

West Bengal Minorities Development and Finance Corporation

e- EOI No. 3277-MDC/VT-13-14

REQUEST FOR QUALIFICATION (RFQ)

Empanelment of Coaching Service Providers for

Pre-recruitment Residential coaching for WBCS Examination at Jiaganj (Lalbagh)
and Jangipur, Dist. Murshidabad.

By: West Bengal Minorities Development and Finance Corporation (**WBMDFC**)

Date of Issue: 26/07//2024 |

Place: Kolkata

DATE AND TIME SCHEDULE:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of e-EOI Documents	26/07/2024
2.	Start of Documents downloading.	26/07/2024
3.	Start of Bid submission.	26/07/2024
4	Date of Pre Bid meeting	05/08/2024 (at 3:30 pm)
5.	Last date of Documents downloading	17/08/2024
6.	Last date of Bid submission.	17/08/2024
7.	Date of opening of Technical Bid	21/08/2024
8.	Date of opening Financial Bid.	To be notified later

fw

Other Key Information

A	Name of the	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 WBCS Examination to the candidates belonging minorities communities based in the state of West Bengal.
C	Address where Application fee and Original Copy of the requisite	At the Office of West Bengal Minorities' Development & Finance Corporation, "AMBER" DD-27E, Sect-I, Salt Lake City, Kolkata-700064.
D	Application & Inspection fee	Application fees Rs.500/- 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 Account No. 35632345165 of State Bank of India, Branch- Salt Lake, Kolkata, IFS Code No. SBIN0001612.
E	Earnest Money Deposit(EMD) 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 " West Bengal Minorities' Development & Finance Corporation " online through e-procurement portal https://wbtdender.gov.in 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	Performance Guarantee (PG) to be submitted within 7 (seven) days after receiving the Work Order. No approval will be given without	Rs.20,000/- (if 2% of the estimated value of Work Order exceeds the above amount then remaining amount must be deposited within 7 days from the date of issuing of Work Order.) The Amount may be deposited through RTGS/NEFT to WBMDFC drawn in favour of State Bank of India, Branch-Salt Lake, Kolkata IFS Code No. SBIN0001612. A/c No. 35632345165.

Important Notes:

- WBMDFC reserves the right to amend any or all conditions of this RFQ before the last date of submission of proposals or to change the above schedule at any time, without assigning any reason whatsoever.
- Government Institutes are exempted from submission of Application Fee and Performance Guarantee etc.
- Contact person for communication: General Manager (Loans & Training) West Bengal Minorities' Development & Finance Corporation, "AMBER" DD-27/E, Sect-I, Salt Lake City Kolkata – 700 064.
- In case, any applicant fails to submit the Application Fee of Rs.500/-(five hundred only) along with the application, by Demand Draft drawn in favour of "WBMDFC" payable at Kolkata or through RTGS/NEFT to WBMDFC in **Account No. 35632345165 of State Bank of India, Branch- Salt Lake, Kolkata, IFS Code No. SBIN0001612**, the Proposal of the applicant shall not be entertained.

1. General Provisions

1.1 Definitions

- 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.
- 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.
- 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.
- 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.
- Governing Law** : The Agreement shall be governed by and interpreted in accordance with the laws in force.
- Conflict of Interest** : The Coaching Service Provider is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
The Coaching Service Provider has an obligation to disclose to the WBMDFC any situation of actual or potential conflict that impacts its capacity to serve the best interest of WBMDFC. Failure to disclose such situations may lead to the termination of its Contract.
Without limitation on the generality of the foregoing, the Coaching Service Provider shall not be hired under the circumstances set forth below:
- Conflicting Activities** : Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by WBMDFC to provide goods, works, or non-consulting services

for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

Conflicting Assignments

: Conflict among consulting assignments: a Coaching Service Provider (or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Coaching Service Provider for the same or for another Client.

Conflicting Relationships

: Relationship with the Client's staff: a Coaching Service Provider that has a close business or family relationship with a professional staff of WBMDFC who are directly or indirectly involved in any part of:

- i. the preparation of the Terms of Reference for the assignment,
- ii. the selection process for the Contract, or
- iii. the supervision of the Contract may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to WBMDFC throughout the selection process and the execution of the Contract.

