

Department of Youth Services, 32/1, B.B.D. Bag (South), Standard Building, Kolkata – 700001 invites Expression of Interest Document from the recognized institutions for Coaching for Competitive Examination Conducted by UPSC for Indian Civil Services, State Civil Services Examination Conducted by WBPSC, Clerical Examination conducted by S.S.C, Banking Services, Railway Services and also for IIT, JEE / AIEEE etcc during 2015-2016.

1. OBJECTIVE – The objective of the scheme is to assist students of West Bengal and especially to the poor students with professional coaching to improve their competition ability in various job-related competitions. The Students selected for the coaching will be given free of cost training as the total expenditure will be borne by Department of Youth Services. The eligibility criteria would be a selection test and the family income must be within ` 120000/- P.A. The Youth Services Department proposes to provide financial support for coaching of the following competitive examinations :

1.	Job Related Coaching	i) Civil Services Examination conducted by UPSC
		ii) State Civil Services Examination by WBPSC
		iii) Clerical Examination by SSC
		iv) Banking Services Examination by BSRB
		v) Railway Services Examination
2.	Professional Courses Coaching	i) Medical / Engg./ CA/CLAT
		ii) IIT.JEE/AIEEE

2. ELIGIBILITY TO THE INSTITUTIONS :-

The following types of Institutions will be eligible for applying :-

- i) All Institutes in the Government Sector, including Universities and autonomous bodies, engaged in coaching activities.
- ii) Universities / Colleges in private sector engaged in coaching activities, including deemed Universities.
- iii) Institutes in the private sector engaged in providing coaching in private sectors, which are trusts, companies, partnership firms, or societies registered under the relevant law.

- iv) Trusts having many coaching centre under different name and style should also apply in the name of the coaching centre only.
- v) Department of Youth Services reserves the right to forfeit / withhold the EMD / Security Deposit and fee if any due to the coaching centre if any time the document / records furnished by the coaching institute is found to be false / forged / not genuine and is prepared with an intention to obtain coaching orders fraudulently from Youth Services. Further the coaching centre is liable to be blacklisted and the Government Departments / Government aided institution will be informed about the blacklisting. In addition coaching centre is liable for civil and criminal action.
- vi) The coaching centre must be in existence for a minimum period of three years as on 01.04.2015 (evidence should be produced in the form of IT Return).
- vii) The coaching centres should have an average annual turnover of Rs. 200.00 lakhs during the last 4 years i.e. 2010-2011, 2011-2012, 2012-2013 and 2013-2014 (Balance sheet for 4 years i.e., 2010-2011, 2011-2012, 2012-2013 and 2013-2014 2014-2015 with IT return i.e. 2010-2011, 2011-2012, 2012-2013, 2013-2014 should be furnished). The turnover / IT Return in the name of Trust / Company will be accepted on production of sufficient document that the coaching centre comes under the Trust / Company.
- viii) The coaching centre should have requisite infrastructure like premises, library, requisite equipment etc. to conduct training.
- ix) The coaching centre should have the required number of qualified faculty members on its pay roll.
- x) The coaching centre should have good track of success of at least 15% of candidates coached (Evidence to be produced). Coaching centre having better success rate will be given priority.
- xi) The Evaluation will be done on a combined matrix of success rate and financial proposal in the ratio of 60:40.

3. ELIGIBILITY OF CANDIDATES / STUDENTS:-

The candidates having family income less than Rs. 120000/- only will be eligible for applying for this scheme.

4. PAYMENT OF COACHING FEE:-

- i) The coaching fee shall be released as per norms prescribed by the Department of Youth Services.
- ii) **Coaching fee will be released to the coaching centre in two instalment for classroom coaching and one instalment for correspondence coaching.**

5. Details of the coaching proposed for 2015-2016

A. Job Oriented Coaching

Sl. No.	Name of coaching	Duration	No. of candidates proposed to be trained in the state		Approved by whom
			Class Room Coaching	Correspondence Coaching	
1	Civil Services Examination conducted by UPSC	One Year	10	50	Reputed and having 15% of success rate proven in the past three years
2	State Civil Services Examination by WBPSA	One Year	10	50	Reputed and having 15% of success rate proven in the past three years
3	Clerical Examination by SSC	One Year	10	50	Reputed and having 15% of success rate proven in the past three years
4	Banking Services Examination by BSRB	One Year	10	50	Reputed and having 15% of success rate proven in the past three years
5	Railway Services Examination	One Year	10	50	Reputed and having 15% of success rate proven in the past three years

