

NOTIFICATION - EXPRESSION OF INTEREST
‘CIDCO TARA’ Training Center
Tower No. 5, Platform level, Belapur railway station complex
Ph :022 – 61054818
Navi Mumbai, Maharashtra - 400 614
Email: sunil.joseph@ilfsindia.com

**Invitation for expression of Interest (EOI) for the ‘Empanelment of Coaching Institutes’
under the CIDCO TARA project**

Ref: ILFS/Coaching/MPSC01

Dated: 24.06.2016

The City and Industrial Development Corporation of Maharashtra Limited (CIDCO), Navi Mumbai intends to select Coaching Institutes with requisite experience and capabilities in Coaching for Competitive Exams and Higher Education Programs under ‘CIDCO TARA’ Project of CIDCO in Navi Mumbai, Maharashtra

CIDCO has appointed IL&FS Skills Development Corporation Limited (IL&FS Skills) as an Anchor Agency for planning and implementing various interventions under ‘CIDCO TARA’ Project. The Coaching Institutes shall work with IL&FS Skills in coaching students.

IL&FS Skills invites proposals from interested Coaching Institutes to participate in the empanelment process. The identified institutions shall be empanelled for a period of three years extendable thereafter, based on their performance

Shortlisted Coaching Institutes are required to pay an amount of Rs.1, 000 (Rupees One Thousand only) towards Bid Processing Fee along with the submission of proposal. The payment shall be in the form of a non-refundable Demand Draft drawn in favor of “**IL&FS Skills Development Corporation Limited**” drawn on any of the schedule commercial banks and payable at Mumbai, Maharashtra

The last date for submission of the proposal by the Coaching Institutes is on or before 19.08.2016, 03:00 PM

IL&FS Skills reserves the right to accept or reject all or any of the proposal submissions without assigning any reason whatsoever. IL&FS Skills also reserves the right to postpone, cancel, modify and annul the entire EOI process duly notifying on its website or intimating the Coaching Institutes who submitted the proposal, as the case may be.



Nodal Officer
IL&FS Skills Development Corporation Limited
CIDCO Tara Project

ILFS SKILLS : IL&FS Skills Development Corporation Limited,
NODAL OFFICER : An Senior employee ILFS Skills Development Corporation Ltd. and
Core team member of “CIDCO TARA” Project.
CBD : Central Business District of Belapur
CSR : Corporate Social Responsibility
DPR : Detailed project Report
EOI : Expression of Interest
PAP : Project Affected Person
PIA : Project Implementing Agency
SEZ : Special Economic Zone
MPSC : Maharashtra Public Service Commission

TABLE OF CONTENTS

S.No.	Particulars	Page No.
1	DISCLAIMER	1
2	SCHEDULE OF EMPANELMENT PROCESS	3
3	INTRODUCTION 'CIDCO TARA' PROJECT	4
4	PROCESS OF PREPARATION AND SUBMISSION OF EXPRESSION OF INTEREST	5
5	ENVELOP 'B' – PRICE BID SUBMISSION	5
6	EMPANELMENT OF THE TRAINING INSTUTUTE	6
7	PAYMENT TERMS	6
8	GENERAL TERM's AND CONDITIONS	6
9	MONITORING	7
10	SECURITY DEPOSIT	7
11	ENQUIRIES& CLARIFICATIONS	7
12	BID PROCESSING FEE	7
13	ELGIBILITY CRITERIA	8
14	ENVELOPE A: TECHNICAL BID SUBMISSION	14-17

1. DISCLAIMER

- 1.1. Though adequate care has been taken in the preparation of this Expression of Interest Document, the participant// bidder should satisfy herself / himself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the below mentioned officer immediately. If this office receives no intimation of discrepancy before pre-bid meeting (Date: 02.08.2016), it shall be deemed that the Expression of Interest Document is complete and final in all respects

