

**DETAILED REQUEST FOR EXPRESSION OF INTEREST
EMPANELMENT OF COACHING INSTITUTES
FOR COMPETITIVE EXAMINATIONS**

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SCHEDULE OF EOI PROCESS

Event Description	Scheduled Date
Date of Publishing EOI	17-01-2025
Pre-Bid Conference	31-01-2025
Date of Submission of EOI	27-02-2025
Opening of Bids	27-02-2025
Last date for Scrutiny	27-03-2025
Presentations by institutions found eligible for the bid	Will be intimated.
Meeting of Screening Committee for selection of reputed institutions	To be decided.
Date of release of the list of empanelled institutes	Will be intimated.

Any amendments to the above schedule are subject to the decision of the Executive Director, MSSDS

A. BACKGROUND

MSSDS aims to empower meritorious students in Meghalaya by providing specialized coaching for competitive examinations. The project seeks to:

1. Enhance the skills and capabilities of aspirants to increase their competitiveness for admissions or employment.
2. Equip students with professional acumen tailored to market dynamics and emerging opportunities at both domestic and international levels.

B. AIMS & OBJECTIVES

The objectives of the scheme are to assist meritorious students through special coaching for the following identified modules: -

1. Primary Goals:

- Provide coaching for qualifying examinations for admission to prestigious technical/professional institutes.
- Deliver training for competitive examinations conducted by MPSC, DSC, SSC, Banking Services, Police Service, and PSUs.

2. Target Outcomes:

- Achieve a measurable improvement in exam results.
- Ensure at least **50%** of trainees qualify for targeted examinations.

C. BUDGET

The cost for providing coaching services under this initiative has been fixed at **₹18,000** per candidate (excluding GST). This rate is uniform across all empanelled organizations and includes all deliverables specified in the REOI document. Organizations are expected to deliver the services within this cost framework. No separate price bids will be accepted.

D. SCOPE OF WORK:

Empanelled coaching institutes will:

1. Deliver coaching for up to 2,500 aspirants across all 12 districts of Meghalaya.
2. Focus on modules including Mathematics, Logical Reasoning, English, and General Knowledge.
3. Provide access to national-level study materials, online mock tests, and technological platforms.

4. Conduct regular assessments, including OMR-based tests, with detailed progress tracking.

E. OBLIGATIONS OF THE COACHING INSTITUTE

1. Generate awareness and perspectives on career options, enhanced decision-making skills, and increased confidence.
2. Conduct selection of students based on a screening
3. Impart coaching to selected meritorious students in preferred course in 12 Districts.
4. Ensure the faculty have subject matter expertise and proven teaching experience.
5. Ensure the following are provided:
 - a. Screening tests and question papers.
 - b. Comprehensive study materials.
 - c. Online mock test IDs and OMR sheets.
 - d. National-level worksheets for all classes.
 - e. Standard Class Worksheets for every class
6. Guide students with technological platform to notify them of upcoming exams.

F. ELIGIBILITY CRITERIA:

Applicants must meet the following minimum pre-qualification criteria:

SN	Pre-Qualification Criteria	Supporting Document
1	Registered as a Trust / Company / Firm / Society in India.	Copy of Certificate of Registration.
2	Minimum annual turnover of ₹1 crore from aptitude coaching over the last three years	Audited Balance sheet and ITR
3	The organization has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2021-22, 2022-23 & 2023-24)	Audited Balance sheet by CA
4	Previous engagement in Meghalaya under the Chief Minister Career Guidance Programs in Meghalaya	Experience Documents
5	Proven experience providing national-level aptitude coaching in Mathematics, Logical Reasoning & English coaching	Experience document

6	Proprietary study materials and online platforms.	Sample Materials & Snapshots
7	The organization should be in the business of providing coaching services for at least 03 years as on 30-Oct-2024	Certificate by authorized signatories and other relevant documents.
8	The organization should not be blacklisted by any government, semi-government, public sector undertaking, or private organization.	A notarized affidavit or declaration on the firm's letterhead stating that the firm is not blacklisted by any.
9	The organization should have PAN and GST Registration Certificate	Copy of Certificate to be enclosed.
10	The organization shall have their own / subscription to a technological platform to notify upcoming exams to candidates	Snapshot

Note: Applicants not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

G. EVALUATION CRITERIA AND METHOD OF EVALUATION:

1. Screening of EOIs shall be carried out as per eligibility conditions mentioned above and based on verification of testimonials submitted.
2. EOI will be evaluated for shortlisting inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of the firm and presentation to the selection committee whose decision will be final.
3. The proposals of only eligible parties will be evaluated.
4. MSSDS will take up references and reserves the right to pay due attention to the Applicant's performance elsewhere and any past experience.
5. The selection will be on the basis of Technical skill (Qualification criteria mentioned above) and Financial Strength of the organization as indicated below.

