

REQUEST FOR PROPOSAL (RFP)

For

Selection of a partner to provide Coaching

For

JEE & NEET 2019 Exams

To

About 50-60 Class XI Science Students

Through

The e-Learning Center of MITS, Shillong, Meghalaya

Ref NO.ITC(R).31/2016/59

Date: 12th June, 2017

Meghalaya Information Technology Society (MITS)
Information Technology & Communications (IT&C) Department,
Government of Meghalaya

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1. Executive summary

1.1 About MITS: Meghalaya Information Technology Society (MITS) was established in 2008 under the Meghalaya Societies Registration Act, 1983. It is the designated State Nodal Agency under the Information Technology & Communications (IT&C) Department, Government of Meghalaya. Its function is mainly to execute various e-governance & capacity building programs including those under Digital India. MITS has been driving various ICT projects, ICT promotional schemes, capacity building programs and other ICT enabling activities in the state of Meghalaya since its inception.

1.2 About the JEE & NEET Coaching Program:

1.2.1 About: The Government of Meghalaya wants to encourage meritorious & needy students of the State not only to excel in their Board Examinations but also to get admission into top professional colleges in the country by securing high ranks in entrance examinations like Joint Entrance Examination (JEE) for Engineering & National Eligibility-cum-Entrance Test (NEET) for Medical. The state government also acknowledges the need for intense, dedicated and focused preparation by such students to succeed in these tests. However, for students of a remote North Eastern State like Meghalaya, getting access to high quality content, teaching and preparation methods from best in class JEE & NEET coaching providers is a major challenge. Moreover, if such coaching is available, the enrollment cost into such institutions can be beyond the means of students from poor socio-economic backgrounds. To help such students, **the Information Technology & Communications Department, Govt. of Meghalaya, through MITS, plans to select a Coaching Partner for enrollment of about 50-60 meritorious Class XI Tribal students from poor socio-economic backgrounds for two years of JEE/ NEET coaching which will mainly be through digital means. 50% of the enrollment shall be for JEE & 50 % for NEET.**

1.2.2 Objective: At the end of the coaching period of two years, the state government expects all the enrolled students to get admission into top ranking Engineering or Medical Colleges in the country by securing high ranks in entrance examinations like JEE & NEET.

1.2.3 Role of Coaching Partner: (i) The Coaching Partner will provide online platform for students to apply for the coaching programme and thereafter to assist MITS in shortlisting meritorious students from amongst those who have applied for the programme advertised by MITS.

(ii) The coaching is expected to be a blend of self-study, doubt-clearing session, contact programmes, all-India level tests and constant monitoring. The student will be provided offline study material and test questions in a Tablet PC.

(iii) The student is expected to devote average minimum of 1 to 2 hours daily in studying the content, and the Coaching Partner is expected to accordingly tailor-make the content. Further, at least once a month, the student is expected to take a test and thereafter connect to the coaching provider's portal through the internet to synchronize the data and update study/ test materials. The Coaching Partner is expected to schedule the tests accordingly.

(iv) The coaching partner is expected to provide up-to-date study/ test materials, analyze the student's usage pattern, evaluate the test answers, periodically provide progress and All

India Ranking report to the student, their parents/ schools & MITS. To ensure that only serious students are in the programme, the coaching partner is expected to provide detailed periodic reports to MITS on the students' usage pattern. Further the partner will submit a Special Students' Usage Report at the end of the first month of the programme. Based this Report, decision will be made if any non-serious student needs to be dropped from the program and be replaced by another student from the wait-listed candidates.

(v) Apart from this, continuous monitoring will be done jointly by MITS and coaching partner, and non-serious and non-performing students may be dropped-out at any stage who may be substituted by the next deserving student from amongst the wait-listed candidates.

(vi) The coaching partner is expected to depute coaches/ counselors to Shillong for explaining the program objectives, methodologies, expectations at the start of the program to the students and their parents. The coaching partner is also expected to organize contact programmes at least once every quarter at Shillong, during the two year coaching period, to provide tips, feedback and motivation to the students. Mock tests which will simulate/mimic the real JEE/ NEET tests will also need to be conducted by the coaching partner at appropriate times and also just before the JEE/ NEET 2019 exams based on complete syllabus. The partner is also expected to provide guidance/ counselling to the students while filling in JEE/ NEET forms and during the college selection/ counselling process after the JEE/ NEET results are out. Students should also be able to contact the coaching partner's call center through phone calls, video calls, emails, etc.

1.2.4 Role of MITS: To facilitate the programme, MITS has setup an e-Learning Center dedicated to the JEE & NEET digital coaching. The center is located at the New IT Department Building, Shillong, Meghalaya. The e-Learning Center is equipped with facilities like high-speed Wi-Fi connectivity, PCs, Printers, Scanners amongst others. The enrolled students can avail of these facilities during specified hours on all days of the week for accessing coaching partner's portal through internet, appear in online exams/mock-tests, online form-filling for JEE/NEET, digital references etc. MITS will provide Class Room facility where Students' Contact Programmes can be organized. MITS will also provide facility for conducting Aptitude test to short-list the applicants.

1.2.5 Payment Terms: MITS shall pay the partner as per the terms of this RFP (i.e. 45% on delivery of Class XI Content & Kick-off of the course, 45% on delivery of Class XII content and commencement of Class XII session and remaining 10% on completion of the scope of work of the programme & submission of closure report).

