



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR

Imphal, Manipur, Ph. (0385 – 2058566 / 2445812

E-mail:- director@nitmanipur.ac.in, Website: www.nitmanipur.ac.in

An Autonomous Institute under MHRD, Govt. of India

No. NITM.1/(227-Estt)/TEQIP-III/2017 - 719

Dated: 17.10.2017

**TENDER FOR
“SELECTION OF AGENCY FOR PROVIDING TRAINING OF NIT STUDENTS FOR
PREPARATION OF GATE EXAM 2018”**

National Institute of Technology Manipur invites quotations under two bid systems (Technical and Financial) in prescribed documents from Agency/Firm for providing training of NIT students for preparation of GATE Exam 2018.

Interested Agency are required to submit their offer in Prescribed Form along with required documents under two bid systems (Technical and Financial) in sealed envelope.

The complete Tender document along with terms & conditions is available on NIT Manipur web-site <http://www.nitmanipur.ac.in> and www.eprocure.gov.in. The sealed Tender duly superscribed **“TENDER FOR SELECTION OF AGENCY FOR PROVIDING TRAINING OF NIT STUDENTS FOR PREPARATION OF GATE EXAM 2018”** along with advertisement No. in bold letters on the top of the envelope should reach the office of the undersigned on or before 07.11.2017 up to 03.00 P.M. addressed to “The Registrar National Institute of Technology Manipur - 795004. Tender will be opened on 08.11.2017 (Wednesday) at 2:00 P.M. in the presence of the tenderers or their representatives, if they so desire, at NIT Manipur.

Sd/-
Registrar
NIT Manipur

Sl.	Details	Date	Time
1	Notification of Tender	17.10.2017	
2	Date of pre-bid conference	24.10.2017	2:00 P.M
3	Last date for submission /deposit of Tender	07.11.2017	3:00 P.M.
4	Opening of Tender documents	08.11.2017	2:00 P.M



Instruction to Bidders

INTRODUCTION AND GENERAL COMMERCIAL DETAILS

1. The tenderer shall be required to submit the Earnest money deposit refundable @ of 5 percent of the estimated value in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/ Bank Guarantee from any of the Commercial Banks in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch and a demand Draft of Rs. 500/- (Rupees Five Hundred Only) has to be attached with the technical bid as processing fees which is non-refundable. Demand draft/Banker's cheque/Bank Guarantee shall be drawn in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch from any Scheduled Bank. The demand drafts for earnest money deposit & processing fee must be enclosed in the envelope with the technical bid.
2. Offer in the financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. The relevant supporting documents as required must be enclosed.
3. Envelope of technical bid & financial bid should be individually sealed and then placed in a third envelope, to be sealed and superscribed with tender number, due date of submission and address to: "The Director, NIT Manipur, Langol Campus, Imphal - 795004.
4. Sealed tender should reach the Institute, latest by **07.11.2017 latest by 03:00 PM**. Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or FAX.
5. **Tender documents will be opened on 08.11.2017 at 02:00 PM** in the Administrative Block of the Institute in the presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.
6. In the event of the due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
7. The tenderers are requested to read the tender document carefully and ensure to comply with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.
8. The Institute reserves the right to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.



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Tenders should be submitted in two parts, (i) Part – I (Technical Bid) & (ii) Part – II (Financial Bid).

Envelope of Part – I should be superscripted as “Tender for Selection of agency for providing training of NIT students for preparation of GATE exam 2018 Part – I Technical Bid” and

Envelope of part – II should be superscripted as “Tender for Selection of agency for providing training of NIT students for preparation of GATE exam 2018 Part – II Financial Bid”.

**Registrar
NIT Manipur**

Enclosures:

- a. Annexure - I: Terms & Conditions
- b. Annexure - II: Proposed Project (Technical Bid)
- c. Annexure - III: Profile of the Bidder (Technical Bid)
- d. Annexure - IV: Date for Electronic Payment (Technical Bid)
- e. Annexure – V: Scope of the work
- f. Annexure - VI: Financial Bid
- g. Annexure - VII: Declaration regarding blacklisting / debarring for taking part in tender.



ANNEXURE - I

Terms & Conditions:

1.1 The bid submitted shall have the following documents:

Part – I

1. Bid signed and sealed (with official seal) on all pages with all pages duly numbered.
2. In case bidder is a company - Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations,

Or

In case the Bidder is a Society - Certified copy of registration deed with objects of constitution of society

Or

In case Bidder is a Corporation - Authenticated copy of the parent statute

Or

In case of Trust - Certified copy of the Trust Deed

Or

In case of Firm - Certified copy of the Registration Deed

Certified copies of documents submitted, as above, must be signed and carry the seal of the authorized signatory.

3. List of present Directors/owners/executive council members/trustees/ Board members as applicable.
4. Self Certified copies of Income Tax returns for last 2 years ending 31st March, 2017.
5. Audited balance sheet and income statement duly signed by the statutory auditors and authorised signatory of the bidder for the years 2015-16 and 2016-17.
6. Earnest Money Deposit and Processing fee in the form of Demand Draft
7. Also enclose Annexure – II, III, IV and VII

Part – II

Enclose Annexure VI

8. Payment will be made from TEQIP-III, through PFMS
9. Rules and regulations will be as per Govt. of India and World Bank.
10. TA & DA will be borne by the agency.
11. Accommodation will be provided by the Institute as per the availability in the Guest House.



