

7  
●  
**Government of Odisha**  
**Higher Education Department**

\* \* \* \*

No.: 19906 /H.E., Dated: 10/07/2018  
HE-PTC-SCHM-0001-2015

**EXPRESSION OF INTEREST (EOI)**

*Notice Inviting Expression of Interest (EOI) for empanelment of leading Coaching Institutes for UPSC Civil Services Examinations and other All India Competitive Examinations.*

The invitation of EOI with the application formats can be downloaded online at [www.dheodisha.gov.in](http://www.dheodisha.gov.in) (Tender Section) and the State Govt. Web portal i.e. [www.odisha.gov.in](http://www.odisha.gov.in) (Tender & Advt. Section) from 12/07/2018 onwards.

The EOI shall be submitted by 3<sup>rd</sup> August, 2018 in a sealed envelope through Speed Post/Registered Post or delivered by hand super scribing "**EOI for Empanelment of Coaching Institutes for All India Competitive Examinations**" on top of the envelope to this department.

BR  
10/7/18

Joint Secretary to Government

**Memo No. 19907 /HE/ Dated: 10/07/2018**

Copy forwarded to Sr. P.S. to Commissioner-cum-Secretary, H.E. Department for kind information of Commissioner-cum-Secretary.

BR

Joint Secretary to Government

**Memo No. 19908 /HE/ Dated: 10/07/2018**

Copy both in hard & soft forwarded to State Portal Group, IT Centre, Secretariat, Bhubaneswar for kind information and necessary action. It is requested to publish the EOI in the web portal (Advertisement Section) of the State Government, Odisha

BR

Joint Secretary to Government

**EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT OF COACHING INSTITUTES FOR ALL  
INDIA COMPETITIVE EXAMINATIONS**



**HIGHER EDUCATION DEPARTMENT**

**GOVERNMENT OF ODISHA**

NOTICE INVITING EXPRESSION OF INTEREST

Higher Education Department, Government of Odisha invites Expression of Interest (EOI) for empanelment of leading Coaching Institutes for UPSC Civil Services Examinations and other All India Competitive Examinations. These institute(s) will be partnered, to impart the above coaching to interested eligible students / youths of Odisha.

Interested and eligible institutions are requested to submit their EOIs along with the required details. Department reserves all rights to accept or reject all or any of the EOIs at any stage without assigning any reason thereof.

The invitation of EOI with the application formats can be downloaded online at [www.dheodisha.gov.in](http://www.dheodisha.gov.in) from 12/07/2018 onwards.

The last date for receipt of EOI is 03/08/2018. The EOI shall be addressed to Commissioner-cum-Secretary to Govt., Higher Education Department, Govt. of Odisha, Secretariat, Bhubaneswar - 751001. Interested institutes can contact the Department on e-mail ID: [sptc.hed2017@gmail.com](mailto:sptc.hed2017@gmail.com) for clarification, if any.

**Date schedule of Expression of Interest**

<b>Sl. No.</b>	<b>Event Description</b>	<b>Date</b>
1	Date of publishing advertisement for inviting expression of interest from the eligible institutes.	12/07/2018
2	Pre-Bid Meeting	20/07/2018
3	Last Date for submission of EOI	03/08/2018 (5 PM)
4	Last date for scrutiny of proposals	14/08/2018
5	Presentations by the institutions before the State Level Screening Committee	18/08/2018

*Any amendment to the above schedule is subject to the decision of the*

*Commissioner-cum-Secretary, Higher Education Department, Govt. of Odisha*

## DISCLAIMER

1. The information contained in this expression of interest (EOI) or subsequently provided to applicant institution, whether verbally or in documentary or any other form by or on behalf of the Higher Education Department, Government of Odisha (herein after referred to as HED, GoO) or any of its employees, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.
2. This EOI is not an agreement or an offer by HED, GoO to the prospective applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation & submission of their applications pursuant to this EOI.
3. This EOI includes statements, which reflect various assumptions and assessments arrived at by HED, GoO in relation to the Empanelment of Institutes. Such assumptions, assessment and statements do not purport to contain all the information that each Applicant may require.
4. This EOI may not be appropriate for all persons, and it is not possible for HED, GoO and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtain independent advice from appropriate sources. Information provided in this EOI to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
5. HED, GoO and its employees/ advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute rules or regulations or tort, principles or restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to from part or this EOI or arising in any way in this Empanelment Process.
6. HED, GoO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI, without assigning any reason or providing any notice and without accepting any liability for the same.
7. The issue of this EOI does not imply that HED, GoO is bound to empanel an Applicant or to appoint the Selected Applicant, as the case may be, for any Coaching provision as part of its scheme and HED, GoO reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.