2. Invitation to Bids

To achieve the objectives, as mentioned in Section 1 above, the Govt. of Meghalaya, through MITS, floats this Request For Proposal (RFP) so as to select the best Coaching solution provider/ partner as per the terms and conditions mentioned in this RFP. This RFP can be downloaded from IT&C Dept. website ditmeghalaya.gov.in. ***Bidders are advised to check the website from time to time for latest announcements/ information (if any) on this RFP.***

Key Events and Dates:

- i. Date of issue of tender document: Thursday 15th June 2017

- ii. Last Date & time for Submission of Bids: Wednesday 5th July 2017 at 4 PM
- iii. Date & time of Opening of Technical Bids: Wednesday 5th July 2017 at 4:30 PM
- iv. Date & time for demonstrating content by *pre-qualified bidders* to the Evaluation Committee (including demo of Content on Android 4.4.2 Tablet of 1 GB RAM,) and Final Presentations by bidder on over all solution, methodology, etc.: Friday 7th July 2017 at 11 AM onwards
- v. Date of Opening of commercial Bids: Friday 7th July 2017
- vi. Address of Communication & Place of Submission:
 The Member Secretary,
 Meghalaya Information Technology Society (MITS),
 NIC Building, Ground Floor, Secretariat Hill, Shillong 793 001 Meghalaya
 E-Mail: dit-meg@nic.in
 Phone number: 0364 - 250040

3. Prequalification Criteria & Earnest Money Deposit (EMD)

Only bidders and/ or content providers meeting the following minimum criteria shall be qualified to participate in the bidding process:

Sl.	Requirement	Document Required
1	Bidder should be Registered in India as per the companies act	Certificates of Incorporation/ Registration Certificates
2	Annual turn over of the bidder strictly from Training & Capacity Building during last two financial years, i.e., 2015-2016, 2016-2017 (as per the last published audited balance sheets), should be at least Rs. 10 Cr)	Audited Balance Sheet or CA Certificate with CA's Registration Number/ Seal
3	Minimum number of students enrolled bidder or Content Provider & who have successfully cleared JEE or NEET in last two years should be at least 200 each year	Documentary proof of enrollment for JEE and NEET exam or Self Certification from the CEO / Head of the company in its letter head
4	The bidder or its Content Provider must have on its role Research & Development team of more than 100 members	Documentary proof or Certificate from the HR head/ CEO of the company.
5	Minimum numbers of Students enrolled for JEE and NEET in last two years with the bidder or its Content Provider should be at least 10,000.	Documentary proof or Self Certification from the CEO / Head of the company in its letter head
6	The bidder must have minimum 2 years of experience in providing digital learning for both NEET and JEE	Documentary proof or Self Certification from the CEO / Head of the company in the letter head
7	The bidder must have minimum 1 year of experience in providing tablet based solution for both NEET and JEE	Documentary proof or Self Certification from the CEO / Head of the company in the

		letter head
8	The bidder should not have been black listed by any State Government, Central Government or any other Public Sector undertaking or a Corporation as on the date of RFP	Certification from the CEO / Head of the company as per format mentioned in this RFP
9	The bidder must certify that the proposed e-content covers the complete syllabus of JEE & NEET.	Self Certification from the CEO / Head of the company in the letter head
10.	Submission of all the formats as mentioned in Section 9 of this RFP	As per formats attached in this RFP in Bidders letter head

Earnest Money Deposit (EMD)

- a. The Bidder shall furnish, as part of its Bid, an Earnest Money Deposit (EMD) of Rs. 15,000/- (fifteen thousand only) by Demand Draft prepared in the favor of “Member Secretary, Meghalaya Information Technology Society”, payable at “Shillong, Meghalaya”. The EMD of unsuccessful bidders shall be returned after the bid selection process is over.
- b. The Bidder should ensure that ***all the pages of the Bids to be submitted are signed and stamped by the competent and authorized signatory*** and also all the pages are numbered and properly indexed, failing which it will be liable for rejection.

4. Scope of Work of the Coaching Partner

The successful Bidder (Coaching Partner) shall be responsible for the following:

- (i) The Coaching Partner will provide an online customized platform for candidates to apply for the programme as per requirements of MITS.
- (ii) Coaching partner will assist MITS in shortlisting the meritorious students from amongst those who have applied for the coaching programme advertised by MITS. 50% of the seats will be for JEE and 50% for NEET.
- (iii) The coaching partner should provide a solution with a blend of self-study, doubt-clearing session, contact programmes, all-India level tests and constant evaluation & monitoring.
- (iv) The student should be provided offline study material and test questions in a SD Card. These SD cards will be provided by Coaching Partner and will be mounted in the Tablet PCs to be provided by MITS. The specification of the Tablet PCs are: Lava Model MG7 (MTAB), Android v 4.1 , 7 inch screen, 1GB RAM, 4GB ROM expandable to 16 GB. MITS would like to use these Tablet PCs which are in its stock. However, MITS does not wish to compromise on students experience while studying the content, hence, bidder will need to quote for the Tablets separately which works best with bidder’s content. Bidder will have to mention the Make & Model of the Tablet PC along with the specification in the Bid Format as provided in this RFP. The Tablets will necessarily have to be covered with minimum of two years of warranty. The Bidders will have to bring along with them the Tablet of same Make, Model & Specification for demonstration of the content failing which they may be disqualified during the Technical Evaluation.

(v) The coaching provider is expected to provide up-to-date study/ test materials, analyze the student's usage pattern, evaluate the test answers, periodically (at least once a month) and provide progress and All India Ranking report to the student, their parents & MITS. To ensure that only serious students are in the programme, the coaching partner is expected to provide detailed periodic reports (at least once a quarter) to MITS on the students' usage pattern. Further the partner will submit a Special Students' Usage Report on the 5th day after the end of the first month of the programme. Based on this Report, decision will be made if any non-serious student needs to be dropped from the program and be replaced by another student from amongst the wait-listed candidates.

(vi) Apart from this, continuous evaluation & monitoring will be done jointly by MITS and coaching partner, and non-serious and non-performing students may be dropped-out at any stage and may be substituted by the next deserving student from amongst the wait-listed candidates.

(vi) The coaching partner shall depute coaches/ counselors to the e-Learning Center in Shillong to explain about the program objectives, methodologies, expectations at the start of the program to the students and their parents.

(vii) The coaching partner is also expected to organize contact programmes at least once every quarter at Shillong during the two year coaching period, to provide tips, feedback and motivation to the students.

(viii) Coaching Partner should provide at least 5 Mock tests based on complete syllabus of JEE / NEET which will simulate/mimic the real JEE/ NEET tests during the 1 month period preceding the JEE/ NEET 2019 exams.