Unfair Competitive Advantage

: Fairness and transparency in the selection process require that the Coaching Service Providers or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, WBMDFC make available to all Coaching Service Providers together with this RFQ all information that would in that respect give such Coaching Service Provider any unfair competitive advantage over competing Coaching Service Providers.

Fraud & Corruption

: WBMDFC reserves the right to disqualify a candidate, terminate a contract or both in case of an act of fraudulent transaction or corruption is brought forward and proven unto all relevant stakeholders and failure in part of the Coaching Service Provider to satisfactorily address the allegations.

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 false statement which has a material effect on the rights, obligations or interests of the WBMDFC.

Termination for Default:

: WBMDFC may, without prejudice to any other remedy for breach of Agreement, by a written notice of default of at least 30days 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.

Termination for Insolvency

: WBMDFC may at any time terminate the Agreement by giving a written notice of at least 10 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.

Termination for Convenience

: WBMDFC, by a written notice of at least 10 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.

- Payment upon Termination:** : Upon termination of the Agreement, no payment shall be made by the WBMDFC to the Coaching Provider
- 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 ten (10) days after receipt by the Coaching Provider of such notice of suspension.
- Expansion of Panel:** : At the sole discretion of the WBMDFC, the empanelment of Coaching Providers can be expanded / reduced.
- 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 RFQ,
 - iii. The Coaching Provider's obligation to permit inspection, copying and auditing of its accounts and records by WBMDFC.
- Limitations 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.



Special Terms and Conditions

1.1.1 Sub-contracting

The coaching provider shall not sub-contract any other shortlisted or any other coaching provider, for part or entirety of the activities mentioned in the scope of work. The coaching provider will have to seek prior written approval of WBMDFC to associate with another coaching provider on any terms which are already not specified in this RFQ. Coaching Provider shall remain responsible and liable for all Coaching conducted through this e-Tender. In case it is found that the Coaching Provider has subcontracted / outsourced its work under Work Order issued to him under this e-Tender, partly or fully, its empanelment will be cancelled and all payment due to him will be forfeited along with entire security deposits and performance guarantees.

1.1.2 Facilities to be provided at Venue

- The Coaching Provider shall conduct the coaching programme at the identified venue. The Coaching Provider shall not start any Coaching without the formal order to be issued with the particular of candidates by WBMDFC.
- It is clarified that all Coaching programs under this e-Tender shall be conducted under the direct supervision of Coaching Provider.
- The Coaching Provider shall provide required facilities like Library facility, Computer with internet facility, Newspaper, Journals, Audio-Visual teaching aids/facilities, Sound System, Black Board/White Board with marker pen etc. required for the coaching. Study materials of appropriate standard will have to be provided to the candidates within three weeks of commencement of coaching. The same should be distributed in presence of the representative of WBMDFC. However, supplementary study materials shall be given during the course or at an interval. If such materials are not provided with the satisfaction of WBMDFC, 1st instalment of payment will not be released. The Coaching Provider shall conduct the coaching as per the syllabus & module duly approved by WBMDFC. Any deviation of syllabus and module without prior approval will be viewed seriously.

• Application Fee & Earnest Money

- The applicant shall submit non-refundable Basic application fees of INR 500/- (Rupees five hundred) only at the time of submission of application. This application fees is to be either by Demand Draft drawn in favour of "WBMDFC" payable at Kolkata or through RTGS/NEFT to WBMDFC in **Account No. 35632345165 of State Bank of India, Branch- Salt Lake, Kolkata,IFS Code No. SBIN0001612.**
- The applicant shall submit interest free Earnest Money of Rs.20,000/- (Rupees twenty thousand) only at the time of submission

Notes: This Earnest Money deposit will be liable for forfeiture,

- If during any subsequent inspection it is found that the infrastructure present in the centre is inadequate vis a vis the requirement under this RFQ or the centre 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 centre during the Coaching / Assessment.
- Separate security arrangements are to be made for ladies trainees.