B. Professional Coaching

Sl. No.	Name of coaching	Duration	No. of candidates proposed to be trained in the state		Approved by whom
1	Medical	One Year	10	50	Reputed and having 15% of success rate proven in the past three years
2	Engg./ IIT.JEE/AIEEE		20	100	Reputed and having 15% of success rate proven in the past three years

3	CA		10	50	Reputed and having 15% of success rate proven in the past three years
4	CLAT		10	50	Reputed and having 15% of success rate proven in the past three years

6. TERMS AND CONDITIONS TO BE COMPLIED WITH BY THE COACHING CENTRE:-

- i) The coaching centre shall give the coaching in the coaching centre.
- ii) The selected coaching centre should be willing to mobilize its own resources for smooth conduct of the coaching programme.
- iii) The coaching centre shall place on their website the names of student coached, their address, the roll no. of the test / examination/ etc. for which they appeared, their result and outcome or success rate along with information on faculty members, their qualification and the infrastructure of the institute.
- iv) The institution should execute an agreement and to remit security deposit within a period of 7 days from the date of receipt of work order.

7. GENERAL TERM AND CONDITIONS :-

- i) The selected coaching centres will not, without prior written consent from Department of Youth Services disclose the Contract or any provisions thereof, to any person other than a person employed by the Department of the Contract. Disclosure to any such employed person will be made in confidence and to the extent necessary.
- ii) The selected coaching centre will not outsource the training / coaching to any other associate / third party under any circumstances. If it so happens then Youth Services Department will impose sanctions which will include: forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.
- iii) The coaching institute will take entrance test under the guidance and supervision of Youth Services Department, Government of West Bengal.

8. MONITORING:-

Monitoring of the progress made by the institutes will be carried out as follows:-

- i) **We may categories the coaching into 2 categories**
 - (a) **Class Room Coaching**
 - (b) **Correspondence Coaching.** Since the Correspondence Coaching involves less fund the Department may incur 80% of its allocation to the said correspondence course and the rest 15% to the Class Room Coaching. This ratio can be changed in subsequent year
- ii) The coaching centre shall submit monthly attendance, progress report of the coaching class to the Department of Youth Services.
- iii) The coaching centre shall submit information of success rate of the coaching.
- iv) The institute will be open to inspection by the officers of Youth Services Department, Government of West Bengal

9. EARNEST MONEY DEPOSIT

The Earnest Money Deposit to be remitted per candidate for coaching is as follows:-

Coaching for	Average Turnover per annum (Rs.)	Earnest Money Deposit (Rs.)
1) Civil Services Examination	Rs. 200.00 Lakhs	Rs. 1 Lakh
2) Coaching for IIT / AIEE Entrance (non-residential)	Rs. 200.00 Lakhs	Rs. 1 Lakh
3) Bank PO / Clerical / Other Clerical Examination	Rs. 200.00 Lakhs	Rs. 1 Lakh

10. SECURITY DEPOSIT:-

An amount of 5% of total coaching fee will be retained as security deposit by the Director, Directorate of Youth Services, payable at Kolkata. This will be released one month after successful completion of course.

11. ARBITRATION AND JURISDICTION:-

Youth Services Department and the coaching centre will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the Special conditions, such dispute will be referred to arbitrator, appointed by the Secretary, Youth Services Department and the award of the arbitration, as the case may be, will be final and binding on both the parties.

11. APPLICABLE LAW:-

The agreement shall be governed by the laws and procedures established by Govt. of West Bengal , within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings / processing. Any default in the terms and conditions of the document by the coaching centre will lead to rejection of bid / work order forfeiture of EMD / Security Deposit / Course fee.