(ix) The partner is also expected to provide guidance/ counselling to the students while filling in JEE/ NEET forms and during the college selection/ counselling process after the JEE/ NEET results are out. Students should also be able to contact the coaching partner's call center through phone calls, video calls, emails, etc. 7 days a week and at least between 10am to 10pm. Provide complete Tablet-based offline e-content as per latest syllabus of JEE and NEET as per the quantity provided by MITS.

(x) Provide personalized support through at least quarterly face-to-face sessions, interactions, webinars and video—conferences. Further, at least one such face-to-face session should be scheduled during the interim period between Board exams and the JEE / NEET Exam.

(xi) Provide end-to-end awareness & communication support and facilitation to the enrolled students related to JEE / NEET 2019 exams including aspects like form-filling, documents, etc.

(xii) Provide support for career counseling by deputing one counselor at Shillong at appropriate time as specified by MITS, and should complete the counseling for all the enrolled students.

5. Responsibilities and support to be provided by MITS

5.1 To facilitate the programme, MITS has setup an e-Learning Center dedicated to JEE & NEET digital coaching. The center is located at the New IT Department Building, Shillong, Meghalaya.

5.2 The e-Learning Center is equipped with facilities like high-speed Wi-Fi connectivity, PCs, Printers, Scanners amongst others.

5.3 The enrolled students can avail of these facilities during specified hours on all days of the week for accessing coaching partner's portal through internet, appear in online exams/mock-tests, online form-filling for JEE/NEET, digital references etc.

5.4 MITS will provide Class Room facility where Students' Contact Programmes can be organized.

5.5 MITS will also provide facility for conducting Aptitude test to short-list the applicants.

5.6 Tablet PCs will be provided by MITS, where the courseware in SD Card from the Coaching Partner will be mounted. The specification of the Tablet PCs are: Lava Model MG7 (MTAB), Android v 4.1 , 7 inch screen, 1GB RAM, 4GB ROM expandable to 8 GB. MITS would like to use these Tablet PCs which are in its stock, However, MITS does not wish to compromise on students experience while studying the content in the Tablets, hence, bidder will need to quote for the Tablets separately which works best with bidder's content.

5.7 Facilitation/ co-ordination for exam related information (like form filling deadlines, exam dates, documents required for filling up entrance exam forms), college selection, and classroom mock tests

5.8 Conduct awareness & communication amongst the targeted students

5.9 Finalize the eligibility criteria for selection, allocation of resources, periodic evaluation stages and milestones for the targeted students.

5.10 MITS will pay to the Coaching Partner as per Payment Terms outlined in this RFP.

6. Instructions to the Bidders

6.1 Procedure for Submission of Bids

6.1.1 Modes of Submission

a) It is proposed to have a Two Cover for this tender:

Technical Bid (including pre-qualification)- (Hard copies: 1 original & 1 copy. Softcopy in CD) all in one sealed cover.

Commercial Bid - (Hard copies: 1 original & 1 copy) all in one sealed cover

b) Technical Bid and Commercial Bid of the Tender should be covered in separate sealed covers super-scribing "Technical Bid" & "Commercial Bid". Each Bid should also be marked as "Original" and "Copy". *Please note that Prices should NOT be indicated in the Technical Bid but should only be indicated in the Commercial Bid, failing which the bid will be liable to rejection.*

c) The two envelopes containing Technical Bid (including Pre-Qualification criteria) and Commercial Bid should be put in another single envelope which should be sealed and clearly marked "**Tender for Selection of Coaching Partner for JEE & NEET 2019**" and should be superscripted with Tender Number and the wordings "**DO NOT OPEN BEFORE xx:xx hours on xx.xx.2017**"

- d) The cover thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and Phone Number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- e) Each copy of the tender should be a complete document and should be bound as a volume. The document should be page numbered and must contain the list of contents with page numbers. Different copies must be bound separately. Any deficiency in the documentation may result in the rejection of the Bid, and no further queries would be entertained.
- f) As part of the bid, bidder should also provide the Technical Bid in Soft Copy (PDF Format), in the form of a non-rewriteable CD (Compact Disc) as follows:
- i. One copy containing Technical Bid in CD - The CDs containing Bids should be sealed along with the hard copies of the respective Bids
 - ii. All CDs submitted by the Bidder must be in sealed covers. The sealed covers as well as the CD media must be duly signed by the Bidder using a "Permanent Pen/Marker", should be super-scribed with "Technical Bid- Soft Copy (PDF Format)" (as the case may be) and should bear the name of the Bidder
 - iii. Bidder must ensure that the information furnished by him in respective CDs is identical to that submitted by him in the original paper Bid document. In case of any discrepancy observed by MITS in the contents of the CDs and original paper Bid documents, the information furnished on original paper Bid document will prevail over the soft copy
 - iv. *Bidder must ensure that the Technical Bid CD **does not** contain any Commercial items / prices*
- g) Bids sent in electronic format will not be considered. All out-station Bids, if sent by post, should be sent under registered cover.
- h) If the outer envelope is not sealed and marked as indicated above, MITS will assume no responsibility for the Bid's misplacement or premature opening.

6.1.2 Authentication of Bid

The Bid response shall be signed by the Bidder or a person or persons duly authorized by the firm. A letter of authorization shall be supported by a written Power-of-Authority accompanying the Bid. All pages of the Bid, except for un-amended printed literature, shall be initialed and stamped by the person or persons signing the Bid.

6.1.3 Validation of interlineations in Bid

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case the person or persons signing the Bid shall initial such corrections.

6.1.4 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid including cost of presentation for the purposes of clarification of the Bid, if so desired by the MITS. MITS will in no case be responsible or liable for those costs, regardless of the outcome of the Tendering process.