ANNEXURE – II

**PROPOSED PROJECT
(Technical Bid)**

To improve the success ratio of NIT students to get admission through GATE examination, it is proposed to facilitate training of NIT students by the competent training institutes for GATE examination.

The training agency shall provide training to NIT students viz. Mathematics, Aptitude, Reasoning, English, Basic Engineering and Applied Engineering for GATE examination during the academic year 2017-18.

The courses & Duration of Training for which the coaching will be imparted shall be as follows:

Sl. No.	Name of Competitive Exam	Period of Coaching
1	GATE EXAM 2018	330 hrs

ELIGIBILITY CRITERIA FOR PROVIDING TRAINING OF GATE EXAMINATION

Sl. No.	Eligibility Criteria	Documentary Evidence to be attached
1	The Bidder should have minimum Two years of experience in training for GATE Examination	Experience certificate from CA indicating that the firm has experience of 2 years in providing training for GATE Examination including Nos. of students trained per year.
2	Minimum 250 candidates per year on an average should have been trained for GATE Examination for last 2 years ending 31st March 2017	
3	The bidder should have minimum annual average turnover of Rs. 30 lakhs from training business in the last two years ending 31 st March 2017.	Chartered Accountant Certificate indicating the annual turnover from training business in the last two years ending 31 st March 2017.
4	The training agency should have minimum 2 teachers per subject (Mathematics, Aptitude, Reasoning, English, Basic Engineering and Applied Engineering) having minimum teaching experience of 5 years.	Self Certified list of teaching staff. Details is to be provided as per format no. 2 provided below CV of resource teacher with their signature to be provided.

Format 1: Data of Each Teacher (Resource Teacher /Teaching Staff) to be submitted in following format

Sl.	Name of teacher	Gender & Age	Qualf.	Total exp. in years	Exp. with bidder	Subject expertise	Language known	Contact No.	Email -id
1									



ANNEXURE – III

**PROFILE OF THE BIDDER
(Technical Bid)**

The Bidder should furnish the following details

1. Name of the Organization:
2. Nature of the Organization:
(Govt./Public/Private/Partnership/
Proprietorship/ Trust/ Society)
3. Address with phone no, fax and E-mail id:
(Pl. provide address of head office and Regd. Office as the case may be)
4. Name of the Authorized Person:
5. Contact details of Authorized Person:
(Address, Contact no. E-mail Id)
6. Details of registration and date of expiry (attested photocopy of registration to be enclosed)
7. Permanent Account No (PAN): (Attach self-certified copy)
8. GST Registration No.: (Attach self-certified copy)
9. Any other details in support of your office

Signature of the Bidder with Seal



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ANNEXURE - IV

DATA FOR ELECTRONIC PAYMENT

Name of the Firm in whose favour Payment is to be released	
Telephone (Landline)	
Mobile No.	
Permanent Account No.	
GST Registration No.	
Address with pin code & state	
E-Mail Id	
Contact Person	

PARTICULARS OF BANK DETAIL FOR ELECTRONIC PAYMENT

1. BANK NAME _____
2. BRANCH NAME _____
3. ADDRESS _____
4. TELEPHONE No. _____
5. IFSC CODE OF THE BANK (For payment through RTGS) _____
6. ACCOUNT TYPE _____
7. ACCOUNT NUMBER (as appearing on the Cheque Book) _____

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user company responsible.

Date: _____

(Signature of Party)

Certified that the Particulars furnished above are correct as per our records.

(BANK'S STAMP)

Date: - _____

(Signature of Authorised Official from the Bank)



ANNEXURE - V

SCOPE OF THE WORK

GATE COACHING WILL BE DONE FOR THE DEPARTMENT GIVEN BELOW:

COMPUTER SCIENCE AND ENGINEERING, CIVIL ENGINEERING, ELECTRICAL ENGINEERING, ELECTRONICS AND COMMUNICATION ENGINEERING AND MECHANICAL ENGINEERING

I. Nos. of Hours: 330

Subjected to be covered:

1. Mathematics – 40 hrs.
2. Aptitude – 20 hrs.
3. Reasoning – 20 hrs.
4. English – 10 hrs.
5. Basic Engineering – 90 hrs.
6. Applied Engineering – 150 hrs.

II. Nos. of Days: 45 days

1. Continuously – 45 days
2. Weekly – Friday, Saturday and Sunday

III. Tests

1. Subject wise – 30
2. Grand Test – 3

IV. Study Materials – 20 books

V. General Counselling and Motivation - 10



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ANNEXURE - VI

FINANCIAL BID

Sl. No.	Description of Services	Rs.....(in words and figures) for providing coaching per student
1	The Services of Training of students for preparation of GATE Exam 2018 of NIT Manipur per student.	

In the event of discrepancy in the financial quote between the words and the figures the financial quote indicated in words will be considered final.

Signature of the Bidder with Seal



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ANNEXURE - VII

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the bidder)

I / We Company/Society/Corporation/Trust/Firm of
M/s hereby declare that the Company/Society/Corporation/Trust/Firm namely M/s.
..... has not been blacklisted or debarred in the past by Union
/ State Government or organization from taking part in Government tenders in India.

DEPONENT Name

Address

Attested:

(Public Notary / Executive Magistrate)