1.1.3 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) with West Bengal Minorities' Development & Finance Corporation (WBMDFC), Kolkata. The Amount is to be deposited through RTGS/NEFT to WBMDFC through RTGS/NEFT to in **Account No. 35632345165 of State Bank of India, Branch- Salt Lake, Kolkata, IFS Code No. SBIN0001612**. If 2% of the estimated value of Work Order exceeds the above mentioned amount then remaining amount must be deposited in the above Bank Account No. **35632345165** in SBI of WBMDFC or in the form of Bank Guarantee from any schedule PSU Bank with 07 days from the date of intimation, in favour of West Bengal Minorities Development & Finance Corporation(WBMDFC)along with their letter of acceptance of the Work Order.

Note:

This performance guarantee will be forfeited in the following cases:

- i. When the applicant fails to provide services as per this e-Tender/RFQ and / or Work Order 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-Tender/RFQ 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 / 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 centre or during the Coaching / assessment.

1.1.4 Refund of Earnest Money & Performance Guarantee

- The Earnest Money Deposit (EMD) of the unsuccessful Bidders are refundable after one month from the date of issue of Work Order to the Successful Bidder.
- 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.training@gmail.com
- Managing Director, WBMDFC reserves the right to reject this e-Tender/RFQ without assigning any reason at any time and no claim in this respect will be entertained.
- For assistance on procedure of e-Tender/RFQ, contact. 033-4004 7468/69 Toll free No. 1800-120-2130.

2. Instruction for Applicants

2.1 General Instructions

- 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-Tender.
- The Coaching Providers shall not try to influence any third-party assessment 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.
- 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-Tender/RFQ, 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-Tender/RFQ, including consideration and evaluation of such Applicant's Proposal.

- Without prejudice to the above rights of the WBMDFC and the rights and remedies which the WBMDFC may have under this RFQ 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-Tender/ RFQ issued by the WBMDFC during the assignment period. For the purposes of this clause the following terms shall have the meaning herein respectively assigned to them:
 - **"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 Coaching Service Provider/ Adviser of the WBMDFC in relation to any matter concerning the Project;
 - **"fraudulent practice"** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;
 - **"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;
 - **"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
 - **"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



2.2 Eligibility of applicants

2.2.1 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), PAN, GST No. 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 Coaching Provider/organization/implementing Coaching Provider desire to apply for this empanelment as on the date of notification.

2.2.2 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 2022-23 or more than Rs. 30 lakhs during FY 2022-23.)
- c) Audited P&L / Income Statements for the year's FY 2021-22 and FY 2022-23. A certificate from auditors / chartered accountants as per Annex. 5 shall be submitted.

Technical Capability & Infrastructure Availability:

- a) The Coaching Provider should have been fully functional and should have minimum 3 (three) years' experience in imparting relevant coaching(i.e. **coaching for WBCS Examination**) at the time of applying.
- b) 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 financial year 2023-24.
- c) 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 maybe verified at the time of Inspection.
- d) The Coaching Provider should have the required number of qualified faculty members either on its pay roll or on part – time basis.
- e) The Coaching Providers should have minimum three years' experience of imparting coaching for the relevant Course.
- f) Coaching Providers should have a minimum success rate of 15% of coaching for Competitive Examination in Govt. jobs.
- g) The institution/organisation should not have been declared bankrupt at any point of time.
- h) The institutions/organization should have not been blacklisted by any department or body of the government at any point of time.

2.3 Number of application Coaching Provider and Cost thereof

- No Applicant shall submit more than one Application for this Coaching.
- 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.

2.4 Acknowledgement by Applicant

- It shall be deemed that by submitting the Application, the Applicant has:

- Made a complete and careful examination of the e-Tender/RFQ and agreed to abide by the same.
- Agreed to be bound by the undertakings provided by it under and in terms hereof.
- 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-Tender done by the Applicant.