6.1.5 Clarification on Tender Document

A prospective Bidder requiring any clarification on the RFP Document may submit their queries, in writing, at the mailing address and as per schedule indicated in “Invitation for Bids / Key Events and Dates” in section 2. The queries must be submitted in the following format only to be considered for clarification:

S. No	Page no.	Section No.	Clause No.	Reference/ Subject	Clarification Sought
1.	

The queries not adhering to the above mentioned format shall not be entertained by MITS.

6.1.6 Response will be made to requests for clarification on the Tender Document which MITS receives through e-mail not later than **30/06/2017** only. The bidder is advised to check department website (ditmeghalaya.gov.in) from time to time for any announcement / instructions regarding this RFP.

6.1.7 Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and MITS, shall be written in English language.

6.2 Financial Bid

The Commercial Bid, besides the other requirements of the Tender, shall comprise the following:

- 6.2.1 Commercial Bid Letter
- 6.2.2 Summary of Cost Components

6.3 Bid Prices

6.3.1. The Bidder shall indicate price in the prescribed format, the charges per student (or unit rates) it proposes to provide under the Contract. The prices shall be inclusive of all taxes, duties and levies.

6.3.2 The Bidder shall prepare the Bid based on details provided in the Tender Document. It must be clearly understood that the scope of work is intended to give the Bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by the MITS/ State. The Bidder shall carry out all the tasks in accordance with the requirement of the Tender Document. It shall be the responsibility of the Bidder to carry out its due diligence and fully meet all the requirements of the Tender Document. If during the course of execution of the project minor revisions to the work requirements are to be made to meet the goals of the programme, all such changes shall be carried out within the quoted price.

6.4 Firm Prices

Prices quoted in the Bid must be firm and final and shall not be subject to any upward modifications on any account whatsoever. However, MITS reserves the right to negotiate the prices quoted in the Bid to effect downward modification.

6.4.1 The Commercial Bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out. It is mandatory that such charges wherever applicable/ payable should be indicated separately as per the format given in this RFP.

6.5 Bid Currencies

The bidders shall quote the prices only in Indian Rupees (INR).

6.6 The successful Bidder shall furnish a Performance Bank Guarantee (PBG) of 10% of Contract value before signing an agreement. The PBG should be issued by a scheduled Bank and is meant to ensure that the Coaching Partner implements the programme as per the terms & conditions mentioned in this RFP.

6.7 Bid Validity Period

Bids shall remain valid for 90 days after the date of opening of Technical Bids prescribed by MITS. A Bid valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the tenders shall not increase throughout the period of implementation and operation. The prices of components quoted in the Financial Bid by the Bidder shall remain valid for the entire period of the program.

6.8 Extension of Period of Validity

In exceptional circumstances, MITS may request the Bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing.

6.9 Withdrawal of Bids

The Bidder may withdraw its Bid after the Bid's submission, provided that MITS receives written notice of the withdrawal, prior to the last date prescribed for receipt of Bids.

Signing and Marking of Notice

The Bidder's withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions said earlier. Scanned copy of the withdrawal notice may also be sent by e-mail but followed by a signed confirmation copy, post marked not later than the last date for receipt of Bids.

6.10 Opening of Bids

Decision of MITS would be final and binding upon all the Bidders.

6.11 Evaluation of Technical Bid

The evaluation process of the Tender, will be adopted by MITS as indicated under the provisions of this RFP. However, MITS reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason whatsoever.

6.12 Evaluation of Pre requisites

MITS will examine the Bids to determine whether they are complete, whether the bidder meets the minimum pre-qualifications as mentioned in Schedule 9. MITS will also examine whether the Bid format confirms to the Tender requirements, whether any computational errors have been made, whether required Earnest Money Deposit (EMD) has been furnished,

whether the documents have been properly signed, and whether the Bids are generally in order.

- a. A Bid determined as not meeting the Pre-Qualification criteria will be rejected by MITS
- b. A Bid determined as not substantially responsive will be rejected by MITS and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- c. MITS may waive any non-conformity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any other Bidder(s).
- d. MITS may at any point of time seek clarifications whenever required from the Bidders for getting more clarity on the proposal received. The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted.

6.13 Evaluation of Technical Bid

- a. After determining that the bidder meets the pre-qualifying criteria, the Technical Bid document will be evaluated as per the requirements specified in the RFP.
- b. Bidders who meet the pre-qualifying criteria will be asked to demonstrate their JEE & NEET content to Evaluation Committee to be constituted for the purpose. The bidder will be asked to demonstrate, on a random sampling basis, any topic from any of the subjects covered in the JEE & NEET Syllabus and marks will be allotted as per the "Criteria for Evaluation and Comparison of Technical Bids" mentioned below in this RFP.
- c. After the Content Demonstration Evaluation is completed, Bidders will be required to make a Final Presentation on their over all proposal and solution to an Evaluation Committee to be constituted for the purpose.
- d. All the Bidders who score a Technical Score of (70%) or more will be declared as technically qualified. The Commercial or Price Bids of only the technically qualified Bidders will be opened for further processing. It is, however, clarified that, subject to other provisions of this RFP, every Bidder will have to comply to the minimum technical specifications laid down in the RFP for being qualified technically.
- e. In order to assist in the examination, evaluation and comparison of Bids, MITS may at its discretion ask the Bidder for a clarification regarding its Bid. The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted. However, while giving a clarification, a Bidder may offer a better solution or model without any impact on Commercial or Price Bid to be opened subsequently.
- f. The MITS may waive any non-conformity or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

6.14 Bids Not Considered For Evaluation

Bids that are rejected during the Bid opening process due to incomplete documentation or late receipt shall not be considered for further evaluation.

6.15 Contacting MITS

If the Bidder wishes to bring additional information/concern to the notice of MITS/ State, it should be done only in writing, and addressed to Member Secretary, MITS.

6.16 Rejection of Bid

Any effort by a Bidder to influence MITS on any matter relating to the bid evaluation process or decisions from the time this RFP is published to the time the Contract is awarded will result in rejection of the Bidder's Bid.

