

**TAMIL NADU ADI DRAVIDAR HOUSING AND
DEVELOPMENT CORPORATION LIMITED (TAHDCO)
No.31, 2nd LANE, CENOTAPH ROAD, TEYNAMPET, CHENNAI – 600 018.**

**Tender Document for Coaching
for Common Admission Test during 2018-19**

**Free Training Scheme for the Candidates Belonging To Scheduled Caste
and Scheduled Tribe**

1. OBJECTIVE:-

The objective of the scheme is to assist students belonging to the Scheduled Caste and Scheduled Tribe Communities by way of coaching for the following:-

Coaching for Competitive Exams	CAT
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2. ELIGIBILITY TO THE INSTITUTIONS :-

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

- 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, preferably of relevant industry bodies or institutes identified by them.
- iv) Trusts having many coaching centre under different name and style should also apply in the name of the coaching centre only.
- v) TAHDCO reserves the right to forfeit / withhold the EMD / Security Deposit and fee if any due to the coaching centre if at 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 from TAHDCO. Further the coaching centre is liable to be blacklisted and the Government Departments / Government aided institutions 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 Five years as on 01.04.2018 (evidence should be produced).
- vii) The coaching centre should have an average annual turnover of Rs.10.00 lakhs during the last 3 years i.e. 2015-16, 2016-17& 2017-18 (Balance sheet for 3 years i.e., 2015-16, 2016-17& 2017-18 with IT return i.e., 2015-16, 2016-17& 2017-18 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 success rate should not be less than 15% in coaching.
- ix) The coaching centre should have requisite infrastructure like premises, library, requisite equipment etc. to conduct training.
- x) The coaching centre should have the required number of qualified faculty members on its pay roll.
- xi) 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.

3. ELIGIBILITY FOR CANDIDATES / STUDENTS :-

- i) The candidates belonging to Scheduled Caste & Scheduled Tribe Having Engineering Degree.
- ii) Age from 21 yrs to 30 yrs
- iii) Annual income within 2Lakh
- iv) Duration of training 1 year.

4. PAYMENT OF COACHING FEE:-

- i) 100 % coaching fee will be provided for the coaching.
- ii) The coaching fee shall include the cost of study materials and the cost of Compact Disc (CD) containing the recorded teachings by the professional faculties on the relevant subjects which are to be supplied to the candidates free of cost at the time of commencement of the coaching, examination fee. The coaching cost includes tax, if any applicable.
- iii) The coaching fee shall be released as per norms prescribed by the TAHDCO. Coaching fee will be released to the coaching centre in Three (3) instalments.
 - a) First instalment 40% will be released at the time of admission of the candidates.
 - b) Second instalment 40% will be released after the course completed and the time of receipt of Hall ticket
 - c) 20% after 15% passed in CAT examination and joining of candidate in the reputed institution.

Details of the coaching

Sl. No	Name of coaching	Duration	No.of candidates proposed to be trained in the state	Approved by whom
1	Coaching for CAT Entrance Non Residential only.	One year	100	Reputed institutions having 15% of success rate proven in the past Five years

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

- i) The coaching centre shall give coaching in the coaching centre.**
- ii) For enabling E-payment directly into the account of societies / NGOs / institutions/etc. through ECS, RTGS, NEFT, TTs system, an authorization letter from the payee, with full details of e-payment i.e., name of payee, bank IFSC code number, bank branch number, bank branch name, bank branch address etc. should be provided.
- iii) The selected coaching centre should be willing to mobilize its own resources for smooth conduct of the coaching programme.
- iv) The coaching centre shall place on their website the names of student coached, their addresses, 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.
- v) 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.

6. GENERAL TERMS AND CONDITIONS:-

- i) The selected coaching centre will not, without prior written consent from TAHDCO, disclose the Contract, or any provisions thereof, to any person other than a person employed by the Institute in the performance 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 TAHDCO 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.

