

REQUEST FOR PROPOSAL (RFP)

FOR

INSTITUTIONS / AGENCIES RUNNING CBSE AFFILIATED SCHOOL

FOR

“RUNNING OF EDUCATION FACILITY ALONG WITH CONDUCTING PHYSICAL CLASSES FOR CADETS AT JSSPS AND THEIR REGISTRATION IN CBSE BOARD FOR EXAMINATIONS.”



Jharkhand State Sports Promotion Society (JSSPS)
(A joint initiative of State Government of Jharkhand and Central Coalfields Limited)

RFP NO: 02 /2023

Address for communication & submission of documents during tender period: Office of the Chief Executive Officer, 1st Floor, Administrative Building, JSSPS, Khelgaon, Ranchi District, and Jharkhand-835217

Mobile No: 8987786242/9934267495

NOTICE INVITING REQUEST FOR PROPOSAL

FOR

Selection of institutions / agencies running CBSE affiliated School (up to 10 +2 level) for running of Education Facility along with conducting Physical Classes for cadets at JSSPS and their registration in CBSE Board for examinations

RFP No: 02 /2023

Dated: 11 .05.2023

Jharkhand State Sports Promotion Society being aware of the need for proper education of the cadets apart from providing them sports training at JSSPS. However, traveling from any educational institution takes a lot of time and drains the cadets' time and energy both. Further, sending cadets to established schools requires more time which restricts available time for sports practice .To keep this energy intact and to increase their training time as well as to decrease their travel time to minimal, an alternative system of education is being opted to train the cadets. CBSE (Central Board of Secondary Education) is the best way to move forward as all the Physical Classes will be conducted at Khelgaon Campus for imparting education in-house. As such plenty of time will available to cadets for dedicating themselves in their respective field of sports. The selected cadets of JSSPS will be provided Physical Classroom teaching along with the latest digital learning experience as provided by any standard school. For this JSSPS management is seeking a reputed and experienced organization to run this education facility. Offers are invited from reputed firms for the said work, which will be purely on contract basis for duration of 03 years.

The RFP document can be downloaded from the website: www.jharkhandcclsports.in / www.centralcoalfields.com. Response to this Request for Proposal (RFP) shall be deemed to have been done after careful study and examination of this document with full understanding of its implications.

The Sealed bids are to be submitted by post (Registered/ Speed) or by hand as per the format specified in this RFP, at the following address latest by **05:00 PM on 30/05 /2023**.

Address for communication & Submission of documents:

Office of the Chief Executive Officer, 1st Floor, Administrative Building, JSSPS, Khelgaon, Ranchi District, Jharkhand-835217
Mobile No. 8987786242/9934267495

Sd/-

CEO, LMC, JSSPS

FACT SHEET

S. No.	PARTICULARS	DETAILS
1	Name of the work	Selection of institutions / agencies running CBSE affiliated School (up to 10 +2 level) for running of Education Facility along with conducting Physical Classes for cadets and their registration in CBSE Board for examinations
2	Name of the issuer of this Request for proposals	Chief Executive Officer-LMC, JSSPS
3	Date of issue of RFP document	15/05/2023 at 04.00 PM
4	Last Date for Submission of Bid	30/05/2023 till 05.00 P.M
5	Date of Bid opening	31/05/2023 at 11.30 AM
6	Place of Bid Opening	Office of the Chief Executive Officer, JSSPS 1 st Floor, Administrative Building, Khelgaon, Ranchi District, Jharkhand-835217
7	Address of Communication	Office of the Chief Executive Officer, JSSPS 1 st Floor, Administrative Building, JSSPS, Khelgaon, Ranchi District, Jharkhand-835217 Mobile No. 8987786242
8	Earnest Money Deposit (EMD)	Rs. 1,00,000 (One Lakh) Only
9	Method of selection	Lump Sum Cost Based Selection
10	RFP Publication	The RFP documents will be available on the website(s) www.jharkhandcclsports.in and www.centralcoalfields.in can be downloaded by the bidder up to the bid submission end date. For Site visit of location of work, the prospective bidder(s) may contact Member (Pers)/JSSPS, Mobile no: 8987786242

Note: The JSSPS management reserves the right to change any schedule of RFP notice. Please visit the website mentioned in the RFP document regularly for the same.