2.5 Right to accept or reject any or all Applications/ Bids

- Notwithstanding anything contained in this e-Tender/RFQ, 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 thereof. 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.
- The WBMDFC reserves the right to reject any Bid if:
 - at any time, a material misrepresentation is made or uncovered
 - the Applicant does not provide, within the time specified by WBMDFC, the supplemental information sought by the WBMDFC for evaluation of the Application.
- In case it is found during the evaluation or at any time before issuing work order 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 the RFQ /e-Tender & Work Order.
- The WBMDFC reserves the right to verify all statements, information and documents submitted by the Applicant in response to the e-Tender/RFQ. 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.
- WBMDFC reserves the right to split the work within multiple agencies on convenience and for ensuring quality on the lowest rate.

2.6 Amendment of e-Tender/RFQ:

- 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-Tender/RFQ by the issuance of Addenda/corrigenda.
- 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.

3. Preparation and Submission of Application

3.1 Downloading the Proposal:

- Intending applicant may download this e-Tender/RFQ documents from the website: www.wbtenders.gov.in

- 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.

3.2 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.

3.3 Submission of the Proposals

- All proposals must be submitted online at the web portal <http://etender.wb.nic.in> directly with the help of a Digital Signature Certificate.
- Proposals will be opened in presence of members of selection/ evaluation committee and / or applicants or their authorized representatives who choose to be present at the time of opening.
- The online submission of proposal by the Coaching Provider in response to this e-Tender/RFQ 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 ANNEX. 8 & ANNEX. 09 in editable format in a CD) shall then be submitted to the WBMDFC office, in a sealed envelope marked as Folder "A" of Proposal for Empanelment of Coaching Providers.
- Scanned copy of the documents required to be put in Folder "A" & Folder "B" shall be uploaded in www.wbtenders.gov.in.

3.4 Checklist of Documents

- Folder "A" is for Pre-Qualification documents consisting of following document, which is to be submitted to WBMDFC Office.

Sl No.	Document
1	Format for Undertaking submission (signed and rubber stamped) as per Annex. 1
2	Power of Attorney (POA) (signed and stamped) as per Annex. 2. Not require in case of a Proprietorship Firm, Trade License in the name of Proprietorship Firm will be submitted in its lieu.
3	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 (B Folder)

Sl No	Category	Subcategory	Description of subcategory
A	CERTIFICATES	CERTIFICATES	Certificates of Incorporation / Registration or other similar document proving the existence of the applicant with Nos. & Date
B	COMPAN	COMPANY DETAILS 1	Trade License/Enlistment/current registration

	Y DETAILS		as SSI/ Registration with the registrar of companies proving engagement of the applicant in training 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- 21-22 & 22-23	Audited Financial Statements : FY 21-22 & FY 22-23 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, course applied for, training infrastructure available etc. (This will be used for taking cognizance of Centre applied for)	Detail as Annex.9(in PDF format)

- **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.
- 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 cannot be uploaded online.
- 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.
- 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 without prejudice to other rights of WBMDFC as spelt out in the e-Tender/RFQ. 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.

4. Evaluation of Proposals

4.1 Evaluation of Technical Proposals

Once the evaluation process starts, the Evaluation committee will

- First verify the content of Folder A.
- 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.
- 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 available physical infrastructure at this center vis-a-vis required infrastructure as mentioned under Annex. 9. The data entered in the portal will be the basis of verifying the infrastructure.
- On being satisfied with the available infrastructure at the center, Coaching Provider will be asked to deposit requisite amount of as security money before issuing the empanelment letter. Coaching Provider shall deposit the same within 7 days from being informed.
- On receipt of the Earnest Money center(s) will be empanelled by WBMDFC for conducting Coaching programs.
- All eligible applicants shall be evaluated on the various other parameters and marks shall be awarded

