

PUDUCHERRY ADIDRAVIDAR DEVELOPMENT CORPORATION LIMITED
(A Government of Puducherry Undertaking)
3rd Floor, ADW & STW Department Building, Thattanchavady, Puducherry –605 009

**Tender Document for Coaching
to Civil Service Examination during 2020-21**

Free Training Scheme for Candidates Belonging to Scheduled Caste & 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 free coaching for Civil Service examination.

Coaching centre: Puducherry.

Total No. Of Students: 100.

Eligibility: Students belonging to SC/ST Community holding of Bachelor's degree who are eligible for appearing in Civil Service Examination.

2. ELIGIBILITY OF THE INSTITUTION:-

The Institutions meeting out the following criteria will be eligible for applying:

- i) All Institutes in the Government Sector, including Universities and autonomous bodies, engaged in coaching activities.
- ii) Universities / Colleges in private sector engaged in coaching activities, including deemed Universities.
- iii) Institutes in the private sector engaged in providing coaching in private sectors, which are trusts, companies, partnership firms, or societies registered under the relevant law, 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) PADCO 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 PADCO. 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 Three years as on 01.01.2021 (evidence should be produced).
- vii) The coaching centre should have an average annual turnover of Rs.50.00 lakhs during the last 3 years i.e. 2017-18, 2018-19 & 2019-20 (Balance sheet for 3 years i.e., 2017-18, 2018-19 & 2019-20 with IT return i.e., 2017-18, 2018-19 & 2019-20 should be furnished). The turnover / IT Return in the name of Trust / Company will be accepted on production of sufficient document that the coaching centre comes under the Trust / Company.

- viii) The coaching centre should have requisite infrastructure like premises, library, requisite equipment etc. to conduct training.
- ix) The coaching centre should have the required number of qualified faculty members on its pay roll.
- x) The coaching centre should have good track of success of candidates coached (Evidence to be produced). Coaching centre having better success rate will be given priority.

3. ELIGIBILITY FOR SC / ST Aspirants :-

- i) The aspirants belonging to Scheduled Caste & Scheduled Tribe Having any Degree.
- ii) Annual Family income is below Rs.3 Lakhs
- iii) Duration of coaching 6 months.

4. PAYMENT OF 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., etc. The coaching cost includes tax, if any applicable.
- iii) The coaching fee shall be released as per norms prescribed by the PADCO. Coaching fee will be released to the coaching centre in Two (2) instalments.
 - a) First instalment 25% will be released on receipt of list of candidates enrolled for coaching.
 - b) 75% after ensuring 15% enrolled candidates passed in Civil Service Examination.

Details of the coaching

Sl. No	Name of coaching	Duration	No. of candidates proposed to be trained in the UT
1	Coaching for Civil Service Examination to SC / ST aspirants.	Six months	100

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

- i) The coaching centre shall give coaching to the selected SC / ST aspirants 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 with Aadhar No, 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 5% of the Total Cost of the project as 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 PADCO, 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 PADCO will impose sanctions which will include: forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other workorders) 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 to PADCO monthly attendance, progress report by way of marks obtained in mock tests conducted during the coaching.
- ii) The coaching centre shall submit information on possible success rate of the coaching by producing monthly mock tests conducted.
- iii) The institute is open for inspection by the official of PADCO.

8. EARNEST MONEY DEPOSIT:-

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

Name of the Coaching	Average Turnover per annum(Rs.)	EMD to be remitted per aspirants sponsored for(Rs.)
Coaching for Civil Service Examination to SC / ST aspirants.	Rs.50.00 Lakhs	Rs.500/-

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, PADCO, payable at Puducherry.
- (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 :-

PADCO 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, PADCO 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 Puducherry, 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:-

PADCO reserves the right to accept or reject any of Tender documents submitted by the coaching centre without assigning any reason whatsoever.

13. MODE OF SUBMISSION:-

i). Tenderers is required to furnish EMD (Earnest Money Deposit) through Direct Debit/NEFT/RTGS mode only through online in favour of the Managing Director, PADCO, Puducherry payment in other form will not be accepted.

ii) Also the tenderer is required to furnish another receipt through Direct Debit/NEFT/RTGS mode only through online in favour of the Managing Director, PADCO, Puducherry for **Rs.1000/-+SALE TAX@5%** towards tender document.

iii) Both Demand Draft mentioned at 13 (i) and 13 (ii) are to be scanned and uploaded in cover 1 of the e-tender on or before **05.00 P.M dt. 12.03.2021.**

iv) Tenders can be **submitted only online through <https://pudutenders.gov.in>.**