Proposals must be received not later than the time, date mentioned in the Fact Sheet. Proposals that are received after the deadline will not be considered.

SECTION I

1. About Jharkhand State Sports Promotion Society (JSSPS)

Jharkhand State Sports Promotion Society (JSSPS) was set up as a joint initiative of State Government, Jharkhand and Central Coalfields Limited in the year 2015 as a registered society under Society Registration Act 1890 with an objective of promotion of sports and development of sports in the State of Jharkhand. The objective of JSSPS is to provide concentrated focus on the development and nurture of talented sports personnel/players and providing them best training in different sports disciplines at the Sports Academy situated at Integrated Mega Sports Complex at Khelgaon, Hotwar, Ranchi. The initiative is aimed to pick the talented boys/girls from rural areas from remote locations of Jharkhand, provide Sports training to these talented children who largely belong to underprivileged backgrounds. Sustainability towards a strong foothold in a career in sports discipline, representation of contingent in Major national and International events, livelihood for Sportsmen are the cardinal objectives of this Project. The project is working on preparing a feeder line for various National and International Sporting events through development of players in a systematic and scientific manner.

1.1 About Education Facility at Khelgaon, Ranchi

Proper education is necessary for the cadets of JSSPS for their future grooming. However, traveling from any educational institution takes a lot of time and drains the cadets' time and energy. Further, sending cadets to established schools requires more time which restricts available time for sports practice. To keep this energy intact and to increase their training time as well as decrease their travel time to minimal, an alternative system of education is being opted to train the cadets that have been certified by the Government authorities.

CBSE (Central Board of Secondary Education) is the best way to move forward as all the Physical Classes will be conducted at Khelgaon Campus for imparting education in-house. As such plenty of time will be available to cadets for dedicating themselves in their respective field of sports. The selected cadets of JSSPS will be provided Physical Classroom teaching along with the latest digital learning experience as provided by any standard school. The intent is to groom the children/Cadets in the field of sports and games and provide them regular education as well. If any cadet is unable to move further in sports, he/she will also have the option to move to other fields if it comes to choosing between sports and other domains.

1.2 Objective of RFP:

For running of Education Facility along with conducting Physical Classes for cadets at JSSPS and their registration in CBSE Board for examinations.

2. Scope of Work

- 2.1 Offers are invited from Institutions / Agencies running CBSE affiliated School (upto 10 +2 level) only.
- 2.2 CBSE affiliation of the School should be continuous during the last three years
- 2.3 The venue for the providing education facility i.e. Physical Classes shall be Administrative Building/ Mega Sports Complex , Khelgaon , Hotwar, Ranchi .
- 2.4 The tentative timing of the education facility shall be from 9.30 AM to 4.00 PM for faculties from Monday to Saturday. Classes will be held from 9.30 AM to 2.30 PM for cadets. All the teaching staff and non- teaching staff should be present as timings mentioned above. Sunday will be a holiday for the education facility.
- 2.5 Present Strength of the education facility from the academic session 2023-24 (Approx.) :

Class/ Grade	8th	9th	10th	11th	Total
Academic Session 2023-24	53	93	140	99	385
Responsibility of Contracting Agency	Conducting regular Physical Classes at JSSPS and registration in CBSE within time-line through CBSE affiliated school.				

Note: a. The numbers of cadets mentioned above can increase or decrease depending upon the admissions in the Academy as in the subsequent years, the cadets will move to higher classes based on performance /academic result of the institution/ new admissions in the Academy.