12. GENERAL:-

i) The technical bid submitted by the coaching centre will be evaluated by the committee constituted by Youth Services Department on the basis of financial and technical capabilities.

ii) Youth Services Department reserves the right to accept or reject any of EOI document submitted by the coaching centre without assigning any reason whatsoever.

13. PRE-BID MEETING:-

There will be a pre-bid meeting in the Chamber of Secretary, Youth Services, New Secretariat Buildings, Kolkata.

14. COST OF EOI DOCUMENTS:-

The EOI documents is available in the website www.wbyouthservices.in which can be downloaded free of cost. While submitting the downloaded EOI document a demand draft for Rs. 1500/- drawn in favour of the Director, Youth Services payable at Kolkata should be enclosed towards the cost of EOI documents.

15. MODE OF SUBMISSION:-

i) EOI documents should be addressed to Director, Youth Services, 32/1 B.B.D.Bag (South), Standard Building, Kolkata-700001.

ii) EOI document should be submitted in Two Separate sealed cover subscribed as

i) Technical Bid & ii) Price Bid

iii) EOI document should be submitted in person on or before 3:00 p.m. on specified in the notification. Such EOI shall be dropped in the BOX kept at the **Youth Services Department, 32/1 B. B. D. Bag (South), Standard Building, Kolkata-700001.**

iv) Alternatively, the coaching centre who prefers to submit the EOI through post can dispatch it by Registered Post or Courier so as to reach the above address on or before 01.06.2015 at 03:00 PM as specified in the EOI notification. EOI received after the Due Date and Time will not be considered on any account by Director, Youth Services Department . The Technical bid will be opened in the Chamber of the Secretary, Youth Services on 01.06.2015 at 03:30 PM.

v) Tenders can be submitted only in the Prescribed EOI Documents.

Application from to be submitted by coaching centres to the Youth Services Department for coaching Civil Services Exam /Bank Clerical / IIT JEE / AIEEE Examinations to the candidates belonging to the scheduled Tribe.

PART-I

(To be submitted in Technical Bid Sealed cover)

1. Name, Address, Telephone no. Fax no./E-mail ID
Of the head office of the coaching centre _____

2. Address and Telephone no. of the functional
centre for which the application is being
submitted _____

3. Nature of the coaching centre (e.g. not for profit
or commercial or registered society or trust etc.) _____

4. Date of establishment _____
5. Whether registered under the Societies
Registration Act, 1860 or any relevant Act of the
State Govt. /Union Territory Admn. 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
6. Details of the coaching centre (Please furnish
details in the format) _____

Name & Address of the Coaching Centre	Type of the Coaching

- a) Constitution of Board of Management / Governing Body etc., and the particulars of the member :

Sl.No.	Name	Address	Occupation

- b) Details of faculty members (Centre wise) :

Sl.No.	Name	Qualification	Experience	Subject taught

- c) Constitution /Memorandum of Association and bye-laws of the organization / institution (copy may be enclosed) _____

- d) Details of the achievement of the institution in coaching during the previous three years (copy annual report may be enclosed) _____

- e) Income & expenditure statement and balance sheet for previous three years as certified by the chartered accountant or government auditor may be enclosed _____

- f) Institutes exempted from Income Tax should furnish Receipt and Payments / Profit and Loss Account and Balance Sheet (Evidence to be attached). Evidence for IT exemption also to be attached.
- g) Annual Turn over

Year	Turnover in Rupees
2010-2011	
2011-2012	
2012-2013	
2013-2014	

h) Success rate details (evidence to be attached) (Newspaper advertisement etc.)

Year	Type of Coaching	No. of candidates coached (All type of course)	No. of candidates placed coached (All type of course)	% of students
2010-2011	IITJEE, WBRCs, IAS, Medical			
2011-2012				
2012-2013				
2013-2014				

i) PAN No. (evidence to be attached) _____

j) TAN No. (evidence to be attached) _____

PART-II

(To be submitted in Price Bid Sealed cover)

Coaching Details	Name of the Coaching	Rate Quoted per candidate (inclusive of taxes, if any)
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Note : Coaching cost shall include cost of coaching, cost of study material to be supplied to students at free of cost, examination fee etc. + applicable tax.

Signature with Seal