Technical Evaluation (80%):

- National and local presence (20 points).
- Study materials, mock test systems, and online platforms (10 points).
- Faculty expertise and experience (10 points).
- Past experience with government projects (10 points).
- Past results in state and national-level exams (30 points).

Financial Strength (20%):

- Annual Turnover
- Profitability
- Current Liquidity Ratio

Final Selection:

- Shortlisted applicants will present their proposal to a screening committee.
- The selection will be based on combined technical and financial scores.

SCORING MODEL:

SN	Criteria	Score
1	Technical capability	70
1.1	National Presence of the brand (Fully operational center providing aptitude based coaching and not just project centers)	10
	National presence of Brand (Presence of coaching center in multiple states/UT) 20+ States & 100+ centers	10
	National presence of Brand (Presence of coaching center in multiple states/UT) 15+ States & 50+ centers	7
	National presence of Brand (Presence of coaching center in multiple states/UT) 10+ States & 20+ centers	5
1.2	Local geographical Presence of the brand (Fully operational center providing aptitude based coaching and not just project centers in north east region)	10
	North Eastern Region (Presence of coaching center in multiple states/UT in NER) 3 States	10
	North Eastern Region (Presence of coaching center in multiple states/UT in NER) 2 States	7
	North Eastern Region (Presence of coaching center in multiple states/UT in NER) 1 State	5
1.3	Experience of the Brand working in Government projects, specifically of Govt. of Meghalaya	10
	3 or more	10
	2 or more	7
	1 or more	5
1.4	Various Facilities provided by coaching institute	10
	Study materials of own brand, Online mock test facility of the brand, Brand's own Class worksheets for every class, Brand's own Monthly General awareness magazines, Brand's own mobile application for notifying students for various examinations in India	10
	If anyone of the above is missing	5
	Two missing	1
1.5	Qualification & Experience of the faculty team	10

	Team experienced in teaching mathematics, logical reasoning, English, GK at various places with members having IIT/IIM background with 25+ years of team experience	10
	Team experienced in teaching mathematics, logical reasoning, English, GK at various places with 10+ years of team experience	5
	Inexperienced team	1
1.6	Results – Last Three Years (2021, 2022 and 2023)	20
	National-Level Results (e.g., UPSC, CAT, SSC, IBPS, RRB, CLAT, JEE, NEET, etc.)	
	- More than 50 students selected in the last 3 years	10
	- Between 25 and 50 students selected in the last 3 years	7
	- Between 10 and 25 students selected in the last 3 years	5
	- Fewer than 10 students selected in the last 3 years	2
	State-Level Results (e.g., MPSC, DSC, etc.)	
	- More than 100 students selected in the last 3 years	10
	- Between 50 and 100 students selected in the last 3 years	7
	- Between 20 and 50 students selected in the last 3 years	5
	- Fewer than 20 students selected in the last 3 years	2

SN	Criteria	Score
2.	Financial Capability of applicant	20
2.1	Average annual turnover of applicant from aptitude coaching business in last three years ending 31st March 2018	10
	Above 2 CR	10
	1.6cr to 2 cr	7
	1.0cr to 1.5cr	5
2.2	Profitability Over the Last 3 Years	5
	Profitable for all 3 years	5
	Profitable for 2 years	3
	Profitable for 1 year	2
2.3	Liquidity (Current Ratio)	5
	2.0 and above	5
	Between 1.5 and 2.0	3
	Less than 1.5	2

H. THE EXPRESSION OF INTEREST IS TO BE SUBMITTED IN THE MANNER PRESCRIBED BELOW:

All information as detailed below is to be submitted in hard copies in sealed envelope:-

1. Applicant's Expression of Interest as per Format-1.
2. Organizational Contact Details & Application form as per Format-2.
3. Experience of the organization in aptitude coaching as per Format-3.
4. List of required number of qualified faculty members either on its pay roll or on part-time basis on payroll as per Format-4.
5. Financial strength of the company as per Format-5.
6. Additional information as per Format-6.
7. Declaration as per Format-7.
8. Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

Note: Interested institutions/private parties/ organizations / societies/ companies/trusts must have its office in Meghalaya and must be a national level coaching institution.

The applicants are expected to examine all instructions, forms, terms and other details in the REOI document carefully. Failure to furnish complete information as mentioned in the REOI document or submission of a proposal not substantially responsive to the REOI documents in every respect will be at the Applicant's risk and may result in rejection of the proposal.

RESPONSE:

Applicants must ensure that their response is submitted as per the formats attached with this document. Comments, if any, on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

Application in sealed cover superscripted as "EOI for Empanelment of Coaching Institutes/Centre".

I. VENUE & DEADLINE FOR SUBMISSION OF PROPOSAL

Interested and Eligible Institutions can submit their EOIs in its complete form in all respects as specified in the REOI to The Executive Director, MSSDS, 3rd Floor, Grove Site Building, Keating Road, Shillong, Meghalaya - 793001 on or before **27-02-2025 by 3:00 PM**.