- b. All possible efforts should be made to get all the cadets get registered in CBSE Board including Class 10th. In exceptional cases, the cadets who are likely to be promoted in class 10th through NIOS Board are somehow don't get registration in CBSE, these cadets should be allowed to register/ appear in regular 10th Board exams in which they are studying or through any other recognized board. From the next academic year above cadets/ students should be registered through CBSE only.
- 2.6 Arrangement / Providing of teaching staff, non- teaching staff for running the above mentioned Education Facility at JSSPS, Khelgaon, Ranchi. Among the teaching staff, one teacher having teaching experience of more than 5 years in the teaching field is to be nominated as Coordinator/Principal who will coordinate on behalf of contracting agencies with the JSSPS Management, CBSE/ Other Boards teachers, staff without any extra cost to the JSSPS management.
- 2.7 Number of students in a class/ section is expected to approximately 30 to 40. Subject wise qualified teachers are to be engaged by the agency. The total strength of the teaching staff should not be less than thirteen (13) and four (4) non-teaching staff (multipurpose).

2.8 The successful bidder shall arrange to provide requisite number of teaching staff with desired qualification and experience as below :

Subject	Number	Minimum Desirable Qualification
Science	03	B. ED
		B. ED
		B. ED
Mathematics	02	B. ED
English	02	B. ED
Hindi	02	B. ED
Social Science	02	B. ED
Other Subjects	02	B. ED

Note: Apart from the 13(Thirteen) teachers to be provided as mentioned at Point No.2.8 above, four number (04) of teachers/non-teaching staff will also be engaged by the agency for taking extra subject (Vocational Courses), subjects like computer, arts/music/dance etc., English Spoken / Personality Development classes, activity classes (Other than sports) and substitute to the other teachers as per the curriculum. The total strength of the Teaching/Non-Teaching of the Education Facility will be:

Teaching Staff	Non-Teaching Staff (including aaya/peon)	Total Staff
13	04	17

- 2.9 Special emphasis is given on teaching of Science, Maths and English. If required, bridge-courses may be introduced for weak cadets. This is aimed at developing professional acumen and career oriented approach for cadets.
- 2.10 The institution should be well versed with the education pattern of CBSE (Central Board of Secondary Education) and all the classes will be taken as per the syllabus of CBSE (Central Board of Secondary Education).
- 2.11 Medium of teaching/pedagogy should be in English and Hindi both. Institution has to make sure that language should not become the bottleneck in their success. If required extra classes of English can be taken which may help in overall education at no extra cost.
- 2.12 Agency has to ensure the timely registration of all students through their affiliated school in CBSE (Central Board of Secondary Education) as per their norms for their respective classes. It will be the responsibility of the institution that any changes in syllabus or examination pattern are to be implemented at the Education facility.
- 2.13 It will be the responsibility of the agency to issue report cards/ certificates to the students and also liaison with CBSE (Central Board of Secondary Education) for timely issuance of Certificates at different levels.
- 2.14 Agency shall be liable for all statutory compliance includes payment towards contributions, fees with reference to applicable existing laws as well as also liable for penalties for non-adherence to the rules and regulations etc. JSSPS management shall in no way, provide any minimum numbers, guarantee for payments and/or full time job to the agency employees and this RFP does not offer any guarantee of the future relationship or future employability to the institution or its employees or any of its members at JSSPS or CCL or State Govt. of Jharkhand.
- 2.15 The engagement of teachers and other manpower by the institution being purely third party arrangement, the institution is advised to equip itself with the knowledge, expertise and know, how education to be provided to the sports cadets as per the promulgated timings, requirements and precedence thereof, including protocol's applicable to successfully establish and operate the school education together with academic calendars, educational requirement, extracurricular activities necessary for cadets.
- 2.16 For attendance of the teaching staff and non-teaching staff, a biometric device is to be installed at the facility by the institution at its own cost. Manual attendance register is also to be maintained by the institution which shall be acceptable only on failure of biometric devices and should be authenticated by the Co-coordinator /Head of the Education facility on a daily basis. Report of the same should be submitted to JSSPS management on monthly basis.