7. MONITORING:-

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

- i) The coaching centre shall submit monthly attendance, progress report of the coaching classes to TAHDCO.
- ii) The coaching centre shall submit information of success rate of the coaching.
- iii) The institute will be open to inspection by the officers of TAHDCO.

1. EARNEST MONEY DEPOSIT : -

Coaching centre shall have to deposit of Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the form of Demand Draft in any scheduled bank in favour of Managing Director, TAHDCO payable at Chennai along with the bid.

9. SECURITY DEPOSIT:-

- (i) The coaching centre has to remit 5% on total coaching fee as security deposit in the form of Demand Draft drawn in favour of the Managing Director, TAHDCO, payable at Chennai.
- (ii) The Central Government / State Government coaching centres / Universities / Deemed Universities are exempted from payment of Security Deposit. However the execution of agreement is compulsory.

10. ARBITRATION AND JURISDICTION :-

TAHDCO 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 Managing Director, TAHDCO and the award of the arbitration, as the case may be, will be final and binding on both the parties.

11. APPLICABLE LAW:-

The work order shall be governed by the laws and procedures established by Govt., of Tamil Nadu, 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 and 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 TAHDCO on the basis of financial and technical capabilities.
- ii) TAHDCO reserves the right to accept or reject any of Tender documents submitted by the coaching centre without assigning any reason whatsoever.

13. COST OF Tender DOCUMENT :-

- a. Tender documents are available with TAHDCO which could be obtained during office hours on payment of Rs.1,050/- towards cost of Tender document by means of demand draft obtained in favour of the Managing Director, TAHDCO payable at Chennai.
- b. The Tender document is also available in the website www.tahdco.tn.gov.in/www.tahdco.com which can be downloaded free of cost. While submitting the downloaded EOI document a demand draft for Rs. 1,050/- drawn in favour of the Managing Director, TAHDCO payable at Chennai should be enclosed towards the cost of Tender document.

15. MODE OF SUBMISSION:-

- i). Tender document should be addressed to **“The Managing Director, Tamil Nadu Adi Dravidar Housing and Development Corporation Limited,(TAHDCO) No.31, 2nd Lane, Cenotaph Road, Teynampet, Chennai – 600 018** by Designation only.

- ii) Tender document should be submitted in Two Separate sealed covers subscribed as i) Technical bid ii) Price bid.
- iii). The Tender document should be submitted in person on or before 5.45pm on 20.08.2018(Monday) _____ specified in the notification. Such Tender shall be dropped in the BOX kept at the **O/o the Managing Director, Tamil Nadu Adi Dravidar Housing and Development Corporation Ltd. (TAHDCO) No.31, 2nd Lane, Cenotaph Road, Teynampet, Chennai – 600 018**
- iv). Alternatively, the coaching centre who prefers to submit the Tender through post can despatch it by Registered Post or Courier so as to reach the above address on or before 5.45pm on 20.08.2018 as specified in the Tender notification. Tender received after the Due Date and Time will not be considered on any account and the Managing Director, Tamil Nadu Adi Dravidar Housing and Development Corporation Limited, has the right to reject such Tender. **The Technical bid will be opened by the Committee on 21.08.2018(Tuesday) at 12.00 pm**
- v) Tenders can be submitted only in the Prescribed Tender Document.

Application form to be submitted by coaching centres to TAHDCO for coaching CAT Examinations to the candidates belonging to the Scheduled Caste and Scheduled Tribe.

(To be filled in by an authority of the coaching centres)

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.) _____

(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 of 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
2015-16	
2016-17	
2017-18	

(h) Success rate details (evidence to be attached)

Year	Name of Trade	No. of candidates coached	No. of candidates placed
2015-16			
2016-17			
2017-18			

(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 Centre	Rate Quoted per candidate (inclusive of taxes, if any)
Coaching for CAT Entrance (Non-residential)		

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