

Tender No. 01/2026-27

Date. 16.04.2026

**Request for Proposal (RFP)**

**For providing offline classroom coaching and online interactive coaching to the students of class XI and XII of the Minority Residential Schools of Bihar for National Eligibility cum Entrance Test (NEET) and Joint Entrance Examination (JEE).**

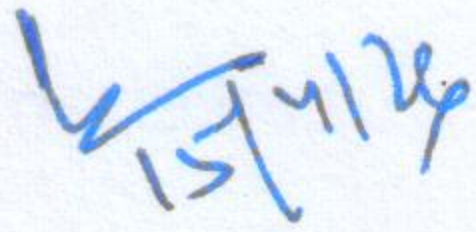
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The Bihar State Minorities Financial Corporation Limited (hereinafter referred to as the BSMFCL) invites proposal through e-tender from reputed and prestigious coaching institutions registered in India / Bihar having adequate resources and experience. This tender is being invited for and on behalf of the Minority Welfare Department, Govt. of Bihar (hereinafter referred to as the Department) for providing offline classroom coaching and online interactive coaching to the students of class XI and XII (session 2026-28) of the Minority Residential Schools (MRS) of Bihar for preparation of National Eligibility cum Entrance Test (NEET) and Joint Entrance Examination (JEE).

The BSMFCL is facilitating this tender solely for and on behalf of the Minority Welfare Department, Government of Bihar. While the BSMFCL manages the bidding and selection process only, the Department shall remain final Authority. Consequently, agreement with the selected agency and subsequent operational issues will be dealt with directly by the concerned Department.

The RFP Document is available online at <https://eproc2.bihar.gov.in> as well as on the website of BSMFCL [www.bsmfc.org](http://www.bsmfc.org). The bidders are advised to read the tender document carefully and related corrigendum, if any, and check their eligibility before participating in the bid.

The interested bidders shall upload their bids separately along with duly signed copies of all the relevant certificates, documents etc. in support of their technical and financial bids on the aforesaid e-proc portal. The bids will be opened online as per tender timeline.

  
Managing Director  
BSMFCL, Patna

## Bid Summary Sheet

| Sl. No. | Information  | Details   |
|---------|--|---|
| 1.      | Name of the Tendering Authority                    | Bihar State Minorities Financial Corporation Ltd.   |
| 2.      | Name of the Department                             | Minority Welfare Department, Govt. of Bihar   |
| 3.      | Name of Work                                       | Providing offline classroom coaching and online coaching to the students of class XI and XII of the Minority Residential Schools of Bihar for National Eligibility cum Entrance Test (NEET) and Joint Entrance Examination (JEE). |
| 4.      | Date of issue of Tender                            | 16.04.2026  |
| 5.      | Date of pre-bid meeting                            | 22.04.2026 at 11:00 A.M.  |
| 6.      | Date of issue of clarification                     | 27.04.2026  |
| 7.      | Last date of submission of Bid                     | 07.05.2026 till 06:00 P.M.  |
| 8.      | Opening of Technical Bid                           | 11.05.2026 at 11:00 A.M.  |
| 9.      | Date of Technical Presentation                     | 11.05.2026 at 12:30 P.M.  |
| 10.     | Opening of Financial Bid                           | To be intimated in due course   |
| 11.     | Address of Communication                           | 34, Harding Road, Patna - 800001  |
| 12.     | Availability of Tender Document                    | <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> and <a href="http://www.bsmfc.org">www.bsmfc.org</a>  |
| 13.     | Validity of Proposal                               | Proposals must remain valid for 180 days after the submission date.   |
| 14.     | Tender Documents Fee<br>(Non-refundable)           | ₹ 25,000 (Rupees twenty-five thousand only) payable through e-Payment mode (NEFT / RTGS, Credit / Debit Card / Net Banking) only.   |
| 15.     | Tender Processing Fee<br>(Non-refundable)          | As applicable, fee will be required to be paid through e-Payment mode (NEFT / RTGS, Credit / Debit Card / Net Banking) only.  |
| 16.     | Earnest Money Deposit (EMD)                        | ₹ 2,00,000/- (Rupees two lakhs only) EMD to be submitted online through e-procurement portal <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> .<br>(Exemption as per law)                                    |
| 17.     | Performance Security Deposit<br>/ Security Deposit | 5% of bid value through Demand Draft in favor of the DDO, Minority welfare Department, payable at Patna.  |

- The Technical and Financial Bidding will be through e-proc 2.0 portal only. The bidders shall upload all the documents as per the eligibility criteria.
- The Technical and Financial Bidding will be evaluated through the Tender Committee of the Bihar State Minorities Financial Corporation Limited.
- Any corrigendum to this tender will be notified through the aforesaid websites only.
- The Managing Director / Tender Committee of BSMFCL reserves the right to accept or reject any or all the bids without assigning any reason at any stage.