- 2.17 Spoken English / Personality development class /Soft skill course/ motivational Class / Vocational Class / educational tours /extra curriculum for students is to be provided/arranged by the agency on weekends at no-extra cost to JSSPS.
- 2.18 Evening classes for at least one hour are also to be arranged by the institution from Monday to Saturday so that cadets should complete their academic assignments with utmost sincerity. For the purpose at least two teaching staff from the pool of teachers mentioned in Point 2.8 should be engaged on a non-chargeable basis.
- 2.19 It will be the responsibility of the institution/agencies to meet the any requirement like transportation/conveyance/office accessories and other miscellaneous of the teaching and the non-teaching staff. No expense in relation to this will be borne by the JSSPS management in this regard.
- 2.20 The Agency has to make sure that the education c u r r i c u l u m adapted is in line with the latest p a t t e r n of CBSE(Central Board Of Secondary Education) for that academic year and update the same as need be.
- 2.21 Any changes/ replacement in the teaching and non-teaching staff is to be intimated to the JSSPS management with reason for changes / replacement.
- 2.22 Monthly report regarding the progress of each cadet in terms of learning level and other activities is to be submitted by the institution to the JSSPS management.
- 2.23 Every month Parents teacher meeting along with cadets is to be held in the premises. The institution will provide written feedback of cadets to the parents on education and discipline front.
- 2.24 Successful institution has to submit the academic plan for each academic session to the JSSPS management detailing all the activities mentioned in this RFP.
- 2.25 Agency is responsible for conducting regular feedback sessions from cadets and getting formal feedback. Report of the feedback should be shared with the JSSPS management on a monthly basis. If the feedback is not satisfactory for consecutively 3 months then a penalty upto 10% of monthly bill is to be deducted from the agency bill. If joint feedback with the contracting agency and JSSPS is also not satisfactory in the ensuing month then the notice for termination of contract as per contractual terms may be issued.
- 2.26 Agency has to ensure that the practical classes for the cadets are to be arranged as per CBSE (Central Board of Secondary Education) norms.
- 2.27 In case of any unforeseen circumstances /Pandemic/Lockdown /restrictions by Government etc., online classes are to be arranged by the agency.
- 2.28 Transportation/conveyance cost related to regular classes/ examinations/ attending practical classes / inspection/ educational tours for the cadets is to be borne by the agency/ institutions.
- 2.29 Reimbursement of transportation / conveyance cost for any other activity not mentioned in 2.28 is to be borne by JSSPS management against justifiable proper bill /claim.

2.30 The bidders are requested to visit the existing education facilities/ infrastructure to assess the existing set-up and submit accordingly. Any addition or deletion in existing facility /infrastructure is not anticipated however if it becomes a necessity for providing additional requirement, the decision of CEO_LMC, JSSPS shall be final and binding.

2.31 The Education Facility shall start functioning within 15 days of signing of agreement/ contract. Failure will lead to cancellation of the work and forfeiture of security money.

Eligibility Criteria

The Following criteria are prescribed as the eligibility criteria for bidders interested in undertaking the project. The bidder shall fulfill the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered.

S. No.	Parameter	Eligibility criteria	Supporting documents required
1.	Entity	Institutions / Agencies running CBSE affiliated School (upto 10 +2 level) only CBSE affiliation of the School should be continuous during last three years	i. Copy of Certificate of Incorporation /Registration/ CBSE affiliation certificate etc / documents of bidding agency ii. PAN Card iii. GST IN Certificate , if applicable
2.	Experience	Running CBSE affiliated school for last three years upto Class 10 +2	CBSE affiliation Certificate for last three years duly signed, stamped and notarized.
3.	Non-Blacklisting	The Bidder should not be under a declaration of eligibility for corrupt or fraudulent practices or blacklisted with any of the Government (Central, State or District),Semi-Govt. & PSU in India in last five years (from the date of submission of bid)	Self-Declaration Letter duly signed by authorized signatory on company letter head as per format given in Annexure - 3