6.16 Notification of Award

Before the expiry of the period of validity of the proposal, MITS shall notify the successful Bidder in writing through a letter and through a scanned copy of the letter by e-mail, that its Bid has been accepted. The Bidder shall acknowledge in writing receipt of the notification of selection and shall send his acceptance to enter into agreement within seven (7) days of receiving the notification.

6.18 Signing of Contract

The notification of the Selection shall be followed by signing of the agreement. The signing of agreement will amount to award of contract and Bidder will initiate the execution of the work as specified in the agreement. At the same time as MITS notifies the successful Bidder that its Bid has been accepted, MITS will send the Bidders the Proforma for Contract Agreement, incorporating all terms & conditions between the parties. Within 7 days of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to MITS. The Contract which will be signed between MITS and successful bidder (to be called Coaching Partner) shall remain valid for a period of the project for 2 (two) years from the date of Final acceptance of the e-content and Tablets as per requirements of MITS.

6.19 Contract Performance Guarantee

On or before the date of signing of the Agreement with MITS, the successful Bidder shall furnish Contract Performance Guarantee to MITS which shall be equal to 10% of the total value of the Contract and shall be in the form of a Bank Guarantee from a Scheduled Bank as per format to be provided by MITS.

6.20 The Coaching Partner shall ensure that its team is competent, professional and possesses the requisite qualifications and experience appropriate to the task they are required to perform under the Scope of work defined in this RFP. The Coaching Partner shall ensure that the JEE & NEET content it provides and the services it offers are in accordance with the terms hereof and to the satisfaction of MITS.

6.21 Discharge of Bid Security

Upon the successful signing of the contract agreement, MITS shall promptly request the Bidder to provide performance Bank guarantee. On receipt of the performance guarantee, the Bid security of the successful Bidder, thereafter referred to as IA will be released.

6.22 Bank Guarantee for Contract Performance

- a. The successful Bidder shall furnish the performance security in accordance with the Terms & Conditions of Contract on or before the date of signing of the agreement with MITS
- b. Failure of the successful Bidder to comply with the requirement of the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Bank Guarantee. In case of exigency, if MITS gets the work done from elsewhere, the difference in the cost of getting the work done will be borne by the successful Bidder.

6.23 Rejection Criteria

Besides other conditions and terms highlighted in the tender document, Bids may be rejected under following circumstances:

- a. Bids submitted without or with improper EMD
- b. Bids not meeting the pre-qualification criteria as mentioned in this RFP
- c. Bids which do not conform to unconditional validity of the Bid as prescribed in the Tender.
- d. If the information provided by the Bidder is found to be incorrect or misleading at any stage or time during the Tendering Process.
- e. Any effort on the part of a Bidder to influence the Bid evaluation, Bid comparison or contract award decisions.
- f. Bids received by MITS after the last date prescribed for receipt of Bids.
- g. Bids without signature of person (s) duly authorized on required pages of the Bid
- h. *Bids without power of attorney or authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.*
- i. Failure to furnish proofs for information provided
- j. Bids not meeting the Technical Evaluation Criteria as mentioned in this RFP
- k. Technical Bid containing commercial or price details.
- l. Revelation of Prices in any form or by any reason before opening the Commercial or Price Bid.
- m. Failure to furnish all information required by the RFP Document or submission of a Bid not substantially responsive to the Tender Document in every respect.
- n. Failure to furnish proofs for information provided
- o. Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder.
- p. Bidders not complying with the Technical and General Terms and conditions as stated in the RFP Documents.
- q. The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this tender.
- r. If the Bid does not confirm to the timelines indicated in the Bid.

Commercial Rejection Criteria

- a. Incomplete Price Bid
- b. Price Bids that do not conform to the Tender's price Bid format.
- c. Total price quoted by the Bidder does not include all statutory taxes and levies applicable.

- d. Only lowest three quoted prices for each component shall be considered, other quote may be liable to be rejected.

6.24 Income Tax Liability

The Bidder will have to bear all Income Tax liability both corporate and personal tax.

6.25 Financial quote:

The bidder should quote as per below format provided in this RFP

7. Criteria for Evaluation and Comparison of Technical Bids

The criterion as mentioned in section below shall be used to evaluate the technical Bids. All the Bids scoring 70 and above in the technical evaluation will be qualified for commercial Bid opening.

S. No.	Criteria	Maximum Marks
i.	<p>Bidder's experience in developing and providing personalized e-learning solutions for JEE & NEET in India, quantified by number of students enrolled in last 2 years.</p> <p>Bidder with Maximum numbers of students enrolled in the last 2 years shall be awarded full 10 marks and the remaining shall be awarded marks on relative (pro-rata) basis. [Based on self-certifying document signed by CEO/owner of company]</p>	10 marks
ii.	<p>Solution Proposed in the Technical Bid</p> <ul style="list-style-type: none"> - Proposed methodology for conducting the Tablet based personalized, flexible timing & place, learning solution for students [5 marks] - Proposed methodology for continuous monitoring of the content covered, tests taken and milestones achieved by students along-with sample format of dashboard & reports for MITS, showing student-wise detailed progress [10 marks] - Proposed methodology for conducting face-to-face sessions, webinars, video-conference, doubt-clearing sessions, students help desk & support. [5 marks]. In addition, if the Coaching partner commits to send Instructors to be present in Shillong in all the quarterly face to face sessions [5 marks] 	<p>Marks</p> <p>5</p> <p>10</p> <p>10</p> <p>30 Marks</p>

S. No.	Criteria	Maximum Marks
	- Proposed methodology for conducting mock tests to simulate final JEE/ NEET test content & conditions [5 marks]	5
iii.	Resources: The Bidder having on its regular employment at least 5 Instructors who have cleared JEE Advance and 5 professionals who have cleared NEET exam as on 31 st May'17 will score 5 marks the rest will score on pro-rata basis. (Certification from HR Head of the bidder and supporting document, with Name, Rank in the respective exam with Year)	5 Marks
iv.	e-content Demonstration by bidder to the Evaluation Committee, who will randomly select topics out of the 4 subjects viz. Physics, Chemistry, Maths & Biology. Bidders will also have to bring the Tablets of the same Make, Model and specifications as quoted by them in the Technical Bid and demonstrate the performance of the content on those Tablets.	25 Marks
v	Presentation on of each component of the proposed solution including e-content in Tablets, sample dashboards/ reports, monitoring tools, etc.	30
	Total	100 Marks