EOI Opening Date & Time: 27-02-2025 at 3:10 PM

J. GENERAL TERMS & CONDITIONS

1. The selected Coaching Institute(s) will have to deposit a Demand Draft of 10% of the total project cost in favour of the “MSSDS-STATE PLAN” within 15 days from the date of issue of the Work Order as Security Deposit which will be released on successful performance and satisfactory completion of the contract.
2. The selected Coaching Institute(s) will have to execute a Legal Agreement / MoU with MSSDS. A copy of such the MoU will be given to the selected Training Partner on receipt of the Security Deposit.
3. The rates quoted by the applicant must remain valid upto 180 days from the date of submission of the EOI. In case of delay in Award of Contract, the selected Coaching Institute(s) may be requested to extend validity period, if mutually agreed upon.
4. Notwithstanding the above, the Client reserves the right to accept or reject any of Proposals at any stage without assigning any reasons thereof and / or cancel the process and reject all proposals at any time prior to the award of Contract.
5. This Request for EOI shall be interpreted, enforced and otherwise governed by the Laws of India, without reference to its conflict of law principles and the Courts at Shillong, India, shall have the exclusive jurisdiction in respect of matters arising in relation to this Request for EOI.

K. CONDITION UNDER WHICH EOI IS ISSUED:

The EOI is not an offer and is issued with no commitment. MSSDS reserves the right to withdraw EOI and or vary any part thereof at any stage. MSSDS further reserves the right to disqualify any party, should it be so necessary at any stage.

FORMAT – 1

APPLICANT'S EXPRESSION OF INTEREST

To,

The Executive Director
Meghalaya State Skill Development Society
Shillong

Sub: Submission of Expression of Interest for empanelment of coaching centre/institute.

Ref: No. _____, dated _____

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on _____ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents in separately sealed envelope:

1. Organizational Contact Details & Application form as per Format-2.
2. Experience of the organization in aptitude coaching as per Format-3.
3. List of required number of qualified faculty members either on its pay roll or on part-time basis on payroll as per Format-4.
4. Financial strength of the company as per Format-5.
5. Past Three Years' Results as per Format-6.
6. Declaration as per Format-7.
7. Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Date:

Stamp.....

Encl: As above

Note: This is to be furnished on the letter head of the organization

FORMAT-2

APPLICATION FORM TO BE SUBMITTED BY COACHING INSTITUTES FOR EMPANELMENT OF COACHING INSTITUTES/CENTRE UNDER MSSDS

(To be filled in by an authorized representative of the applicant organization)

PART – I

1. Name, address, telephone No. Fax No. /e-mail ID of the head office of the organization/institution
2. Address and telephone no. of the functional centre for which the application is being submitted
3. Nature of the organization/institution (e.g. not for profit, or commercial or registered society or trust etc.)
4. Main area of business
5. Date of establishment
6. Whether registered under the Societies Registration Act, 1860 or any relevant Act of the State Govt./Union Territory Administration or under any State Law relating to registration of literary, scientific and charitable societies or as a public trust or as a charitable company, if so:
 - a) Give name of the act under which registered
 - b) Registration no. and date of registration (Please attach an attested photocopy thereof)
 - c) Period up to which valid

PART – II

1. Coaching centre location
2. Space available with the institution for coaching
 - a) Number of class rooms
 - b) Whether the institute is functioning in its own building or in a rented accommodation
3. Infrastructure available for coaching
 - a) Audio – visual aids
 - b) Photocopiers
 - c) Others (as applicable)

Signature of the applicant

Full name of the applicant

Stamp:

FORMAT-5: FINANCIAL STRENGTH OF THE ORGANIZATION

SN	Financial Year	Whether profitable Yes/No	Annual net profit (in INR - Crores)	Overall annual turnover (in INR - Crores)	Annual turnover from only aptitude coaching services rendered in India (in INR Crores)
1	2021-22				
2	2022-23				
3	2023-24				
Liquidity (Current Ratio) =					
Note: Please enclose auditor's certificate in support of your claim.					

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT 6 - PAST THREE YEARS' RESULTS

1. Part A: National-Level Exam Results
(E.g., CAT, SSC, IBPS, RRB, CLAT, etc.)

Year	Exam Name	Number of Students Selected	Supporting Document Reference

Total Students Selected (Last 3 Years): _____

2. Part B: State-Level Exam Results
(E.g., MPSC, DSC, etc.)

Year	Exam Name	Number of Students Selected	Supporting Document Reference

Total Students Selected (Last 3 Years): _____

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT 7 - DECLARATION

We hereby confirm that we are interested in for being empanelled for the coaching of the meritorious students of the Meghalaya under MSSDS

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature: