

REQUEST FOR EXPRESSION OF INTEREST

(COACHING SERVICES- INSTITUTE SELECTION)

ASSIGNMENT TITLE : Selection of Coaching Institute(s) for imparting Coaching for Bank/SSC/Other similar examinations to meritorious students of poor class of the State of Uttarakhand.

1. The Directorate of Employment , Government of Uttarakhand plans to train the meritorious youths of poor class of the State in competitive examinations for recruitment conducted by Bank/SSC/other similar examinations. The period of the project is from 15 November 2018 to 15 February 2019.
2. The Directorate proposes to engage the Coaching Institutes for three locations- Dehradun, Bageshwar and Kotdwar.
3. **OBJECTIVE OF THE ASSIGNMENT:** the main task of the Coaching Institute is to impart Coaching to meritorious students of poor class of the State for Bank/SSC/other similar examinations.
4. Duration of the assignment is for a period of 3 months (15 November 2018 to 15 February 2019) effective from the date of award of the assignment. Number of students to be trained 30-50 which may increase or decrease.
5. The Directorate of Employment now invites application from the eligible Coaching Institutes located in the State of Uttarakhand to indicate their interest in the aforementioned assignment the Coaching Institutes may apply for one or all three locations as indicated in the point 2 above.
6. Interested Coaching Institute(s) should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The eligibility criteria are:

S.No	Criteria	Minimum requirement to be satisfied	Documents to be submitted along with the Application Form
1.	Number of Years of Existence (as on 31 st March, 2018)	03	Registartion Certificate, PAN card details, GST number details
2.	Number of youths trained in the last three years (During the period 1 st April 2015 to 31 st March 2018)	500	List of the Candidate
3.	Number of youths who got selected in competitive exams post coaching from your institute(During the period 1 st April 2015 to 31 st March 2018)	50	List of the Candidate
4.	Registration, if any		Registration Certificate
5.	Income Tax Returns	Last 3 Years	Copy of ITRs
6.	PAN No.		
7.	GST No.		

7. The Coaching Institutes will be selected on the basis of Least cost quoted by the Institute.
8. The Coaching Institute should submit the Technical proposal along with the documents indicated in the Eligibility Criteria in one sealed envelope. The Financial proposal should be submitted in another sealed envelope. Both the envelopes to be kept in a bigger envelope which should also be sealed and titled "Proposal for Expression of Interest for Coaching ".
9. An Earnest money of Rs 12,000 (Rupees Twelve Thousand only) should be attached with the Technical Proposal in the form of Fixed Deposit for a period of one year in the joint name of Director Employment and the Coaching Institute.

If the Earnest money is not attached with the Technical proposal, the proposal of the Coaching Institute shall be summarily rejected.

10. Further information can be obtained at the address below during office hours from 10.00 to 17.00 hrs

11. Expression of Interest must be delivered in a written form and should include firm's demonstrated capacity to provide the required expertise. Expression of Interest must be delivered to the address below through registered post/speed post/courier/by hand by 27th October 2018 till 17.00hrs:

The Director
Department of Employment
24, Convent Road,
Regional Employment Office Campus
Near Survey Chowk, Dehradun-248001, Uttarakahnd
Email: dteuhld@gmail.com

TERMS OF REFERENCE FOR THE SCHEME

Background

Uttarakhand has a high literacy rate which reflects in its educated youth population. The department of Employment facilitates in providing these youths gainful employment opportunities. In this capacity, the department plans to organize coaching for competitive examinations for the youths of poor class. In recent years, Banks have emerged as a big employer and have offered employment opportunities to a number of youths, apart from other opportunities in the Government setup. In this scenario, the department plans to organize Coaching for Bank/SSC /other similar examinations at its coaching cum guidance centres to enable the meritorious youths of poor class to fight these competitions and help them carve out a place for themselves in the job market. The department shall engage the institutions imparting coaching in these areas to make this program me effective.

Scope of Assignment

Terms and conditions

- The Coaching partner shall impart training for Bank/SSC/ other similar competitive examinations.
- Training shall be imparted at the premises of the Coaching cum Guidance Centre of the department (Dehradun, Bageshwar, Kotdwar)
- Empanelment will be for One Year and can be extended with the mutual consent of both parties.
- Employment Officer in charge of the Coaching cum Guidance Centre will facilitate selection/mobilization of candidates with the help of the training providers .
- Training duration must be of minimum 2 Hrs. per day. The training should start immediately after the date of award of assignment to the coaching institute and should be completed by 15 February 2019.
- Training should not be imparted on National Holidays.
- The course duration can be modified as per departmental requirements.

Training Fees

The Training Fee shall be inclusive of all costs components such as:

- i. Mobilization of candidates
- ii Study material
- iii. Equipment
- iv Teaching Aid
- v. Raw material
- vi. Salary of trainers
- vii. Any other expense related to the training

Note# no other payment shall be made to the Coaching Institute

Fund Flow Mechanism

Training Fee to be paid to the Training Partner in two tranches in the following manner:

- i. First Tranche equivalent to 30% of Training Fee in 10 days from starting the batch after first inspection by the Employment Officer and pre training assessment of the candidates through mock test.
- ii. Second Tranche equivalent to 30% of Training Fee upon midterm evaluation by the Employment Officer in charge of the Coaching cum Guidance and his/her recommendation that the second tranche payment be released.
- iii. Third and final tranche payment equivalent to 40% of the Training Cost upon completion of training and conducting a mock test of the candidate to assess the pre and post training difference.

APPLICATION FORM

TECHNICAL PROPOSAL FORMAT1

Name of Organization / Institution	
Regd... / Head Office Address:	
Phones	
Mobile	
Email	
Website	
Addresses of Branch Offices (If any?)in Uttarakhand: Phone Fax Mobile Nos. Email IDs Dates of Establishment	
Number of Years of Existence (as on 31 st March, 2018)	
Number of youths trained in the last three years (During the period 1 st April 2015 to 31 st March 2018)	Attach details
Number of youths who got selected in competitive exams post coaching from your institute in the last three years(During the period 1 st April 2015 to 31 st March 2018)	Attach details
Registration, if any	Attach copy
Income Tax Returns(Last three Years)	Attach copy
PAN No.	
GST No.	
Name of Authorized Representative	
Designation	
Mobile	
Email	

(Company Seal) Signature:

Name:

Designation:

(Authorized Representative and Signatory)

TECHNICAL PROPOSAL

FORMAT2: DETAILS OF THE CANDIDATES TRAINED & PLACED (To be attached with the Technical Proposal Format-1)

Name of exam (Bank/SSC/ other competitive exams)	Financial Year	No.of Candidates Trained	No.of Candidates selected on completion of coaching	Details of supporting Proof provided
	2015-16			
	2016-17			
	2017-18			
	2015-16			
	2016-17			
	2017-18			

For and on behalf of:

(CompanySeal)Signature:

Name :

Designation :

(Authorized Representative andSignatory)

FINANCIAL PROPOSAL FORMAT

(To be submitted in a separate envelope)

1. **Location:** Please fill separate form for Dehradun, Bageshwar, Kotdwar
2. **Cost of training(Rate per student):**

Cost of training should be inclusive of all components as indicated in the Training fee head of the EOI document. **Training cost should be inclusive of all taxes.** No other payment shall be made to the Coaching Institute.