## **BRIEF DESCRIPTION ABOUT THE TENDER FOR NEET/ JEE COACHING INSTITUTES**

The Minority Welfare Department, Government of Bihar has the objective to provide coaching to the students of class XI and XII of the Minority Residential Schools (herein after referred to as MRS) to prepare them for competitive examinations like NEET/JEE. For this, the Department intends to take services of a reputed and prestigious registered coaching institute of state / national level with adequate human resources, infrastructure, study materials / digital materials to effectively implement the said coaching program. The details regarding the exact nature of the coaching program involving its modalities are covered under the scope of this document.

The selected bidder shall provide coaching (both online and offline) to the minority students of the class XI and XII of the Minority Residential Schools situated in different districts of the State.

The selection of the coaching institute for the above-mentioned services will be initially for a period of two (2) years, which may be extended for subsequent session of 2 years subject to satisfactory performance of the coaching institute and approval by the concerned Department.

The responses received pursuant to this RFP will be evaluated as per the criteria specified in this document as well in the light of relevant laws.

The interested bidders shall upload their bids separately along with duly signed copies of all the relevant certificates, documents etc. in support of their technical and financial bids on the aforesaid e-proc 2.0 portal.

## 1. Scope of Work

The scope of work shall be providing offline classroom coaching and online coaching to the students of class XI and XII of the Minority Residential Schools of Bihar to prepare them for competitive examinations like NEET / JEE alongside guidance for intermediate or 12<sup>th</sup> Board (by whatever named) by a reputed and prestigious registered coaching institute of state / national level with adequate human resources, infrastructure, study materials / digital materials to effectively implement the said coaching program. The details of the coaching program to be implemented by the selected agency are as under: -

- i. The objective of this program is to provide structured and quality coaching support to students of the Minority Residential Schools in Bihar for the National Eligibility cum Entrance Test (NEET) and the Joint Entrance Examination (JEE) through a reputed and prestigious coaching institute to be selected through open tender. The initiative aims to enhance access of the minority students to professional courses in medicine and engineering.

The coaching program will be provided initially to the students of the Minority Residential Schools of Darbhanga, Kishanganj and 5 other schools, proposed to be functional in Katihar, Jamui, Nalanda, Muzaffarpur and Kaimur districts. Extension may be granted subject to discretion of the Department.

### ii. Mode of Coaching

#### a. Offline Residential Coaching

- The program shall cover 150 students including 75 students for NEET coaching and 75 students for JEE coaching, who will be provided residential offline coaching by the coaching institute. The number of students may increase or decrease from time to time. The Department reserves the right to augment or reduce number of students.
- The 150 students will be provided residential facility including boarding and lodging in the Haj Bhawan throughout the duration of the course by the Department.
- The students will undergo intensive residential coaching with classroom teaching, regular testing, and mentoring to be provided by the coaching institute selected through open tender.
- The coaching institute shall provide offline classroom coaching to the students ensuring at least 4 hours a day across 4 days a week.

## b. Online Coaching

- Online coaching shall be extended to willing students studying in the Minority Residential Schools across Bihar who are not part of the residential program.
- Online coaching shall be provided by the coaching institute to the students of class XI and XII (**One batch of maximum 50 students**) of the Minority Residential Schools of Bihar. Subject to discretion of the Department, the scope of work may be extended to other schools, which are proposed to be functional across the state.
- The online component will include:
  - Live interactive classes
  - Recorded lectures
  - Online doubt clearance sessions
  - Online tests and performance tracking
  - Revision, support and mentorship.

