank before the award of work.
- i) We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the Coaching no later than the date as specified in the Work Order.
- j) We understand that WBMDFC can reject our proposal without giving any reason, whatsoever.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}

Name and Title of Signatory:

Name of Applicant:

In the capacity of: `

Address:

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**ANNEX. 2**

**Format for Power of Attorney for Signing of Application**

(To be submitted along with Covering Letter. Refer Section-

Know all men by these presents that We.....  
.....  
..... (Name of the Applicant and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name).....son/daughter/wife of .....and presently residing at.....who is presently employed with us and holding the position of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for the "Empanelment of Coaching Providers" by WBMDFC. The attorney is fully authorized for providing information/ responses to the WBMDFC, representing us in all matters before the WBMDFC including negotiations with the WBMDFC, signing and execution of all agreements including the Memorandum of Understanding and undertakings consequent to acceptance of our proposal, and generally dealing with the WBMDFC in all matters in connection with or relating to or arising out of our proposal for the said Empanelment.

**AND** we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, .....  
THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS

.....DAY OF

..... For

.....;

(Signature, name, designation  
and address)

Accepted

.....

... (Signature)

(Name, Title and Address of the Attorney)

Witnesses:

1. \_\_\_\_\_ 2. \_\_\_\_\_ Notes:

To be executed on Rs 100/= stamp paper. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed.

In case of a Proprietorship Firm, Power of Attorney is not required. In case of other constituent same shall be given by :

- 1) Partnership Firm - By all Partners.
- 2) Company - By Managing Director or Board of Directors.
- 3) Trust /Society - By Managing Trustee or its Board of Members / Trustees.

Handwritten mark or signature.



ANNEX. 3

Company/Firm details & Application Parameters	
<b>Name and Details of the Applicant:</b>	
Name of Organization / Institution with Registration No.	
Type (Whether Industry/Industry Association, or Coaching, Education, Learning and skill development service provider)	
Registered Address	
Corporate Head-Office Address	
Phone	
Fax	
Mobile	
Email	
Website	
Permanent Account No.(P A N) & GST No. (if any)	
Trade Licence No.	
Professional Tax No.	
Whether NSDC partner / registered VTP under Skill Development Initiative Scheme. If yes give details of registration (enclosed copy)	
Whether blacklisted/ suspended by any Govt./semi-Govt. organization (If yes, by whom))	
Name of Authorized Representative	
Designation	
Mobile	
Email	

(Signature with Seal)



**Eligibility Related Information**

<b>Eligibility Parameter</b>	<b>Value</b>	<b>Supporting Document</b>	<b>Page No.</b>
Registration Date		Certificate of Incorporation/Registration	
Turnover (in INR Lakhs) FY 2021-22 FY 2022-23		Audited Financial Statements & CA for 2021-22 & 2022-23 in ANNEX. 5	
Net Worth (in INR Lakhs) as at 31.03.2023		Audited Financial 2021-22 & 2022-23 Statements; CA certificate in ANNEX. 5	
Coaching Capability (No. of trainees) (please specify in two year period, FY 2022-23 & FY 2023-24)		Self-certified, CD with list in format ANNEX. 6 to be enclosed /uploaded	
Placement Capability(No. of (please specify in two year period, FY 2020-21,2021-22 & FY 2022-23		Self-certified, CD with list in Format ANNEX. 7 to be enclosed	
operational Capability No. of districts			
<b>Center Applied for</b>			

(Signature with Seal)





**ANNEX. 5**

**Name of Applicant and its registered office**

**CA Certificate on Letter Head**

<b>Turnover (Only related Coaching Activities)</b>	
FY2021-22	
FY2022-23	
<b>Net Worth</b>	
As on 31.03.2023	

(Signature & Seal)  
Certified by CA  
with Registration  
Number.

Date :



**Coaching Details**

<b>FY</b>	<b>No.</b>	<b>Trainees Name</b>	<b>Contact Details</b>	<b>Course of Coaching</b>	<b>Coaching Completion Date</b>
2022-23					
2023-24					

(To be submitted in PDF online)

(Signature with Seal)



ANNEX. 7

**PLACEMENT DETAILS DURING LAST THREE YEARS**

<b>Sl. No.</b>	<b>Year</b>	<b>Trainee's Name</b>	<b>Contact Details</b>	<b>Recruiter Name and Contact Details</b>	<b>Monthly Wage in INR.</b>	<b>Recruitment date (should be between 01/04/2020 to 31/03/2023)</b>

(To be submitted in PDF online)

(Signature with Seal)



**TRAINERS' DETAILS**

Centre Name	Name of the Trainers	Qualification of Trainer	Date of Appointment

(To be submitted in PDF online)

(Signature with Seal)





ANNEX. 09

**LIST OF CENTRE OF AGENCY AVAILABLE FOR PRE-RECRUITMENT COACHING FOR POLICE COACHING**

SL.NO.	DISTRICT	CENTRE