Evaluation Criteria	Maximum Marks
FACULTY & TRAINERS	
- Number of qualified permanent faculty on the payroll of Coaching Provider	10
- Between 6 to 10 appropriately qualified faculty: 6 marks	
- Subsequent every 3 qualified faculty: 2 marks	
COACHING TRACK RECORD	
- Number of trainees trained during the last two years(2022-23) & 2023-24)	20
- 10 marks for first 100 trainees and thereafter 5 marks for every subsequent 50 trainees, subject to an overall limit of 20 marks.	
PLACEMENT TRACK RECORD IN GOVT./ SEMI GOVT. ETC.	
- Placement track record in Govt. job during last three years	20
- 10 marks for first 25 placement and thereafter 5 marks for every subsequent 5 placements, subject to an overall limit of 20 marks.	
TOTAL MARKS FOR EVALUATION OF TECHNICAL BID	50
EVALUATION CRITERIA OF FINAL BID (AFTER OPENING OF PRICE BID)	
STRATEGY & METHODOLOGY ON IMPLEMENTATION OF COACHING PROGRAMME. Marks will be awarded based on the assessment of proposal strategy and presentation. Proposal document to be limited to 2000 words and Power Point Presentation	50
TOTAL	100

Notes: Any applicant scoring more than 75 marks on the above evaluation criteria of technical bid and evaluation criteria of final bid, shall become eligible for empanelment by WBMDFC, subject to fulfilment of other essential criteria.

4.2 Performance Review:

- Performance of Coaching Provider shall be reviewed periodically by WBMDFC or through its authorized Agency against the target as set out in the Work Order.
- Failing to achieve the target shall result into following consequences:
 - 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.

4.3 Award of Work

- The empanelled Coaching Provider 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. If the selected no. of agencies two or more, the work may be distributed amongst the agencies in a manner as may be decided by WBMDFC.
- The list of candidates, to be trained, will 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.
- The Coaching Providers shall immediately initiate actions as per the Work Order.

5. Payment Schedule:

5.1 Cost of Coaching:

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

Sr. No.	Stage	Percentage of Fund Release
1	After completion of one month coaching(invoice/bill should accompany Attendance report, daily mock test performance record of each student and monthly Mock Test performance record of each student)	20%
2	After completion of six months of coaching (invoice/bill should accompany Attendance report, daily mock test performance record of each student and monthly Mock Test performance record of each student)	30%
3	After completion of coaching(invoice/bill should accompany Attendance report, daily mock test performance record of each student and monthly Mock Test performance record of each student)	35%
4	Depending on Placement (*)	15%

(*) The 15% fund will be released after the final selection of minimum 15% of the candidates undergone coaching, in Government/Semi-Govt./Undertaking/Govt. Autonomous Bodies etc. The placement record will be considered after three months from the commencement of coaching and within one year after completion of coaching.

Payment will be made based on the 80% 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 80%, then the Coaching cost shall be deducted at the following rate:

Attendance	% of Coaching cost shall be deducted
If between 60% to 79 %	10%
between 50% to 59%	20%

In case the attendance of the candidates is less than 50%, then no coaching cost will be paid to the coaching provider.

The payment will be made to the Coaching Providers based on the attendance record in biometric machine for the attendance of the students at the Coaching Centre. The attendance of the students to be biometrically captured twice in a day-in the beginning and at the end of the day. Monthly attendance report of the individual student should be sent to WBMDFC.

At the time of claiming 3rd instalment (i.e. after final assessment & completion of coaching) the Coaching Provider will also submit the following:

- a) List of students along with complete details viz. Name, Father's name, Age, Qualification, Male/Female, Urban/Rural, complete Address, EPIC No., Mobile No./ Land Line No. of each student along with certified attendance sheets (biometric).
- b) Submission of relevant reports & returns in all respect in connection with this programme as per the requirement of WBMDFC/DOMA/OC Minority.
- c) At least five **Photographs** (in Soft & hard copy) and **videography** of each coaching center of each month of the candidates (in group) and in working posture **Terms of Reference**

5.2 Background

5.2.1 WBMDFC

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, and mass awareness for person belonging to the notified minority Communities i.e, Buddhist, Christian, Jain, Muslim, Parsees and Sikh for their economic upliftment. WBMDFC organizes various vocational training programmes for up-gradation of the skills. WBMDFC also provides pre-recruitment coaching for various competitive examinations conducted by Central and State Government including School Service Commission and Primary Teachers Eligibility Test, Police Constable Recruitment Examination etc. to the minority youth belonging to the state of West Bengal through reputed Coaching Providers.