iii. Services to be rendered by the coaching institute (the Agency) shall include but not being limited to the following: -

a) Establishment of coaching and other allied activities as mentioned in the tender. Item wise detail as under: -

- i. Establishment and operation of online and offline coaching classes for class XI and XII students of respective MRS for NEET/JEE. The offline and online coaching will be imparted at the respective MRS.
- ii. Provision of study material/question papers for JEE/NEET exams (hard copy).
- iii. Conduction of mock test/practice tests on regular basis.
- iv. Provision of doubt clearing sessions/ special classes every week.
- v. e-library and e-book facility- in respective MRS.
- vi. Digital board in respective MRS.
- vii. Provision of recorded lectures of every class to the Students.

b) The Coaching institute should be able to provide coaching for NEET/JEE competitive examination to the class XI and XII students in interactive manner within the premises of the respective Minority Residential Schools of the Bihar through online interactive live classes.

- c) The coaching institute will be responsible for providing quality digital learning content with dedicated online platform either developed or maintained in-house or in collaboration with reputed institutions, to the students of MRS.
- d) The coaching institute shall conduct a pre-coaching selection test for the student of MRS class XI and XII of respective stream in order to short list the meritorious students (from among them who could be provided intensive targeted coaching facility for qualifying the NEET and JEE).
- e) The coaching Institution should have excellent quality study material, developed in-house, which should be provided to all students of the MRS Coaching Program without fail and within stipulated time.
- f) The institution must have subject experts for each subject as per the NEET/JEE syllabus (supporting documents to be provided).
- g) The coaching institute shall conduct classes for at least 16 hours per week and 64 hours per month.
- h) The coaching institute shall conduct at least two minor test in a month and 12 main tests (total 5) during the coaching period and submit the results to the Department.

## 2. Instructions to the Bidders

- a) The e-tender is being invited for selection of manpower service provider through e-procurement portal <https://eproc2.bihar.gov.in>. All the instructions of e-proc 2.0 are applicable.
- b) The bidder will submit the tender at e-Procurement platform at [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) only. The bid received through physical mode shall not be considered at all.
- c) The bidder must have the Class III Digital Signature Certificate (DSC) and e-Tendering User id of the e Procurement website before participating in the e-tendering process. The bidder may use their DSC if they already have the DSC. They can also take DSC from any of the authorized agencies. For user id they have to get registered themselves on the e-procurement portal [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published on e-procurement portal.
- d) The bidders may get exemption in the light of Office Memorandum F20/2/2014-PPD (Pt.) dated 20/09/2016 of Department of Expenditure, Ministry of Finance, Govt. of India.
- e) All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.

### f) **Tender Document Fee**

Bidder will have to pay ₹ 25,000 (Rupees twenty-five thousand only) as Tender Document fee (Non-refundable) through <https://eproc2.bihar.gov.in> during bid submission. Tender Document Fee (TDF) to be paid through e-Payment mode (i.e. NEFT / RTGS, Net Banking, Credit / Debit Card) only.

### g) **Tender Processing Fee**

Tender Processing Fee, as may be charged by the e-procurement portal while submitting the tender, will be required to be paid by the bidders through e-Payment mode (i.e. NEFT / RTGS, Net Banking, Credit / Debit Card) only.

### h) **Earnest Money Deposit (EMD)**

Bidders are required to furnish Bid Security of an amount equal to ₹ 2,00,000/- (Rupees two lakhs only) to be submitted online through e-procurement portal (<https://eproc2.bihar.gov.in>) except those which are exempted under the law.

Bids received without EMD / relevant document claiming exemption will not be considered and summarily rejected. The EMD of the unsuccessful bidder will be refunded in due course without accrual of any interest.

The EMD may be forfeited:

- If a bidder withdraws its bid during the period of bid validity.
- In case of a successful bidder, if the bidder fails to sign the agreement.
- In any other case, as prescribed in Notification No. 13183/F dated 09.12.2024 issued by the Finance Department, Govt. of Bihar.

The EMD of successful bidders will be returned after submission of Performance Security in the form of Unconditional Bank Guarantee as prescribed in Annexure VI in favor of the "Bihar State Minorities Financial Corporation Limited".

