

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of Minority Affairs)

Appointment of Professional Coaching for IAS & Allied Services in

7 – A, M.R.A. Marg, Haj House, Haj Committee of India, Mumbai – 400 001.

Online Open Tenders in Two Bids System (Technical and Financial) are invited by Haj Committee of India (HCoI) from reputed Organization / Institutions, fulfilling the necessary qualifying criteria, as stipulated in this notice, for Coaching & Guidance to the students in Haj House, Mumbai, for IAS & Allied Services Examination, for the year 2018 – 19.

Haj Committee of India, a statutory body, constituted under the Act of Parliament No. 35 of 2002, working under the administrative control of the Ministry of Minority Affairs, Government of India, has established IAS / Allied Coaching & Guidance Cell (C&GC), from the year 2009, imparting regular residential training to around **50** (both boys & girls) aspiring students for Civil Services Examination conducted by UPSC.

It is proposed to select a suitable Institute, which is committed to deliver productive results for the year 2018 – 19, involved in imparting online / offline training with good experience and consisting results. The classes are likely to commence from August, 2018 onwards in Coaching & Guidance Cell, Haj House, Mumbai – 400 001.

The selection of the Agency will be based on the following procedure:

1. Making presentation in front of the panel of experts constituted by HCoI.
2. Obtaining the feedback from the students of C&GC, HCoI.

The financial bid will be opened for those who qualify the minimum bench mark set by the experts in the above procedures.

Interested agencies may apply and submit the bids in the prescribed format on or before 30th June, 2018, to Dr. Maqsood Ahmed Khan, Chief Executive Officer, 7 – A, M. R. A. Marg (Palton Road), Haj House, Mumbai – 400 001.



Chief Executive Officer

PART – II : GUIDELINES FOR SUBMISSION OF THE TENDER

- A. Reputed Organizations / Training Service Institutions / Coaching agencies experienced in providing the coaching for the UPSC Civil Services aspirant can apply fulfilling the following criteria:
- The agency can conduct class room training in Mumbai or imparts on line interactive training through internet/video conferencing, from August, 2018 to May, 2019.
 - The agency should have a track record of excellent Training Services of at least 3 years.
 - It should have new and modern techniques like adoption of MPLS (Multiprotocol Label Switching), a fast network mode, in case of requirement of training through Video Conferencing.
 - It can supply study material & conduct test series and Guest Lectures.
 - The agency should evaluate the test papers conducted periodically and submit the feedback for review as a part of continuous monitoring process.
 - The agency should properly guide the students for correction or improvement consistently.
 - The agency should be capable of delivering necessary training / personal counseling to the students who have cleared the IAS mains and are preparing for the personal interview.
 - The agency should impart Coaching to the students, for optional subjects, those who qualify the preliminary examination.
 - The agency should also clearly indicate the optional subjects available with them for imparting coaching /training.
 - Only Organization/Institute that meets the above criteria will be shortlisted. All shortlisted Institute will be called for demo lecture to satisfy the students.

B. List of the documents to be attached with the Tender

- Details of the organization viz. Name, Address with Main and Branch centre's, registration number and validity.
- Copy of the PAN Card.
- Details of AADHAR no.
- Furnishing the details as per Annexure A.

[Handwritten signature]
5/10/14

C. Non-Refundable Tender Fee / Bid Security (EMD):

The bidder has to submit the Non-Refundable Tender Fee of Rs. 5,000/- (Rupees Five Thousand only) and Bid Security (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) separately in the form of demand drafts drawn on a Nationalized Bank in favour of "HAJ COMMITTEE OF INDIA". No bid shall be entertained without Non-Refundable Tender Fee/Bid Security (EMD). The scanned copy of demand drafts must be uploaded with the tender. The original drafts must be submitted in a sealed envelope along with tender to the Haj Committee of India, Mumbai at the latest by 17:30 Hrs. on 30.06.2018.

D. Essential Requirement for participation:

In E-Tender, essential requirement of participation is to have a digital signature.

E. Mode of Payment

As per Agreement signed between Haj Committee of India with the selected institution. However, payment will only be made after obtaining the financial approval from the Ministry of Minority Affairs, Govt. of India, New Delhi. TDS / GST shall be deducted from the bills preferred for payment as per Income Tax rules.