## **A. Background & Objective**

1. Higher Education Department, Government of Odisha (Authority) has set up Civil Services Examination study centres at all the seven state run universities viz. Utkal university, Bhubaneswar; Berhampur University, Berhampur; Sambalpur University, Sambalpur; R.D.Women's University, Bhubaneswar, G.M.University, Sambalpur, Ravenshaw University, Cuttack and F.M.University, Balasore for providing coaching and guidance to students aspiring to appear for Civil Services exams and excel in the exams.
2. It has been experienced that, due to lack of availability of teaching staff with relevant competency and adapting to changing course requirements, there are issues with quality of coaching & guidance provided to students in such centers.
3. Students / aspirants, prefer to join private coaching centers at Bhubaneswar / New Delhi / Hyderabad etc. which at times are expensive and not affordable for students. This has resulted in students opting out of appearing in Civil Services exam.
4. In order to facilitate needy & eligible students with good coaching facility in Odisha, Authority, has resolved, to partner with professional coaching organizations to manage the Civil Service Coaching Centers in Odisha.
5. This EOI is invited from entities having experience in managing & operating such coaching institutes in India and willing to partner with HED, GoO for managing the Civil Service Coaching Centers in Odisha.

## **(B) Eligibility criteria for applying for empanelment of Coaching Institutions:**

- i) The institute should be a registered body or run by any organization registered under the Societies Registration Act, 1860/ Companies Act, 2013 or any other relevant Act of the State/ Union Territory.
- ii) The institute should have experience of at least 3 years in preparing students for national competitive exams as on date of notification inviting applications for empanelment by the Department.
- iii) The institute should have been fully functional for a minimum period of 3 years at the time of applying under this scheme and having a minimum enrolment of  
200 students per annum in the courses as indicated at ii) above for at least two years, immediately prior to the year in which selected for empanelment.

## **(C) Eligibility criteria and selection of beneficiary students:**

- (i) Only the Odia students, graduated (minimum Bachelors degree of any stream) from any of the educational Institutes of Odisha or from outside are eligible for this programme.
- (ii) Among the applicants, the students who have secured highest marks in the Under graduate examinations will be offered coaching under the scheme;

- (iii) The institution may relax the above criteria for SC /ST/ PwD candidates suitably in consultation with HED, GoO. In case of exams with two or more stages of written tests, students clearing 1<sup>st</sup> level in same or previous year can be admitted directly for the coaching.
- (iv) In case of SC /ST/ PwD candidates, Certificate issued by the competent authority should be obtained from the Students by the selected institutes and to be saved in digital format.
- (v) Benefits under the scheme can be availed by a student only once, irrespective of the number of chances a candidate can avail for appearing in any competitive examination.
- (vi) From year two onwards, the coaching institution will be required to take an undertaking from the students that they have not taken benefit more than once under the scheme.
- (vii) Of the admissible course fee, selected students will pay 25% and the rest 75% will be paid by the Government to the empanelled Institute. In case of students with parental income upto Rs. two lakhs per annum, 100% of the admissible course fee will be paid by the Govt.
- (viii) The selected students shall have to attend all classes. In the event of any student remaining absent consecutively for more than five coaching days, without any valid reason, benefits of free coaching to him/her shall be discontinued.

#### **Private Partner's responsibilities:**

1. Setting up & functionalizing one coaching center within Bhubaneswar Municipal Corporation area in a location acceptable to the HED, GoO
2. Select aspirants to be enrolled in the institute as per conditions mentioned.
3. Design the course structure, curriculum and number of hours of coaching for the civil service exam.
4. Arrange for full time / part time faculty members for the study center.
5. Ensure uninterrupted conducting of classes in the study center
6. Adhere to the applicable laws of the land for running and managing such institutes.
7. Take all necessary efforts to ensure successful placement of aspirants in the Civil Services.
8. To provide the aspirants a comprehensive knowledge required to compete in the Civil Services exams conducted by UPSC, the private partner shall conduct classes covering all topics under the Prelims and Mains of General studies paper as per UPSC syllabus revised from time to time. One model test for each paper of GS for both Prelims and Mains shall be conducted.
9. The private partner shall adopt latest techniques / strategies & methodologies for providing coaching to students.
10. The institute shall maintain full record of progress for coaching and placement of the candidates.
11. Fund released to the institutions shall be dealt with in a separate account by the institute.
12. The institutions shall utilize the fund for specified (purposes only). In the event of the grantee institution acting in contravention of the condition, the institution will be liable to refund the amount received with 18% penal interest and other action, as deemed necessary.
13. After conclusion of the coaching programme, the institution shall submit to the Department, within a month, the utilization certificate and audited accounts certified by the chartered Accountant. The audited accounts should include the following:
  1. Income and expenditure accounts/Balance Sheet including Receipts and Payments Account of the institution in respect of fund received during the year; and
  2. A certificate to the effect that the grantee institution has not received any other grant for the same purpose from any other Ministry/Department of the Government of India, State Government/UT Administration and any other Government/Non-Government organization.