5.2.2 Objectives:

The main objective of the programme is to equip the minority eligible students with professional coaching to improve their ability to participate in WBCS Examination to be conducted by West Bengal Public Service Commission.

5.2.3 Courses for coaching:

The courses for which the coaching will be imparted shall be WBCS Examination in Group A, B, C & D.

To achieve its objective WBMDFC proposes to prepare a panel of Quality Coaching Providers whose services can be used for implementing Coaching Programme for preparing candidates for WBCS Examination. The coaching programme will be conducted at the identified venue in the Murshidabad District and also on mutual agreement the same coaching may be arranged at any place in Murshideabad District. . Total 100 (one hundred) candidates will be provided this coaching.

5.2.4 The Coaching Providers are expected to follow the **coaching modules and syllabus as required for Prelim and Final examination & Interview** relevant to guidelines & syllabus of WBCS Examination. The module and syllabus as would be provided is illustrated and not exhaustive; agencies may include more topics from time to time as per the requirement of candidates/ examinations.

5.3 Framework for Programme Implementation:

- WBMDFC targets to train minority candidates (Buddhist, Christian, Muslim, Parsee, Sikh & Jain) through residential coaching programme to prepare them from WBCS Examination. Such target will be met by engaging Coaching Agencies, empanelled through this e-Tender/RFQ (Request for Qualification), who would act as Coaching Providers for successful implementation of this scheme.
- The Coaching Agencies would be responsible for fulfilling all the scheme specific guidelines for such coaching as may be conveyed to them at the time of issuing Work order by WBMDFC.
- The candidates (Trainees) would be required to register their names in the portal of WBMDFC.
- 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.
- The Coaching providers must note the following:
 - Empanelment would be done as coaching provider for the Pre-Recruitment Coaching on residential basis for Coaching for WBCS Examinations.
- **The initial empanelment will be for one year, but it may be renewed for one more year depending upon the performance of the Coaching Providers.**

5.4 Scope of Work:

Providing Pre-Recruitment Coaching for WBCS Examinations as mentioned herein above, to the minority candidates belonging to the state of West Bengal. Preference will be given to the candidates belong to the district of Murshidabad.

The Coaching provider shall be responsible for overall monitoring and supervision of the coaching programme, supervision of daily classes, all mock tests, attendance record (Bio-metric) of each students and arresting dropouts etc. The Coaching Provider will maintain close liaison with the District Administration on a regular basis and do & act as per the advice and instruction of District Authority and WBMDFC. The Coaching provider will remain responsible and liable for the coaching programme under this e-EOI.

6.3.1 Venue:

The coaching programme will be conducted at the identified venue i.e. at Jiagan and Jangipur in the district of Murshidabad. Change of venue without the approval of WBMDFC will not be allowed. If such incidents happens, no payment shall be made for the period of such coaching.

6.3.2 Maximum Intake:

Maximum no. of candidates per centre will be approximately 40-50 nos. and the total no. of candidates for the coaching would be 100 nos. or as may be decided by the WBMDFC.

6.3.3. Duration of coaching:

Duration of coaching would be 12 (twelve) months. Classes will be held 4 (four) days in a week. Each candidate should be given at least 64 (sixty four) hours of coaching in a month and 768 hours in a year. Special classes to be arranged on demand.

6.3.4 Syllabus & Module:

The syllabus should be followed as per the curriculum framed by the concerned authority for WBCS Coaching. Prior approval is to be taken from WBMDFC for coaching syllabus & modules.

6.3.5 Study Materials:

Study materials of appropriate standard will have to be provided to the candidates within three weeks of commencement of coaching. The same should be distributed in presence of the representative of WBMDFC. However, supplementary study materials may be given during the course or at an interval. If such materials are not provided with the satisfaction of WBMDFC, 1st instalment of payment will not be released.

6.3.6 Assessment:

Mock Test on the topic taught previous day and discussion to be conducted at the beginning of the each day. 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. The schedule of such test should be included in the Comprehensive Routine.