- i. The bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions mentioned in the tender document / applicable statutes. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
- j. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the BSMFCL on the basis of this TENDER Document.
- k. Any attempt to negotiate directly or indirectly on the part of the Bidder with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result in the disqualification of the concerned bidder and the tender submitted by them will be excluded from consideration.
- l. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender, unattested documents and tender without enclosing all the required documents will summarily be rejected.
- m. The Managing Director / Tender Committee of BSMFCL reserves the right to accept or reject any bid without assigning any reason at any time prior to award of contract.
- n. It requires that the bidder observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this, BSMFCL will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare an agency ineligible either indefinitely or for a stated period.

**Note:**

"Bids along with necessary online payments must be submitted through e-Procurement portal [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) before the specified date and. The BSMFCL doesn't take any responsibility for the delay / non-submission of Tender /

non-reconciliation of online payment caused due to non-availability of Internet Connection, Network Traffic / holidays or any other reason."

**Contact e-proc 2.0**

Toll Free Number: 1800 572 6571

Email Id: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in)

Working Hours: 8AM to 7PM

(All days in week except Saturday & Sunday and few selected state holidays)

**e-Proc 2.0 Help Desk Address:**

RJ Complex, 2<sup>nd</sup> Floor, Opposite Vidyapeeth Institute, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar.

### **3. Duration of the program**

The coaching program shall initially be implemented for a period of 2 years, which may be extended for a subsequent session of 2 years, subject to satisfactory performance of the coaching institute and approval by the concerned Department.

### **4. Responsibilities of the Coaching Institute**

The selected coaching institute shall be responsible for the following:

#### **I. Course Structure**

- Provide a comprehensive module and course structure covering the complete syllabus of NEET and JEE separately for the offline classroom classes for the students residing at Haj Bhawan, Patna.
- The facility of online classes will be provided for the students of the Minority Residential Schools situated in different districts of Bihar.
- Apart from the above, prepare a targeted module for the class 12<sup>th</sup> students for both NEET and JEE keeping in mind the short duration of approximately 6 months so that the entire course is covered well in time.
- Ensure systematic coverage of:
  - i. Physics (NEET/JEE)
  - ii. Chemistry (NEET/JEE)
  - iii. Biology (for NEET)
  - iv. Mathematics (for JEE).

#### **II. Curriculum Management and Teaching**

- Provide hard copy study materials to all enrolled students.
- The material should include subject modules, practice questions and previous years' question papers.
- Developing engaging structured lessons covering the entire syllabus.
- Study materials and teaching methods must be up to date with the latest exam patterns and syllabus changes.

#### **III. Test Series**

- Conduct regular test series for performance assessment.
- At least 30 Computer-Based Tests (CBT) must be conducted during the course duration.

- Detailed performance reports shall be shared with students and the Department.

#### **IV. Doubt Clearance and Support**

Conduct regular online doubt clearance sessions for students enrolled in both offline and online modes. The coaching institute shall offer interactive sessions to resolve students queries for clarifying concepts.

#### **V. Centre In-Charge**

The coaching institute shall deploy one personnel as Centre In-Charge at the Minority Residential School / centre.

- The Centre In-Charge shall:
  - Be a qualified teaching faculty of the institute with experience of not less than 5 years.
  - Supervise coaching activities.
  - Monitor attendance, academic progress, and testing schedules.
  - Coordinate with the Department regarding program implementation.

#### **5. Infrastructure and Facilities**

- The Department shall provide necessary infrastructure for conducting both offline and online coaching.
- Facilities required by the coaching institute may include:
  - Classrooms and lecture halls
  - Computer systems and internet connectivity
  - Smart teaching equipment
  - Examination facilities for CBT tests.
  - Dedicated computer for each student.
- Above facilities shall be provided based on availability and requisition submitted by the coaching institute.

#### **6. Fee Quotation**

- The coaching institute shall quote a consolidated fee per student for one session of 2 years, separately for online and offline mode of coaching.
- The fee shall include:
  - Academic teaching and faculty fee;
  - Cost of Study materials;

- Test series and CBT examinations;
- Online platform support;
- Administrative and Centre management costs; and
- All other costs associated with the execution of contract as per RFP.

## 7. Payment Terms

Payment to the selected coaching institute shall be made on a 30:70 basis, with performance-linked components.