** Note: A bidder must score a minimum of 70 marks to qualify in the technical evaluation round.*

7.1 Criteria for Evaluation of Bids

- A three-stage procedure will be adopted for evaluation of proposals, with the pre-qualification being completed before the technical evaluation and there-after financial proposals being opened and compared. Pursuant to the pre-requisites criterion Bidders will be short listed for technical Bid. Technical Bids will be opened only for the Bidders who succeed the pre-qualification criteria. The technical Bids for the disqualified Bidders will be returned to the address mentioned on the envelopes containing the technical Bid.
- MITS will review the technical Bids of the short-listed Bidders to determine whether the technical Bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified.
- The commercial Bids for the technically qualified Bidders will then be opened and reviewed to determine whether the commercial Bids are substantially responsive.
- Conditional Bids are liable to be rejected.

7.2 Evaluation of Financial Bids

The financial /commercial Bids would be evaluated based on the overall price quoted, as elaborated below:

- The Financial Bids of technically qualified bidders (i.e. those who have scored a minimum marks is 70 in the technical evaluation round) will be opened on the prescribed date in the presence of bidder representatives.

- II. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- III. The bid price will include all taxes and levies and shall be in Indian Rupees.
- IV. Any conditional bid would be rejected. There should be only one Commercial bid submitted. Bids having more than one commercial bid would be rejected.
- V. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- VI. The successful bidder, will selected based on Quality and Cost Based Selection (QCBS) process. On financial evaluation, the shortlisted bidders will be given total score which will be determined as under:
- (a) 70% weightage will be given to the Technical Score.
- (b) 30% weightage will be given to the Financial score.

VII. The formula for determining the combined score will be as below:

S_t = Technical Score of a bidder as per calculation criteria in Sec 7

S_f = Financial score

$S_f = 100 \times F_m / F$,

Where,

F_m = Total Price quoted by the lowest bidder for tablet, content and services.

F = Total Price of the bidder under consideration.

The weightage given to the Technical and Financial Proposals are:

$T = 0.70$, and $P = 0.30$

Combined total score (S) = $(S_t \times 0.7) + (S_f \times 0.3)$

The Bidder Scoring the highest total score will be declared as the successful bidder.

8. Timelines, Payment Terms & Penalty

8.1 Timelines

Sr	Milestone	Timeline (in weeks)
1	Signing of Agreement	T
2	Shortlisting of candidates	T+1
3	Complete enrolment process of candidates	T+2
4	Delivery of content in SD cards & loading in Tablets	T+2
5	Kick-off session with enrolled students	T+3
6	1 st Month Special report	T+8
7	Quarterly face-to-face session & report	Every 3 months

8.2 Payment Terms: The Coaching Partner shall raise the invoices based on the milestones mentioned below. The invoices should be raised in triplicate and addressed to the Secretary, Meghalaya Information Technology Society. The payments terms and schedule shall be as follows:

A. For Content & Services

Sr	Milestone	Payment (% of the Price for Content & Services)
1	Delivery of Class XI e-content and complete solution to the enrolled students as per requirement of MITS, and completion of first face-to-face kick-off session for Class XI. [Based on sign-off by MITS authorized representative]	45%
2	Delivery of Class XII e-content and complete solution to the enrolled students as per requirement of MITS, and completion of second face-to-face kick-off session for Class XII. [Based on sign-off by MITS authorized representative]	40%
3.	On completion of the entire scope of work and submission of Closing Report	15%

B. For Tablet

Sr	Milestone	Payment (% of the Tablet Price)
1	Delivery of Tablet with loaded content [Based on sign-off by MITS authorized representative]	90%
2	On completion of the entire scope of work and submission of Closing Report	10%

8.3 Penalty

MITS shall be entitled to levy penalty as mentioned in the table below, if the non-conformity of SLA clauses is solely due to reasons attributable to the Coaching Partner. For any non-conformity to any particular SLA clause by the Coaching Partner due to reasons not in control of the Coaching Partner shall be treated on the merit of the individual case to case by MITS.

Sr	Milestones	Target	Penalty
1	Delivery of e-content and complete solution (including Tablets) to the enrolled students as per requirement of MITS, and completion of first face-to-face kick-off session.	100%	Delay beyond 1 week from the stipulated date as per RFP timeline, penalty of 0.5% of Total Project cost per week of delay, 2 months after which it will be considered as breach of contract
2	Completion of quarterly face-to-face contact sessions as per scope as assigned by MITS	100%	Delay beyond 1 week from the stipulated date as per RFP timeline, penalty of 0.1% of the Total cost of content & services per day of delay 2 months after which it will be considered as breach of contract
3	Regular dashboards and reports to MITS and course corrections as	100%	Delay beyond 1 week from the stipulated date as per RFP

	per requirements of MITS		timeline, penalty of 0.1% of the Total cost of content & services per day per day of delay 2 months after which it will be considered as breach of contract
4	Call lodged by students with customer care support related to e-content or doubt clearing or Tablet issues	To be resolved within 24 hours	Delay beyond 72 hours from the stipulated timeline, 0.1% of the Total Project cost per day and delay beyond 10 days shall be treated as breach of contract.
5	Conduct 5 Mock tests based on complete syllabus of JEE / NEET which will simulate/mimic the real JEE/ NEET tests during the 1 month preceding the JEE/ NEET 2019 exams.	100%	<p>Number of Mock test</p> <ol style="list-style-type: none"> 1. 5 tests: no penalty 2. 4 tests: 1 % of total cost of content & services 3. 3 tests: 2% of total cost of content & services 4. 2 tests: 3% of total cost of content & services 5. 1 test: 4% of total cost of content & services 6. 0 test: 5% of total cost of content & services, and will be considered as breach of contract

9. Annexures

Annexure – contents

9.1 Formats for applying to the RFP

Format 1: Pre-Qualification Bid Letter

Format 2 - General Information about the Bidder

Format 3 - Declaration Regarding Clean Track Record

Format 4 – Declaration of Acceptance of Terms & Conditions in the RFP

9.2 Format for Response to Tender: Technical Bid

Format 1 – Technical Bid Letter

Format 2: Performa for No Deviation Declaration

Format 3: Format for Technical Evaluation.