**(D) Review of performance and monitoring**

- I. Designated officers shall monitor the running of the selected institutions at least once in a year and submit a report in the prescribed format.
- II. Department shall conduct the periodic review, from time to time, of the projects being run under the scheme.
- III. The coaching institutions will have to submit the course-wise list containing names of candidates with address and telephone/mobile number at the start of the course and at the end of the financial year they will have to submit the results declared till then for each exam along with roll number of these candidates.
- IV. There will be a review of the performance of the coaching institutions at the end of 3 (three) years and the assessment will be based on the results of candidates provided coaching under this scheme.
- V. The continuation of funding to the coaching institution will entirely depend on the performance and success of the candidates coached by the coaching institution in various competitive exams. The coaching institution shall endeavour to achieve optimum success rate for students every year for continued support.
- VI. The Department reserves the right to discontinue funding under the Scheme at any point to time if the performance of the coaching institute is found to be unsatisfactory.
- VII. Initially, 100 meritorious students will be sponsored to provide free coaching each for Civil Services Examination.

**(E) Modifications in the modalities of the scheme.**

If required, Modifications/ Amendment in the modalities for implementation of the scheme shall be made with the prior approval of the Government.

**(F) Invitation of EOI:**

Authority invites non-binding Expressions of Interest ("EOI") from prospective private partner or consortia of entities, operating in this segment and interested in this Project. This will be followed by consultation meetings with prospective Private Partners where the Authority will seek their views and suggestions.

Subsequent to this, the Authority intends to follow a competitive process for selection of the preferred partner(s) for the Project. This request for EOIs does not constitute an offer or invitation to offer or a qualification process and no agreement or transaction shall be deemed to be entered into, either oral or in writing, between the Authority and the interested party on such account. Qualification criteria will be prescribed as part of the selection process. The Authority reserves the right not to invite any person that has not made an application pursuant to this announcement, to the bidding process.

Interested parties may submit their EOIs in the format and with the details and supporting documents specified at [www.dheodisha.gov.in](http://www.dheodisha.gov.in) .



Interested parties may provide any additional information that they believe is relevant to expressing their interest in and commitment to the Project, including their brochures or corporate literature.

The Authority reserves the right to require additional information from any interested party, at its absolute discretion. The Authority shall not be liable to return any documents or information submitted by any interested party as part of the EOI. Submissions must be made latest by 03<sup>rd</sup> August, 2018 and no later than [5:00 PM] Indian Standard Time (IST), both in soft copies (not exceeding [5MB]) and hard copies with subject line ***“EOI for Empanelment of Coaching Institutes for All India Competitive Examinations”*** and addressed to:

Commissioner cum Secretary to Government

Higher Education Department, Government of Odisha

Odisha Secretariat,

Bhubaneswar -751001

Odisha

Email: [sptc.hed2017@gmail.com](mailto:sptc.hed2017@gmail.com)

Phone :+91-674-2531977

Hard copies of the EOI documents should be submitted to the Higher Education Department at the address mentioned above strictly through Speed Post or Registered Post only.

Questions and enquiries regarding this invitation may be made on Pre-Bid Meeting on 20/07/2018. Interested Parties will be subsequently informed of the date(s) for discussions on key structuring, technical and commercial issues of the Project and are requested to depute their senior representatives to Bhubaneswar and / or such other location specified by the Authority.

