HAJ COMMITTEE OF INDIA
(Statutory body constituted under the Act of Parliament No. 35 of 2002)
Ministry of Minority Affairs, Government of India

Appointment of Professional for Coaching & Guidance to the students in Haj House,
7–A, M.R.A. Marg (Palton Road), Mumbai – 400 001, for IAS & Allied Services
Examination, for the Year 2019–20.

Sealed Quotations are invited in Two Bids System (Technical and Financial) by Haj Committee of India (HCoI) from reputed Organization / Institutions, fulfilling the necessary qualifying criteria, as stipulated in this notice, for Coaching & Guidance students in Haj House, Mumbai, for IAS & Allied Services Examination 2019 – 20.

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 Coaching & Guidance Institute / Organization, having expertise in imparting Coaching & Guidance in Civil Services, for the year 2019 – 20. Coaching & Guidance is to be imparted both through conduct of Class Room Lectures and Online Classes as well. The classes are likely to commence from August / September, 2019, 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 on the date and time of opening of tender, constituted by the Haj Committee of India.
2. Obtaining the feedback from the students of C&GC, HCoI.

The financial bid will be opened in respect of those Coaching & Guidance Institutes / Organization which qualify the minimum benchmark set by the panel of experts of Haj Committee of India. The interested Institute / Organization are requested to submit their quotations in a sealed cover to the office of Haj Committee of India, Haj House, Mumbai – 400 001, in the prescribed format on or before 30th May, 2019, by 12.00 p.m. to Dr. Maqsood Ahmed Khan, Chief Executive Officer, 7 – A, M. R. A. Marg (Palton Road), Haj House, Mumbai – 400 001. The date for opening the tender has been fixed on 30th May, 2019, 4.00 p.m., at Haj House, Mumbai – 400 001. The representative from the Organization / Institute must be present at the time of opening of Tender for presentation before the panel of experts.
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 aspirants can apply fulfilling the following criteria:

a. The agency can conduct class room training in Mumbai, likely to commence from August / September, 2019, to Mid of March, 2020.

b. The agency should have a track record of excellent Training Services of at least 3 years.

c. It can supply study material & conduct test series and Guest Lectures.

d. The agency should evaluate the test papers conducted periodically and submit the feedback for review as a part of continuous monitoring process.

e. The agency should properly guide the students for correction or improvement consistently.

f. 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.

g. The agency should impart Coaching to the students, for optional subjects, those who qualify the preliminary examination.

h. The agency should also clearly indicate the optional subjects available with them for imparting coaching / training.

i. Only Organization/Institute that meets the above criteria will be shortlisted. All shortlisted Institute have to make presentation in front of panel of expert constituted by HCoI and demo lectures to satisfy the students.

j. As per practice in vogue, there will be two (02) lectures per day from Monday to Saturday of two hours each. The agency should clearly mention the fees payable to the faculty members on hourly basis, for the below mentioned category of faculty members:
   Senior Faculty Member (Minimum 10 Years teaching experience) (2) Associate Faculty Member (Minimum 5 years teaching experience) & (3) Junior Faculty Member (Minimum 3 Years teaching experience).

Please Note: If the agency could not depute Faculty Member on daily basis, it can depute a faculty member for a particular subject for a entire week. Haj Committee of India will provide Local Hospitality (Food & Accommodation) to the faculty member.
B. **List of the documents to be attached with the Tender:**

a. Details of the organization viz. Name, Address with Main and Branch Centre’s, registration number and validity.

b. Copy of the PAN Card.

c. Details of AADHAR no.

d. Furnishing the details as per Annexure A.

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 original drafts must be submitted in a sealed envelope along with tender to the Haj Committee of India, Mumbai, at the latest by 12.00 p.m. on 30th May, 2019.

D. **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:**

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

- 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.

E  **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.

F  **Submission of Tender in Two Bids**

The submission of Tender in Two Bids can to be sent 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, in a sealed envelope marked as “TENDER FOR COACHING & GUIDANCE CELL” on top, latest by 12.00 p.m. on 30th May, 2019, positively. Tender received after the closing date will not be accepted under any circumstances.

Dy. Chief Executive Officer (Admn.)
Haj Committee of India,
Mumbai – 400 001