9.3 Format for Response to Tender: Commercial Bid

Format 1 – Commercial Bid Letter

Format 2 - Summary of Cost Components

9.4 Bidding Document Acknowledgement Form

9.1 Formats for applying to the RFP

Format for Response to the tender: Pre-Qualification Bid

Format 1 – Pre- Qualification Bid Letter

To,

The Member Secretary

Meghalaya Information Technology Society
Secretariat Hill Road, Shillong
Meghalaya 793001

Sir,

Subject: Appointment of Coaching Partner for providing JEE & NEET Coaching

Reference: Tender No: <Tender Reference Number> Dated <dd/mm/yyyy>

We, the undersigned Bidders, having read and examined in detail all the Tender documents do hereby propose to provide the services as specified in the Tender document number <Tender Reference Number> Dated <dd/mm/yyyy> along with the following:

a. Earnest Money Deposit (EMD)

We have submitted EMD of Rs. 15,000/- (Rupees fifteen thousand only) in the form of Demand Draft. This EMD is liable to be forfeited if the bidder violates the provisions of this RFP.

b. Contract Performance Guarantee Bond

We hereby declare that in case the contract is awarded to us, we shall submit the Contract Performance Guarantee Bond in the form of a Bank Guarantee from a Scheduled Bank as per format to be provided by MITS.

We hereby declare that our Bid is made in good faith, without collusion or fraud and the information contained in the Bid is true and correct to the best of our knowledge and belief.

We understand that our Bid is binding on us and that you are not bound to accept a Bid you receive.

We hereby declare that all supporting documents for prequalification mentioned in Annexure A of this letter have been furnished and are true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure A : Criteria for Prequalification

Sl.	Requirement	Document Required
1	Bidder should be Registered in India as per the companies act	Certificates of Incorporation/ Registration Certificates
2	Annual turn over of the bidder strictly from Training & Capacity Building during last two financial years, i.e., 2015-2016, 2016-2017 (as per the last published audited balance sheets), should be at least Rs. 10 Cr)	Audited Balance Sheet or CA Certificate with CA's Registration Number/ Seal
3	Minimum number of students enrolled bidder or Content Provider & who have successfully cleared JEE or NEET in last two years should be at least 200 each year	Documentary proof of enrollment for JEE and NEET exam or Self Certification from the CEO / Head of the company in its letter head
4	The bidder or its Content Provider must have on its role Research & Development team of more than 100 members	Documentary proof or Certificate from the HR head/ CEO of the company.
5	Minimum numbers of Students enrolled for JEE and NEET in last two years with the bidder or its Content Provider should be at least 10,000.	Documentary proof or Self Certification from the CEO / Head of the company in its letter head
6	The bidder must have minimum 2 years of experience in providing digital learning for both NEET and JEE	Documentary proof or Self Certification from the CEO / Head of the company in the letter head
7	The bidder must have minimum 1 year of experience in providing tablet based solution for both NEET and JEE	Documentary proof or Self Certification from the CEO / Head of the company in the letter head
8	The bidder should not have been black listed by any State Government, Central Government or any other Public Sector undertaking or a Corporation as on the date of RFP	Certification from the CEO / Head of the company as per format mentioned in this RFP
9	The bidder must certify that the proposed e-content covers the complete syllabus of JEE & NEET.	Self Certification from the CEO / Head of the company in the letter head
10.	Submission of all the formats as mentioned in Section 9 of this RFP	As per formats attached in this RFP in Bidders letter head

Format 2 - General Information about the Bidder

Details of the Prime Bidder (Company)

1. Name of the Bidder
2. Address of the Bidder
3. Status of the Company (Public Ltd/ Pvt. Ltd)
4. Details of Incorporation of the Company Date:
Ref. #
5. Details of Commencement of Business Date:
Ref. #
6. Valid Sales tax registration no.
7. Valid Service tax registration no.
8. Permanent Account Number (PAN)
9. Name & Designation of the contact person to whom all references shall be made regarding this tender
10. Telephone No. (with STD Code)
11. E-Mail of the contact person:
13. Website
14. Financial Details (as per audited Balance Sheets) (in crore)
for Years 2016-2017 and 2015-16.
 - a. Net Worth
 - b. Turn Over
 - c. PAT

Format 3 - Declaration Regarding Clean Track Record

To,

The Member Secretary

Meghalaya Information Technology Society
Secretariat Hill Road, Shillong
Meghalaya 793001

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No. _____] regarding Appointment of a Coaching Partner for providing Coaching solution and services including e-content in Tablets for e-Learning Centre. for MITS/State for the period of the project. I hereby declare that our company has not been debarred/black listed by any Government / Semi-Government organizations in India. I further certify that I am competent officer duly authorized by the company to make this declaration on behalf of the company.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Format 4 – Declaration of Acceptance of Terms & Conditions in the RFP

To,

The Member Secretary

Meghalaya Information Technology Society
Secretariat Hill Road, Shillong
Meghalaya 793001

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document [No.] for Appointment of a Coaching Partner for providing Coaching solution and services including e-content in Tablets for e-Learning Centre. I declare that all the provisions of this RFP/Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

9.2 Format for Response to Tender: Technical Bid

Format 1 – Technical Bid Letter

To,
Member Secretary,
Meghalaya Information Technology Society
Secretariat Hill Road, Shillong
Meghalaya 793001

Sir,

Subject: Appointment of a Coaching Partner for providing Coaching solution and services including e-content in Tablets for e-Learning Centre.