**(G) Letter of Expression of Interest**

(On Letterhead of the Applicant)

To,

The Commissioner-cum-Secretary to Govt.  
Higher Education Department,  
Government of Odisha  
Odisha Secretariat,  
Bhubaneswar -751001  
Odisha

Sub: Expression of Interest (EOI) for Setting up & management of Civil Services Coaching Centre(s) in Odisha

Sir,

With reference to your notice inviting submission of Expression of Interest dated [*date of advertisement*] published in [*•*] ("**Notice for EOI**"), [*we / we ( on behalf of the consortium comprising [*•*] ("**Consortium**")*)]\*\* hereby submit this Expression of Interest, with the information requested in Appendices 1 to 5 attached, [and, in addition, we have provided further information in Appendix 5 which we believe would be relevant for this Project.!] for the captioned Project ("**EOI**"). We submit this EOI under and in accordance with the terms of the Notice for EOI. [We have been duly authorised by the members of the Consortium to submit this EOI on behalf of the Consortium and to correspond with, and receive communication from, the Authority.##]

We [/ We (on behalf of the Consortium)##]

Yours faithfully,

(Signature, name and designation of the Authorised Signatory)

[##: Please remove this if not applying as a Consortium.]

### Details of Applicant/Members of Consortium

**[Note:**

- 1. In case of a Consortium, please specify the following information in relation to each member of the Consortium].**

Sr. No.	Description	Details
1.	Name of Applicant	
2.	Status / Constitution of the Bidder	
3.	Name of Registering Authority	
4.	Registration Number	
5.	Date of Registration	
6.	Place of Registration	
7.	PAN Card Number	
8.	GST Identification Number	

- 2. Brief description of the core business activities of the applicant / [each member of the Consortium\*\*]:**

Name of Member of Consortium**	Core Business Activity**

- 3. Details of the authorised individual who will serve as the point of contact/ communication [on behalf of the Consortium\*\*] with, and from, the Authority:**

- (a) Name:
- (b) Designation:
- (c) Address:
- (d) Telephone Number: (office) [                      ] (mobile) [                      ]
- (e) E-Mail Address:
- (f) Fax Number:

[\*\*: Please delete if not applicable]

### Financial Capability

(In case of consortium the following details are required to provided combined manner in table 2.1 )

Table:2.1

S. No.	Financial Year	Annual Turnover (Rs.Lakhs)	Net Annual Profit / Loss (Rs.Lakhs)	Net worth (Rs.Lakhs)	Annual Turnover from professional coaching / training services (Rs. Lakhs)
1.	2014-15				
2.	2015-16				
3.	2016-17				
	TOTAL				
AVERAGE					

Table: 2.2 (Details of each of the consortium members to be provided separately)

S. No.	Financial Year	Annual Turnover (Rs.Lakhs)	Net Annual Profit / Loss (Rs.Lakhs)	Net worth (Rs.Lakhs)	Annual Turnover from skill development activities/ programmes (Rs. Lakhs)
1.	2014-15				
2.	2015-16				
3.	2016-17				
	TOTAL				
AVERAGE					

**Instructions:**

1. ● Copies of the audited financial statements for **THREE (3)** Financial years 2013-14, 2014-15 and 2015-16 (Balance Sheet, Profit & Loss Statement etc.) to support the above information relating to the Applicant/each member of the Consortium should be attached.
2. Net Cash Accruals shall mean Profit After Tax + Depreciation.
3. Net Worth shall mean (subscribed and paid-up share capital + free reserves) less (revaluation reserves + miscellaneous expenditure not written off).
4. Annual Turnover (Total revenue) shall mean total gross revenue earned from all business related activities related education/ training/ skilling or related services provided.
5. In case the amounts required to be specified above are not in Indian Rupees, please convert other currencies into Indian Rupees using the most recent exchange rate available and specify such exchange rate in your submissions.

**Appendix-3.0****Format – Technical Capability (Part-I)****a) Experience in Setting up & management of Civil Services Coaching Centres**

Sl no	Location with Address	In Operation since (Month & Year)	Total Capacity (course wise, in numbers)	Current enrolment (course wise, No. of students)

**b) Successful candidates from Coaching Centers**

Year	No of Students coached	No of Students cleared Prelims	No of Students cleared Mains	No of Student got through services	No of Students cleared IAS/ IFS/ IPS	No of Students cleared Allied Services
2015-16						
2016-17						
2017-18						

**Additional Information / Bidders suggestions**

\* Suggestions may be supported with citations / reasons

1. What sort of support do you need from Government for this project?
2. Should the fees chargeable by the private partner be regulated by Government?
3. Should the fees chargeable divided into two parts
  - a. A Fixed fee
  - b. A success fee ( payable of achievement of Preliminary Exams/ Mains exam / clearing interview)
4. What should ideally be the contract period? ( 3 yrs / 5 Yrs)
5. What should be the bid parameter and why ?
6. What additional Fiscal / non fiscal support you need for such project?
7. What should be the number of hours of coaching for a) Prelims b) Mains ?
8. What should be the criteria for selection of students?
9. How to ensure selection of serious students?
10. Any additional details / suggestions to be provided