‘CIDCO TARA’ Training Center

Tower No. 5, Platform level, Belapur railway station complex

Navi Mumbai - 400 614

Maharashtra

Email: sunil.joseph@ifsiindia.com

- 1.2. This EOI is neither an agreement nor an offer by IL&FS Skills to the prospective Coaching Institutes or any other person. The purpose of this EOI is to provide interested Coaching Institutes with information that may be useful to them in the formulation of their proposal for Empanelment pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by IL&FS Skills in relation to the “CIDCO TARA” project. IL&FS Skills, nor do their employees or consultants, make any representation or warranty as to the accuracy, reliability or completeness of the information in this EOI and it is not possible for IL&FS Skills to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI. Some of the prospective Coaching Institutes may have a better knowledge of the Programme than others. Each prospective bidder should conduct her/his own investigations and analysis and check the accuracy, reliability and completeness of the information in this EOI and obtain independent advice from appropriate sources
- 1.3. Information provided in this EOI to the Coaching Institutes is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IL&FS Skills accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein
- 1.4. IL&FS Skills neither their employees nor consultants will have any liability to any prospective participant of bid or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI, any matter deemed to form part of this EOI, the award of the Programme, the information and any other information supplied by or on behalf of IL&FS Skills or their employees, any consultants or otherwise arising in any way from the selection process for the Programme

- 1.5. IL&FS Skills also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any bidder upon the statements contained in this EOI
- 1.6. IL&FS Skills reserves the right to reject any or all of the bids submitted in response to this Expression of Interest at any stage without assigning any reasons whatsoever
- 1.7. IL&FS Skills reserves the right to change / modify / alter / amend any or all of the provisions of this Expression of Interest
- 1.8. The interested Coaching Institute should give correct email id and address of communication. EoI will be intimated to the shortlisted Coaching Institutes on their email-ids. IL&FS Skills shall have no liability for non-receipt of any communication from the bidder to IL&FS Skills and vice-versa due to non receipt of email or otherwise
- 1.9. The issue of this EOI does not imply that IL&FS Skills is bound to select and shortlist the Coaching Institutes for Empanelment or award work to the empanelled Coaching Institutes, as the case may be for the Project
- 1.10. The participant shall bear all its costs associated with or relating to the preparation and submission of its proposal including preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations, meetings which may be required by IL&FS Skills but not limited to. All such costs and expenses will remain with the bidder and IL&FS Skills shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the bidder in preparation and submission of the Proposal, regardless of the conduct or outcome of the bidding process.

2. SCHEDULE OF EMPANELMENT PROCESS

2.1. The Schedule of dates for the proposed Empanelment process is as shown in the Table below:

S.No.	Milestone	Schedule
2.1	Announcement of the EOI through publishing an Advertisement in local & national newspapers	17.6.2016
2.2	EOI document available on website from	24.6.2016
2.3	EOI document available on website till	26.07.2016
2.4	Receipt of queries, if any	02.08.2016
2.5	Pre-bid Meeting	04.08.2016
2.4	EOI Proposal Submission Due Date	19.08.2016
2.5	Announcement of Panel (Search committee)	25.08.2016
2.6	Likely nominations for Training	As per requirement & Calendar

3. INTRODUCTION ‘CIDCO TARA’ Project

3.1. CIDCO - India's Premiere Town Planning Agency has various urban development projects. The rehabilitation of Project Affected Persons (PAPs) has always been one of the key priorities of CIDCO and thus CIDCO has initiated many well-planned Skills Development activities to create sustainable livelihood opportunities to uplift lives of the Project Affected People (PAP) of Navi Mumbai.