Reference: Tender No: <Tender Reference Number> Dated <dd/mm/yyyy>

We, the undersigned Bidders, having read and examined in detail all the Tender documents do hereby propose to provide the services as specified in the Tender document number <Tender Reference Number> Dated <dd/mm/yyyy> along with the following:

1. Deviations

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations, assumptions and deviations, all of which have been detailed out exhaustively in the following statements, irrespective of whatever has been stated to the contrary anywhere else in our Tender:

- Statement of Deviations from Tender Terms and Conditions is as specified in General Terms and Conditions

Further we agree that additional conditions or assumptions, if any, found in the Tender documents other than those stated in deviation schedule shall not be given effect to.

2. Contract Performance Guarantee Bond

We hereby declare that in case the contract is awarded to us, we shall submit the Contract Performance Bank Guarantee from a scheduled bank in the form to be prescribed by MITS.

3. Bid Validity Period

We agree to abide by this Bid for a period of 90 days after the date fixed for Bid opening or for any further period for which Bid validity has been extended and it shall remain binding upon us and Bid may be accepted at any time before the expiration of that period.

We hereby declare that our Bid is made in good faith, without collusion or fraud and the information contained in the Bid is true and correct to the best of our knowledge and belief.

We understand that our Bid is binding on us and that you are not bound to accept a Bid you receive.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Format 2: Performa for No Deviation Declaration

To,
The Member Secretary,
Meghalaya Information Technology Society,
Secretariat Hill Road, Shillong
Meghalaya 793001

Reference:

Sir,

There are no deviations (null deviations) from the terms and conditions of the tender. All the terms and conditions of the tender are acceptable to us.

Yours faithfully, for and on behalf of M/s _____ (Name of the Organisation)

Signature

Name

Designation

Address

Date

Authorized signatory's signature and stamp

Format 3 – For Technical Evaluation the bidder is required to:

Describe in detail Bidder's Capability and proposed Solution along with the documentary evidence which will be used for technical evaluation mentioned in Section 7 (i), 7 (ii), 7 (iii).

Format 4: Detail Technical Specification of the proposed tablet

S.NO	Detail	Description
1.	Make and Model of the tablet	
2.	RAM	
3.	ROM	
4.	External Memory	
5.	Processor	
6.	Android OS version	
7.	Screen Size and Resolution	
8.	Ports available (USB/HDMI etc)	
9.	Accessories supplied	
10	Warranty for two years	

9.3 Format for Response to Tender: Commercial Bid

Format 1 – Commercial Bid Letter

To,

The Member Secretary

Meghalaya Information Technology Society
Secretariat Hill Road, Shillong
Meghalaya 793001

Sir,

Subject: Appointment of a Coaching Partner for providing Coaching solution and services including e-content in Tablets for e-Learning Centre.

Reference: Tender No: <Tender Reference Number> Dated <dd/mm/yyyy>

We, the undersigned Bidder, having read and examined in detail all the Tender documents in respect of Appointment of a Coaching Partner for supply and maintenance of e-content solution for e-Learning centre do hereby propose to provide services as specified in the Tender documents number <Tender Reference Number> Dated <dd/mm/yyyy>

1. Price And Validity

- All the prices mentioned in our Tender are in accordance with the terms as specified in the Tender documents. All the prices and other terms and conditions of this Tender are valid for a period of 90 calendar days from the date of opening of the Tenders.
- We hereby confirm that our Tender prices include all taxes.
- We have studied the clause relating to Indian Income Tax and hereby declare that if any income tax, surcharge on Income Tax, Professional and any other corporate Tax in altered under the law, we shall pay the same.

2. Unit Rates

We have indicated in the relevant schedules enclosed the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. Deviations

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations and deviations, all of which have been detailed out exhaustively in the following statement, irrespective of whatever has been stated to the contrary anywhere else in our Bid.

Further we agree that additional conditions, if any, found in the Tender documents, other than those stated in deviation schedule, shall not be given effect to.

4. Tender Pricing

We further confirm that the prices stated in our Bid are in accordance with your Instruction to Bidders included in Tender documents.

5. Qualifying Data

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

6. Bid Price

We declare that our Bid Price is for the entire scope of the work as specified in the Schedule of Requirements and Tender documents. These prices are indicated in the enclosure attached with our Tender.

7. Contract Performance Guarantee Bond

We hereby declare that in case the contract is awarded to us, we shall submit the Contract Performance Guarantee Bond in the form prescribed in the RFP.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

We confirm that no Technical deviations are attached here with this commercial offer.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Format 2 - Summary of Cost Components

S.NO	Detail	Cost
1	Cost for providing services as mentioned in the Scope of Work in this RFP per student * and content in SD card inclusive of all tax, duties and levies	Cost per Student Rs.....
2	Cost of Tablet as per the Specifications quoted by the bidder inclusive of all tax, duties and levies	Cost per Tablet Rs.....
	Total Cost of Tablet & Content with services Per Student	Rs.....

*Bidder should estimate cost of providing services per student for 50 to 60 students. 50% of the enrollment shall be for JEE and 50 % for NEET.

9.4 Bidding Document Acknowledgement Form

Dated:

To,

Member Secretary,
Meghalaya Information Technology Society
Secretariat Hill Road, Shillong
Meghalaya 793001

Dear Sir,

We hereby acknowledge receipt of a complete set of Bidding Documents consisting of relevant Annexures (along with their Appendices) enclosed to the "Invitation for Bid" pertaining to providing of _____ services against _____ tender no. _____.

We have noted that the closing date for receipt of the tender by < MITS/State> is _____ at < > hrs. (IST) and opening at < > hrs. (IST) on the same day.

We guarantee that the contents of the above said Bidding Documents will be kept confidential within our organization and text of the said documents shall remain the property of < MITS/State> and that the said documents are to be used only for the purpose intended by < MITS/State>.

Our address for further correspondence on this tender will be as under:

Telex no:
Fax no: Telephone no:
Personal attention of:
(if required)

Yours faithfully,

(Bidder)

Note: This form should be returned along with offer duly signed