### I. Advance Payment (30%)

- 30% of the total contract fee shall be released as advance payment in four equal **half yearly** installments during the course duration against submission of a Bank Guarantee of an equivalent amount by the coaching institute.
- The Bank Guarantee shall remain valid for at least 60 days from the date of expiry of the Agreement subject to satisfaction of the Department.
- All bills for payment shall be raised by the coaching institute in the name of the District Minority Welfare office of the concerned district in which the Minority Residential School is located and all payments shall be made by the concerned District Minority Welfare Officer / Assistant Director / Deputy Director as specified in the Agreement.
- The Department may appoint a Nodal Officer at the Headquarter level in order to ensure timely payment to the coaching institute.

### II. Payment for JEE Coaching (Remaining 70%)

- The remaining 70% of the cost for JEE students shall be paid based on results.
- The payable amount will be determined proportionately according to the number of students qualifying for JEE Advanced **upon submission of copy of student's results with their photo identity card and 2 photos.**

### III. Payment for NEET Coaching (Remaining 70%)

- The remaining 70% of the cost for NEET students shall be paid based on performance in the National Eligibility cum Entrance Test.
- Payment will be made for students securing rank up to 25,000 in NEET **upon submission of copy of student's results with their photo identity card and 2 photos.**
- The amount payable shall be calculated proportionately based on the number of students achieving this rank threshold.

#### IV. Incentive

The Department may consider to give an additional incentive amounting to 10,000/- per student against the students obtaining a score of 99 percentiles and above in JEE Exam and for students getting a rank up to 10,000 in NEET.

#### V. Verification

- The coaching institute shall submit official examination results and supporting documents for verification.
- Performance-based payments will be released only after verification of the same by the Department.

#### 8. Monitoring and Evaluation

- The Department shall monitor the program through periodic reviews.
- The coaching institute shall submit regular progress reports, including:
  - Attendance records;
  - Test results; and
  - Performance analysis of students.

#### 9. Expected Outcomes

The program is expected to:

- Improve the academic and competitive preparation of minority students for NEET and JEE.
- Increase the number of students qualifying in aforesaid entrance examinations.
- Enhance access to professional higher education opportunities for the minority communities in Bihar.

#### 11. Bidder's Eligibility Criteria

| Sl. No. | Criteria   | Document to be provided  |
|---------|--|--|
| 1.      | The Coaching institute should be registered under Companies Act / LLP Act / Trust Act / Societies Registration Act / Partnership Act / Shop and Establishment Act. | Certificate of Incorporation and copy of MOA & AOA including details of all directors, in case of Company / Body Corporate.<br>Certificate of Registration for LLP, Certification of Incorporation and LLP Agreement.<br>Copy of Partnership Deed including details of all the partners, in case of Partnership Firm.<br>In case of Trust / Societies, copy of Deed / Bylaws, as the case may be including details of Governing Body.<br>Copy of Aadhar of the Principal Officer for all class of bidders. |

|    |  |   |
|----|--|---|
| 2. | The bidder must be registered under Bihar Coaching Institute (Control and Regulation) Act, 2010.   | Copy of Registration certificate issued under Bihar Coaching Institute (Control and Regulation) Act, 2010.  |
| 3. | The bidder should have an excellent track record and must have experience of not less than 3 years, in providing pre-coaching for various NEET / JEE entrance exams. | Documentary evidence in the form of work order / work completion certificate / any other relevant proof.  |
| 4. | The bidder should have cumulative turnover of at least ₹ 50 Crores in last 3 financial years i.e. 2023-24, 2024-25 and 2025-26.                                      | Copy of Audited Financial Statements together with the Audit Report of immediately preceding three financial years i.e. 2023-24, 2024-25 and 2025-26 (with UDIN).   |
| 5. | The bidder should not be defaulter / blacklisted by any organization, where it has previously worked / working.  | Declaration of blacklisting / non- blacklisting.  |
| 6. | The Coaching institute should be registered with Tax Authorities.  | Attested copy of PAN, GSTIN together with ITR Acknowledgement of preceding 3 Assessment Years i.e. 2023-24, 2024-25 and 2025-26.<br>Copy of Annual Return under GST Act for the financial years 2022-23, 2023-24 and 2024-25. |