2. Instructions to Bidders

This section specifies the procedures to be followed by bidders for the preparation and submission of their Bids. It is important that the Bidder carefully reads and examines all the terms and conditions of this RFP.

a. General Instructions

- i. The bidder shall bear all costs associated with the preparation and submission of its Bid, and the JSSPS management shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- ii. Bidders should submit only one Bid.
- iii. The bids shall remain valid for the period of at least 90 days after the bid submission deadline date prescribed by the JSSPS management.

b. Earnest Money Deposit

- i. Bidders shall submit, along with their Bids, EMD of INR 1,00,000/- (Rupees One Lakh Only), in the form of a Demand Draft issued in favor **Jharkhand State Sports Promotion Society payable at Ranchi** and should be valid for (45) days beyond bid validity period.
- ii. EMD of all unsuccessful bidders would be refunded within 60 Days. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of Performance Bank Guarantee.
- iii. EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
- iv. The bid submitted without EMD, mentioned above, will be summarily rejected.
- v. The EMD may be forfeited:
 1. If a Bidder withdraws its bid during the period of validity.
 2. In case of a successful bidder, if the bidder fails to sign the Contract in accordance with this RFP.
 3. In case the bidder submits any wrong or fraudulent details as part of the bidding process willfully.

c. Contract Performance Guarantee

Within 21 days after the receipt of notification of award of the Contract from the JSSPS management, the successful Bidder shall furnish Contract Performance Guarantee/ Security to the JSSPS which shall be equal to 3 % of Total Award Value and shall be in the form of a Bank Guarantee / Demand Draft from any Nationalized Bank/ Scheduled Bank.

The performance guarantee will be discharged by JSSPS and returned to the successful Bidder within 60 days following the date of completion of the performance obligations, including any warranty obligations under the Contract etc.

3. Submission of Bids

a. Preparation of Bids

The bids are to be submitted in separate sealed envelopes as mentioned below:

i. First envelope containing Technical Bid:

1. EMD, Signed RFP Document.(on each page with stamp)
2. Cover Letter, Particulars of the Bidder (refer Annexure 4) Eligibility Criteria documents and annexures (1,2,3 & 5)

ii. Second envelope containing Financial Bid c o n t a i n i n g :

1. Cover Letter (Annexure 6)
2. Financial Bid (Annexure 7)

b. Sealing and Marking of Bids

- i. The bids (outer envelope) shall be submitted in separate sealed cover, which shall be marked as “Running of Education facility along with conducting Physical Classes for cadets at JSSPS, Khelgaon, Ranchi”.
- ii. The 2 inner envelopes containing Technical and Financial Bid for running of Education facility ALONG WITH conducting Physical Classes shall be marked as “Technical” and “Financial Bid respectively. The bid shall be addressed to Chief Executive Officer, LMC, JSSPS, Khelgaon, Ranchi.
- iii. The outer envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.

Bid can be sent by post (Registered/ Speed), and also can be submitted by hand before the deadline. The postal address for sending the bid is: Office of the Chief Executive Officer, JSSPS, 1st Floor, Administrative Building, Khelgaon, Ranchi District, and Jharkhand- 835217.

No conditional bid shall be accepted.

Bid sent through mail will not be considered.

- iv. Every page of the technical and financial bid shall have the signature and seal of the appropriate authority of the bidder. After closing and sealing the envelope, the seal and signature of the appropriate authority of the bidder shall be placed on the sealed part of the envelope.

c. Financial Bid:

- i. The financial bid shall be submitted in the format as given in [Annexure 7](#)
- ii. Prices quoted by the bidder shall be fixed for the period of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and will be rejected.
- iii. All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form. If there is discrepancy between the price/information, the higher price/information will be treated as final.
- iv. Rates should be valid for at least 90 days from the last date of bid submission prescribed by the JSSPS management.

d. Deadline for Submission of Bids

- i. Bids must be received at the address given in the Fact Sheet not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday by the State Government of Jharkhand, the bids will be received up to the appointed time on the next working day.

e. Late Bids

Any bid received after the deadline for submission of bids prescribed by the JSSPS management will be rejected and/or returned unopened to the bidder.