3.2. Project Objective

To enable youth to aspire and achieve success in Maharashtra Public Service Commission – MPSC

3.3. Target Beneficiaries

The beneficiaries of this program will be wards of PAPs (Project affected Persons), in the define age group. The coaching will be delivered at respective institute of the Agency in Navi Mumbai or Mumbai

4. PREPARATION AND SUBMISSION OF EXPRESSION OF INTEREST

4.1. EOI document should be submitted in Two Separate sealed cover subscribed as

4.1.1. Envelop A: Technical Bid

4.1.2. Envelop B: Price Bid

4.2. EOI document should be submitted in person on or before 19.08.2016 at 3:00 p.m. to

**‘CIDCO TARA’ Training Center
Tower No. 5, Platform level,
Belapur railway station complex
Navi Mumbai, Maharashtra - 400 614**

4.3. Alternatively, the coaching institute that prefers to submit the EOI through post can dispatch it by Registered Post or Courier so as to reach the above address on or before 19.08.2016 at 03:00 PM as specified in the EOI notification. EOI received after the Due Date and Time will not be considered on any account by the Nodal Officer.

4.4. Each page of the bid should be initialed by the Authorized Representative and Signatory of the bidder along with the Coaching Institute seal, otherwise the bid will be treated as non-responsive.

4.5. The Proposal and its supporting documents shall be hard bound or spiral bound with page number mentioned in every page. Loose sheets of paper shall not be considered for evaluation.

4.6. All communications and information should be provided in writing and in English language only

5. Envelop 'B' – Price Bid

Training Cost per Hours

- 5.1. The duration of coaching will be for minimum period of one year . The institutes must quote the total cost, inclusive of cost of training and study materials, in terms of **cost per hour** plus applicable tax.

Sr.No	Coaching	Cost per hour Training
1	Maharashtra Public Service Commission (/MPSC)	

Date
Place

Signature with Seal

* *Note* :

1. Minimum coaching duration should be 1500 hours
2. The Training institute should enclose their training calendar for year 2016 – 17 with batch start dates and Batch timings

6. EMPANELMENT OF THE TRAINING INSTITUTE

- 6.1. Minimum coaching duration should be 1500 hours
- 6.2. The Evaluation will be done on a combined score of Technical Bid, and financial proposal in the ratio of 70:30 respectively
- 6.3. The Financial Bid would only be opened if the applicant scores more than 70% in Technical Bid
- 6.4. The Financial Bid would be calculated in following manner:
(Lowest Cost / Cost of the Applicant) * 30 = Financial Score
- 6.5. The Selection Committee constituted by the Nodal Officer "CIDCO TARA" will shortlist the institutes and will recommend empanelment, in order to sponsor the candidate for coaching.
- 6.6. The candidate will be given an option of selecting the Institute of his/her choice, for admissions through counselling.
- 6.7. The Selection Committee of IL&FS Skills, Navi Mumbai has the right to accept or reject the Bid of any institute without assigning any reason thereof.

7. PAYMENT TERMS

- 7.1. If empanelled, the fees will be paid in two installments. The first installment of 50% of the total cost will be disbursed within 30 days of the commencement of the coaching programme, on condition of distribution of complete study materials to all students within a week's time
- 7.2. The remaining 50% will be released after six months of the coaching
- 7.3. Taxes shall be deducted at source as per applicable rates
- 7.4. The empanelled Institute needs to enter into an agreement with IL&FS Skills and abide by the conditions to be incorporated later with mutual consent.
- 7.5. If coaching is incomplete or not properly imparted from the institute, the Institute will be blacklisted and removed from the empanelment for next three years and remaining fee will not be paid.

8. GENERAL TERM AND CONDITIONS

- 8.1. The empanelled coaching institute shall give the coaching in their own coaching centre.
- 8.2. The empanelled coaching institute will not outsource the training / coaching to any other associate / third party under any circumstances. If it so happens then IL&FS skills will have right to termination the Contract for default.
- 8.3. The empanelled coaching institute should be willing to mobilize its own resources for smooth conduct of the coaching programme.