Annexure - A

Criteria for short-listing of Consultant will be based on the following:

Sr. No.	Criteria	Marks
1	Company's profile	5
2	Year of establishment	5
3	Number of students passed, details of selection viz., year, cadre and place of posting	10
4	Client List – In Mumbai / Rest of India	10
5	Financial turnover of the Institution	10
6	Past & Current enrolment of trainees overall	15
7	Past & Current enrolment of Faculty Members	15
8	Presentation of Demo Lecture	30
	TOTAL	100

- Availability of modern technique for training
- Achievement if any
- Any other relevant information in the matter



Organization / Institute obtaining 70 marks as per above criteria, will qualify for opening of their financial bid.

All shortlisted Institutes will be called for demo lecture to analyze the performance before the students of Coaching & Guidance Cell, Haj House, Mumbai – 400 001 .

F General Terms & Conditions of the tender:

- a. Technical bid shall be opened first and financial bid shall only be opened, who are qualified in the technical bid will be called for demo lecture.
- b. Incomplete or conditional tenders shall not be entertained. Haj Committee of India reserves the right to accept or reject the tender, in whole or in part thereof, without assigning/specifying any reason thereof. The decision taken by the Haj Committee will be treated as final.
- c. The Bid Security (EMD) shall stand forfeited if a bidder withdraws or amends the bid/tender or impairs from the tender in any respect during the period of bid, or in case successful bidder fails to accept order within the stipulated period. No interest will be payable on this amount. The Bid Security (EMD) shall also stand forfeited in the event of premature withdrawal of the tender by any of the bidder.
- d. The institutes intending to participate in the tender process are advised to read and understand fully the terms & conditions of the contract as detailed herein before submitting their tenders, as no change or violation of the aforesaid terms & conditions shall be permissible once the tender is accepted by the Haj Committee of India.

G Submission of Online Tender in Two Bids

The submission of Online Tender in Two Bids can to be sent to the email:

ceo.hajcommittee@nic.in and a copy in a sealed envelope marked as “TENDER FOR COACHING & GUIDANCE CELL” on top, latest by 17:30 Hrs. IST on 30.06.2018. positively. Tender received after the closing date will not be accepted under any circumstances.

The envelope has to be addressed to : The Chief Executive Officer, Haj Committee of India, (IAS & Allied Services), Coaching & Guidance Cell, Haj House, 7-A, M, R. A. Marg (Palton Road), Mumbai – 400 001.



Chief Executive Officer
Haj Committee of India,
Mumbai – 400 001

HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No. 35 of 2002)
Ministry of Minority Affairs

Haj House, 7-A, M. R. A. Marg (PaltonRoad), Mumbai – 400 001

E-TENDER NOTICE

Only through E-Tendering Mode on Website: http://procure.gov.in		
Tender No. HCoI/2018/03		Dated: 05.06.2018
Online Open Tenders (in Two Bid System) are invited by Haj Committee of India (HCoI) from reputed Organization/Institute, fulfilling the necessary qualification criteria, as stipulated in this notice, for Coaching & Guidance to the students of IAS & Allied Services Examination, at Haj House, Mumbai, for the year 2018-19.		
1	Estimated Cost	Rs. 30,00,000/-
2	Bid Security (EMD) (DD of Nationalized Bank	Rs. 1,00,000/-
3	Non-Refundable Tender Fee (DD of Nationalized Bank)	Rs. 5,000/-
4	Downloading tender document from Central Public Procurement Portal (http://eprocure.gov.in) or Haj Committee of India website: (www.hajcommittee.gov.in)	05.06.2018 (18:30 Hrs. IST) To 30.06.2018 (17:30 Hrs. IST)
5	Prc-bid mccting	N.A.
6	Last date & time for submission of tender online	Upto 17:30 Hrs. IST 30.06.2017
7	Online bid opening date & time	At 15:00 Hrs. IST on 03.07.2018
8	Name and address of the Officer processing the tender	Dr. Maqsood Ahmed Khan, Chief Executive Officer, Haj Committee of India, Haj House, 7-A, M.R.A.Marg, 4 th Floor, Mumbai – 400 001. Phone: 22717110


Chief Executive Officer