4. Evaluation Process and Selection

a. Bid Evaluation

- i. On the date of Bid opening, the documents submitted by each bidder shall be evaluated for compliance with Eligibility Criteria, EMD and other criteria in the RFP. Financial Bid only those bidders who are in full compliance will be considered.
- ii. Conditional bids are not acceptable. . Bids without EMD will also be treated non-responsive and will be rejected.
- iii. The bidders' representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday, the bids shall be opened at the appointed time and location on the next working day.

b. Award Criteria

- i. The bidder with the lowest price (L-1) shall be treated as the successful bidder subject to submission of EMD and all documents specified in this RFP.

c. Contract Signing

- i. After evaluation and necessary approval from the competent authority work order will be issued to the selected agency at the earliest.
- ii. In case the bidder does not acknowledge the receipt of work order within one week, JSSPS management will have all rights to select another bidder who has quoted the second lower price (L-2) and will issue them the work order to the L2 or next higher bidder.

5. Payment

The payment to the agency shall be made on a monthly basis within 21 days after submission of the bill along with the attendance sheet (Biometric/ Manual as case may be) of teaching and non-teaching staff. Payment to teachers /non-teaching staff should be done through bank accounts .Cadet's attendance is also to be enclosed with the bill.

SECTION II

1. General Terms and Conditions of Contract

1.1 Duration of Contract

The contract will be valid for a period of three Academic Year from the date of commencement of classes (AY 2023-24 onwards).

1.2 Taxes and Duties :

For services supplied under this RFP, the agency shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services.

All payments to the Agency shall be subject to the deductions of tax at source under Income Tax Act, and other applicable taxes and deductions as provided for under any law, rule or regulation. All costs, damages or expenses which JSSPS management may have paid or incurred, for which under the provisions of the contract, the Agency is liable, the same shall be deducted by JSSPS administration from any dues to the Agency.

Should the Agency fail to submit returns/pay taxes in times as stipulated under the Indian Income Tax Act and consequently any interest or penalty imposed by the Indian Income Tax authority, the Agency, as the case may be, shall pay the same.

1.3 Termination

The JSSPS management may terminate the Contract in whole or in part by giving the Agency a prior and written notice of 30 days indicating its intention to terminate the Contract under the following circumstances:

Termination for Breach: Where the JSSPS management is of the opinion that there has been such an event of default on the part of the agency which has not been cured within 30 days' notice period.

Termination for Insolvency: The JSSPS management may at any time terminate the Contract with immediate effect, without compensation to the Agency, if the Agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the JSSPS management. Upon such termination, the JSSPS management shall reserve the right to take any steps as may be necessary, to ensure the effective transition of the project to a successor Agency, and to ensure business continuity provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the JSSPS management.

Termination for Convenience: The contract will automatically end on the non-receipt of the grant to JSSPS from CCL and Government of Jharkhand. Also CEO-LMC, JSSPS reserve the right to cancel the work order/contract any time without assigning any reason thereof.

1.4 Monitoring and Evaluation

The JSSPS management shall designate an officer to monitor and evaluate the project. The designated officer reserves the right to inspect and monitor the quality of services at any given point.

The designated officer shall be the point of contact for the Agency for any assistance during the period of contract.

The designated officer shall also have the right to conduct, either itself or through another agency as it may deem fit, an audit to monitor the performance by the Agency of its obligations/functions in accordance with the standards committed to or required by the JSSPS Management.

Any deviations or contravention identified as a result of such audit/ assessment would need to be rectified by the Agency failing which the designated officer may, without prejudice to any other rights that it may have, issue a notice of default.

1.5 Conflict of interest

The Agency shall disclose JSSPS management in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Service(s) as soon as it becomes aware of that conflict. _

1.6 Publicity

The Agency shall not make or permit to be made a public announcement or media release about any aspect of this Contract unless the JSSPS management first gives its written consent.