9. MONITORING

- 9.1. The empanelled coaching institute shall submit monthly attendance, progress report of the student to IL&FS Skills
- 9.2. The institute will be open for inspection by the officers of IL&FS Skills & CIDCO

10. SECURITY DEPOSIT

- 10.1. An amount of 10% of total coaching fee will be payable as non-interest bearing security deposit to, IL&FS Skills Development Corporation Limited, payable at Mumbai. It will be retained by IL&FS till the coaching duration
- 10.2. Enquiries / Clarifications, if any, shall be addressed to:

EOI –Coaching Institute (CIDCO - CSR)

To
Nodal Office - CIDCO TARA
CIDCO Learning Centre
Belapur Railway station complex
Navi Mumbai - 400 614
Maharashtra
Tel.: 022 - **61054800 / 61054818**

Email: sunil.joseph@ilfsindia.com

- 10.3. All clarifications that are received on or before 02-08-2016 will be addressed by IL&FS Skills through mails before 04.08.2016. IL&FS Skills shall aggregate and consider all such clarifications, without specifying the source of clarifications. Only in case of clarifications and suggestions that are considered positively requiring modifications to EOI, response will be communicated to all the Coaching Institutes. No communications or reply will be sent to the concerned or all Coaching Institutes in case of repetition of clarifications

11. BID PROCESSING FEE

- 11.1. The Coaching Institutes are required to pay an amount of **Rs.1,000 (Rupees One Thousand only)** towards Bid Processing Fee along with the submission of EOI document
- 11.2. The payment shall be in the form of a non-refundable Demand Draft drawn in favor of “**IL&FS Skills Development Corporation Limited**” drawn on any of the schedule commercial banks and payable at Mumbai, Maharashtra.

12. Envelop 'A' – TECHNICAL CRITERIA

Part I: Eligibility Criteria

Sr. No	Eligibility Criteria	Documents to be attached
12.3	Statutory Status Company/ Trust/ Proprietary	Proof of license of constitution of organization/ Incorporation/Shop & establishment (Documents of proof to be enclosed). (The agency should be registered entity for Service Tax/VAT if applicable. Registration certificate should be attached)
12.4	The Training Premises should be either owned or taken on long term lease.	Proof of use of premises on a long term basis – Lease Agreement, Franchise Agreement etc. Financial Statements towards this shall be submitted
12.5	Average Annual Turnover should more than Rs. 25 lacs in the last 3 financial years.	Audited Balance Sheet & Director's Report of Last 3 years
12.6	Minimum 5 candidates coached by the agency should have been selected in State or Central Services in the last 3 years	Results (Self Attested) with details of participants, number of attempts and score

Part II: Necessary Information

Sr.No	Eligibility Criteria / Bidders	Information of Documents considered to support	Specify the Pg No
1.	Name of the Coaching Institution	Details about the name of coaching institute needs to be mentioned	
2.	Address of the Coaching Institute located in Mumbai / Navi Mumbai / Pune	Address proof of the coaching institute needs to be submitted	
3	Date of commencement	Certificate of Commencement of Business/Incorporation	
4	No of Owned Training Centre Branches (Pl. Specify the address)	Proof of centre address to be submitted	

11(a)	Duration of the course (In hours / Months)						
	Name of the Examination	Preliminary	Mains	Mock interview preparations	Printed Course Broacher / News Paper Advertisement	Specify the Pg No	Fees
		DURATION					
(1)	MPSC (General / Technical)						
	Total Coaching Hours						
12.	No of Books, periodicals, journals in library						
13.	No of full time Staff	Teaching Staff :			Administrative and support Staff		
14.	Yearly Salary budget- for on roll staff & faculty (In Lacs)	Teaching Staff :			Administrative and support Staff		
15	Any concessions incentives/ Cash back given to final successful candidates in fees (No. of Students)						
16	Any other information applicant desires to give as regards the successful candidates/ on success stories						

Part III: Technical Evaluation (MPSC)

Sr. No	Criteria	Institution Details			Supporting Documents to be enclosed	Average of 3Years	Scores	Criteria
1	Results in the last three financial years ¹	Reporting Years						
		1 April 2015 to 31 March 2016	1 April 2014 to 31 March 2015	1 April 2013 to 31 March 2014	Supporting documents/ Office record- self attested			
	(A) No. of candidates admitted in the financial year						10 (Max)	for the average intake of 3 years
	(1) MPSC (General / Technical)							>=25 and < 50 then 05 Marks
	Total							>=5.0 % and < 7.5% then

¹ Give details of Candidates admitted for coaching for the last 3 reporting years

	(2) Main Exam ³	2015-2016		2014-2015		2013-2014		Results of concerned authority, newspaper cuttings etc		(05 Max)	(for the average percentage of 3 years)	
	(i) MPSC (General / Technical)	Reg*	Pass	Reg*	Pass	Reg*	Pass				>=2.5% and < 5.0% then 02 Marks	
	Total										>=5.0 % and < 7.5% then 3.5 Marks >=7.5% then	

³ Give details of Candidates registered for main coaching and passed in main exam for last 3 reporting years

>=5.0 % and
< 7.5% then
7.5 Marks
>=7.5% then
10 Marks

2	Faculty Details						Supporting documents related to appointment letter, experience and qualification.
	Subjects	Name of the Faculty ⁶ (Max 10 marks)	In House /on rolls/visiting	Qualification ⁷ (Max 10 marks)		No of years' experience ⁸ (Max 10 marks)	
				PG	Graduate		
	GS # 1/ ⁹ Syllabus part 1						
	GS # 2/ Syllabus part 2						
	GS # 3 /Syllabus part 3						
	GS # 4/ Syllabus part 4						
	English						
	Marathi						
	Total Marks = 30 Marks						

⁶ Separate faculty for each subject will carry 2 marks each, if the faculty is repeated for other subject it will not carry additional marks

⁷ If the faculty is Post Graduate then 2 mark each. If the faculty is Graduate then 1 mark each

⁸ Separate Faculty having experience >=5 yrs. will carry 1 mark each, < 5 yrs. = 2 marks each

⁹ Syllabus parts are as applicable for each type of exam

3	Classroom with minimum 450 area sq ft. Pl Specify ¹⁰	(YES / NO)	Classroom Photograph	(05 Marks)
4	Library(area) / Study area / Discussion Area ¹¹	(YES / NO)	Library Photograph	(05 Marks)
5	Computer Lab ¹²	(YES / NO)	Computer Lab Photograph	(02 Mark)
6	Conducting Test Series ¹³	(YES / NO)	Submission of Sample Test Series Papers	(05 Marks)
7	Owned study material (Printed / AV) ¹⁴	(YES / NO)	Sample of Study Material	(05 Marks)

¹⁰ Classroom of minimum 450 sq.ft.

¹¹ Library which has collection of minimum 500 books, periodicals or any other similar source of information made accessible for reference and borrowing

¹² Computer lab available for instructional and training use for candidates

¹³ Minimum 10 test series conducted in a year based on specific topics of the key subjects from time to time

¹⁴ Study materials which can be either online or in hard copy that contains subject guides for each chapter studied

8	Facility of Social Inclusion for differently enabled candidates in your coaching Institute (✓ YES / NO) If YES List down the special initiatives taken for the Social Inclusion in your Coaching Centre eg. Barrier free infrastructure/ Special study material for visually challenged etc ¹⁵				Supporting documents/ Office record- self attested		(03 Marks)
10	Yearly Turnover (Pl. Specify in lacs)	1 April 2015 to 31 March 2016	1 April 2014 to 31 March 2015	1 April 2013 to 31 March 2014	Audited Balance Reports	(10 Marks)	<u>Average of 3 years turn over</u> >25 lacs and <50 then 2.5 marks >=50 lacs and <75 then 5 marks >=75 lacs and <100 lacs then 7.5 marks >=100 lacs and above then 10 marks
(1)	Yearly income from fee collection						
(2)	Yearly income from Sale of Study Material / Books, CDs etc						
Total							

***All information pertaining to Faculty and Infrastructure (classroom, library, computer lab) has to be submitted for the respective branch in which the coaching is proposed.**

¹⁵ Barrier free infrastructure/ Special study material for visually challenged etc.