After each test, there should be Doubt clearing session (s) by the competent Teacher.

6.3.7 Health Care facility:

There should be access to basic Health care facility besides arrangement for emergency medical attention.

6.3.9 Counselling & Motivation:

Motivational class & Personality Development classes must be arranged by the Coaching provider from time to time with the prior intimation to WBMDFC.

6.3.10 Biometric Attendance:

The Coaching Providers will be required to put in biometric machine for the attendance at the Coaching Centre 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 in a day-in the beginning and at the end of the day.

6.3.11 Newspaper, Journal & Soft Skill:

Adequate arrangement of leading different Newspaper and Journal facility should be made available to the students. Providing Soft Skills is mandatory by the Provider to the candidates.

6.3.12 Inspection& Verification:

WBMDFC shall have the right to inspect the coaching to evaluate the performance of the students and facility in the hostel without prior intimation or by surprise from time to time. Chairman, Managing Director, General Manager, Manager or authorised Representative of WBMDFC can make such visit and shall also have the right to demand correction/up-gradation, if any degradation of standard norms prescribed are noticed during such evaluation.

The Coaching Institute will provide access to all documents related to coaching for physical verification by the Officials of WBMDFC or its authorized representatives as and when required

6.3.13 Impact Study by Third party:

WBMDFC shall also have the right at its discretion to undertake the impact study /progress of the coaching by a Third Party.

6.3.14 Execution of Agreement:

An Agreement will be signed with the Coaching Agency for the implementation of coaching. Terms of the Agreement will be as per the details given in this EOI as per requirement of successful and timely completion of the programme.

6.3.15 Application & Selection:

Applications of the interested candidates for coaching would be received through online portal www.wbtenders.gov.in directly with the help of Digital Signature Certificate.

-----X-----

ANNEX. I

FORMATS FOR UNDERTAKING

(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 Security Deposit 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 security deposit 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:

64

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 ofand 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.

for

ANNEX. 3

Company/Firm details & Application Parameters	
Name and Details of the Applicant:	
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)

for

ANNEX. 4**Eligibility Related Information**

Eligibility Parameter	Value	Supporting Document	Page No.
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 2021-22 & FY 2022-23)		Self-certified, CD with list in format ANNEX. 6 to be enclosed /uploaded	
Placement Capability(No. of (please specify in two year period, FY 2021-22 & FY 2022-23)		Self-certified, CD with list in Format ANNEX. 7 to be enclosed	
operational Capability No. of districts			
Center Applied for			

(Signature with Seal)



ANNEX. 5

Name of Applicant and its registered office

CA Certificate on Letter Head

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

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

Date :



ANNEX. 6

Coaching Details

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

(To be submitted in PDF online)

(Signature with Seal)

for

ANNEX. 7

PLACEMENT DETAILS DURING LAST THREE YEARS

Sl. No.	Year	Trainee's Name	Contact Details	Recruiter Name and Contact Details	Monthly Wage in INR.

(To be submitted in PDF online)

(Signature with Seal)



ANNEX. 8

TRAINERS' DETAILS

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

(To be submitted in PDF online)

(Signature with Seal)

for -

ANNEX. 09

LIST OF CENTRE OF AGENCY AVAILABLE FOR PRE-RECRUITMENT COACHING FOR WBCS COACHING

SL.NO.	DISTRICT	CENTRE

su

Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: West Bengal Minorities Development & Finance Corporation

Name of Work: Empanelment of Coaching Provider for Pre-recruitment Residential coaching for WBCS Examination at Jiaganj (Lalbagh and Jangipur, Dist. Murshidabad

Contract No: 3277-MDC/VT-13-14

Name of the Bidder/ Bidding Firm / Company :						
PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	54	55
1	Empanelment as Coaching provider for Pre-recruitment Residential coaching for WBCS Examination at Jiaganj (Lalbagh and Jangipur, Dist. Murshidabad.					
1.01	Coaching Cost (Per Candidate) (Including Taxes)	1.000	Nos		0.000	INR Zero Only
Total in Figures					0.000	INR Zero Only
Quoted Rate in Words				INR Zero Only		