1.7 Remuneration to Teaching/Non-Teaching Staff

Minimum respectable remuneration to the teaching & non-teaching staff is to be ensured by the agency. This may be guided by the applicable government rules and regulations including notified rates/ wages from time to time. If a condition arises, then on demand the agency has to submit the payment proof of teaching/non-teaching staff to the JSSPS management.

1.8 Holidays at the Education Facility

Holidays at the education facility will be as per JSSPS norms.

1.9 Electricity and Water Charges

Electricity and Water Charges @1% of Awarded Lump Sum cost at S. No. A of Price bid will be deducted from the monthly Bills on pro-rata basis.

SECTION III

Annexure 1: Checklist for Documents to be submitted by the bidder

Sl. No.	Documents	Submitted (Yes/No)	Page No.
1.	Registration/ Incorporation Certificate of the bidding entity		
2.	Pan Card		
3.	Experience Certificate (CBSE affiliation certificate mentioning affiliation no.)		
4.	Earnest Money Deposit (EMD) (Rs 1,00,000/-) in form of DD.		
5.	Non-Blacklisting Certificate (Annexure -3)		
6.	Financial Bid (Annexure -7)		
7.	Particulars of the Bidder (Annexure -2)		
8.	Cover letter for Technical Bid) (Annexure -4)		
9.	Declaration by the bidder for registration of Cadets in CBSE through their affiliated school (Annexure -5)		
10.	Cover letter for Financial Bid (Annexure -6)		
11.	GST IN , if applicable		

Annexure 2: Format for Particulars of the Bidder

Details of the Bidder (Company)		
A.	Name of the Bidder	
B.	Address of the Bidder	
C.	Year of Incorporation/ Affiliation	
D.	Registration Number & Registration Authority	
E	School Name and its CBSE affiliation no.	
F.	Legal Status (Nature of agency)	
G.	Name & Designation of the Authorized person to whom all references shall be made regarding this Bidding Document	
H.	Mobile no.	
I.	Telephone No. (with STD Code)	
J.	E-Mail of the Contact person:	
K.	Fax No. (with STD Code),if any	
L.	Website (if any)	
M.	GSTIN No. (If available)	
N	PAN	
O.	EMD Details	Instrument: Demand Draft
		DD No.:
		Date:
		Amount
		Bank Name:

Annexure 3: Format for Self-declaration by bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To,
The Chief Executive Officer, LMC,
JSSPS Khelgaon, Ranchi

Date: DD/MM/YYYY

Sub: Declaration of Non Black listing for corrupt or fraudulent practices with any of the Government agencies in India during the last three years

(Bidding Document No:_____ Dated: / /)

Sir/Madam,

In response to the above mentioned RFP I, _____, as _____(Designation) of M/S _____, hereby declare that our Company / Firm is having unblemished past record and is not currently declared blacklisted or ineligible to participate for bidding by any State/Central Govt./ District Administration, Semi-government or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices.

Date:

Signature of Authorized Representative:

Name of the Agency:

Full Address:

Annexure 4: Format for Technical Bid Cover letter

[ON BIDDERS LETTERHEAD]

To,

The Chief Executive Officer, LMC,
JSSPS Khelgaon, Ranchi

Date: DD/MM/YYYY

(Bidding Document No: Dated: / /)

Sub: Letter for Submission of Technical
Bid Sir/ Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide our services as required and outlined in the RFP.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its work award/short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 90 days from the last date for bid submission as prescribed by the JSSPS Administration

We hereby declare that in case we are chosen as successful bidder, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the Bidding Document and placement of letter of intent awarding the contract, shall constitute a binding contract between us i.e. JSSPS and the Bidding entity.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any offer received against the RFP with or without assigning any reason whatsoever.

Date:

Signature of Authorized Representative:
Name of the Agency with Full Address:

Annexure 6: Financial Bid Format- Format for Financial Bid Cover Letter

[ON BIDDERS LETTERHEAD]

To,
The Chief Executive Officer, LMC,
JSSPS Khelgaon, Ranchi

Date: DD/MM/YYYY

(Bidding Document No: Dated: / /)

Sub: Covering letter for Financial Bid for referred Bidding Document
Dear Sir/ Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to be the Agency and carry out the work as outlined in the RFP. We have carefully read and understood the terms and conditions of the RFP applicable to the Bidding Document and we do hereby agree to undertake Services as per these terms and conditions. We declare that our prices are as per the conditions/ specifications and bid documents. We do hereby undertake that, in the event of acceptance of our bid, the Services shall be completed as stipulated in the Bidding Document.

We hereby confirm that all the prices mentioned in the financial bid are in Indian National Rupee (INR) only and shall remain valid throughout the contract agreement period.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this Bidding Document. We hereby declare that in case the contract is awarded to us, we shall submit the contract Performance Security in the form prescribed in the RFP. We also agree that you are not bound to accept any bid you may receive against this RFP. We also agree that you reserve the right in absolute sense to reject the bid completely with or without assigning any reason whatsoever.

It is hereby confirmed that I am entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

Signature of Authorized Representative:

Name of firm:

Address and Contact No.

Annexure 7: Format for Price Bid

S.No	Description	Monthly Charge (Rs.)	Taxes (if applicable)	Total Monthly Amount (Rs.)
A. .	Lump Sum Price for Running of Education facility including conducting Physical Classes for Approx. 350 sports cadets at JSSPS, Khelgaon, and Ranchi. The cost also includes registration examination fees, office administrative cost (including onetime cost of establishing one smart classroom consisting of at least fifteen Desktop PC of Intel i5 or equivalent & above and one heavy duty printer) <i>(number of Cadets may increase or decrease +/- 20 %) (Monthly Basis)</i>			
	Description	Rate per Cadet	Taxes (if applicable)	Total Amount (Rs.)
B.	Lump sum cost of Items to be provided to each cadets as per list (Annexure –8) <i>(Annual Charge)</i>			

*All values in INR

Note: *Any increase / decrease in number of cadets beyond permissible limit of +/-20 % shall attract incremental /deduction in payment .i.e. if the numbers of cadets are beyond 420 then additional payments for the additional cadets shall be allowed on pro-rata basis and vice-versa.*

Date:

Signature of Authorized Representative:

Name of firm:

Address and Contact

No.

Annexure 8: List of Items

S.No.	Particulars	Qty.	Remarks
1	Books	For each Cadet	As per CBSE requirement
2	Copy	02 copies subject wise for each Cadet	Per Year
3	Test Copy	02 copies subject wise for each Cadet	Per Year
4	Practical copy	As per requirement	As per requirement
5	Geometry Box	01 Set for each Cadet	Per year
6	School Diary	01 No. for each Cadet	Per year
7	Maps	As per requirement	As per requirement
8	Graph Copy	01 No. of copy for each Cadet	Per Year
9	Items for Craft Classes	As per requirement	As per requirement
10	Rough Copy	04 Copies for each Cadet	As per requirement
11	School Bags	01 No. for each Cadet	Mentioning logo of JSSPS
12	School Uniforms	02 Set for each Cadet	Mentioning logo of JSSPS
13	Shoes	01 Set for each Cadet	Per Year
14	Socks	02 Set for each Cadet	Cotton
15	Blazer	01 Set for each Cadet	Mentioning logo of JSSPS
16	Hoodie	01 Set for each Cadet	Mentioning logo of JSSPS
17	Writing Pad / Examination Pad	01 No.for each Cadet	Per Year
18	Lunch Box (Steel)	01 No. for each Cadet	Per Year
19	Water Bottle (Steel)	01 No. for each Cadet	Per Year
20	Rain Coat	01 No. for each Cadet (Per Year)	Mentioning logo of JSSPS
21	Tie	01 No. for each Cadet (Per Year)	Mentioning logo of JSSPS
22	Belt	01 No. for each Cadet (Per Year)	Mentioning logo of JSSPS