**I. Conditions for technical bid:**

1. No violation of any statutory enactments against the bidder.
2. Tender Document fees will not be refunded under any circumstances.
3. The EMD of the unsuccessful bidder will be refunded in due course without accrual of any interest.
4. The coaching institute should have an excellent track record and must have been teaching for at least 3 years, in providing pre-coaching for various NEET/JEE entrance exams.
5. The coaching institute should have cumulative turnover of not less than 50 Crores in last 3 financial years i.e. 2023-24, 2024-25 and 2025-26. The coaching institute shall provide copy of Income Tax returns for the assessment years 2023-2024, 2024-25 and 2025-26.
6. The coaching institute should have in-house developed updated study material, and the same shall be made available to all the students of the MRS within stipulated time.
7. Study material should be available in English and Hindi.
8. The institution must have subject experts of each subject as per the NEET / JEE exam syllabus.
9. The Coaching Institute must be the original Institute. No franchise or consortium with an established institute is allowed to participate in bid.
10. The coaching institute will upload self-declaration in prescribed format (Annexure - .....) stating the fact that the institute has not been blacklisted by Government of India / Government of Bihar or any other Government undertaking.
10. The BSMFCL reserves the right to cancel the bid without expressing reason for the same.
11. The bidders shall upload their bids separately along with duly signed copies of all the relevant certificates, documents etc. in support of their technical and financial bids on the e-procurement portal.
12. Coaching Duration: – One session of 2 (Two) Years.

## II. Documents to be provided for Technical Bid:

(Attested Copy of the original documents to be provided)

1. Registration Certificate regarding registration of the bidders under Companies Act / LLP Act / Trust Act / Societies Registration Act / Partnership Act / Shop and Establishment Act.
2. Registration certificate issued under Bihar Coaching Institute (Control and Regulation) Act, 2010.
3. GST Registration Certificate.
4. Copy of Income Tax Returns for the Assessment Years 2023-24, 2024-25 and 2025-26.
5. Copy of Audited financial for preceding 3 financial years i.e. 2022-23, 2023-24 and 2024-25.
6. The bidder should submit ISO certification.
7. Year wise details of coached students in last three years either online / offline mode.

| Sl. No. | Year | No. of the students attended the class | No. of the students passed in JEE | No. of the students passed in NEET |
|---------|------|--|-----------------------------------|------------------------------------|
| 1.      | 2023 |  |                                   |                                    |
| 2.      | 2024 |  |                                   |                                    |
| 3.      | 2025 |  |                                   |                                    |

8. Details of candidates (Name, Address & Phone Number, Registration No., Date of conducting / attending the exam) is to be attached in separate excel sheet.
9. Statement of Turnover in last 3 financial years i.e. 2023-24, 2024-25 & 2025-26 duly issued by Chartered Accountant as per Annexure 4.
10. Details of quality digital learning content with dedicated online platform either developed or maintained in-house / in collaboration with reputed institutions.
11. The coaching Institution must have in-house developed updated study materials.

III. The bidders shall submit their Technical Bid and Financial Bid (in prescribed Annexures only), in the standard formats given in e-Procurement portal at the respective stage only. The bidders shall upload the original scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate / documents in the e-Procurement portal. The bidder shall digitally / manually sign on the supporting statements, documents, certificates, uploaded by them, owning responsibility for their correctness / authenticity.

## Evaluation of Technical Bids.

### i) Weightage based technical evaluation criteria for short listing.

| Sl. No.      | Minimum eligibility criteria  | Marks   | Max. Marks |
|--------------|---|---|------------|
| 1.           | Coaching Institute should be registered under Companies Act / LLP Act / Trust Act / Partnership Act / Societies Registration Act / Shop and Establishment Act                           | Mandatory   | 0          |
| 2.           | Coaching Institute should have experience of minimum 3 years in providing coaching of NEET / JEE.   | >=3 Years - 5 marks,<br>>= 7 Years - 7 Marks<br>>= 10 Years - 10 Marks  | 10         |
| 3.           | Registration under GST Act  | Mandatory   | 0          |
| 4.           | Income Tax Returns for 3 Assessment Years.  | Mandatory   | 0          |
| 5.           | No. of students coached for NEET / JEE exams in last 3 years  | 5 marks - >= 30,000 candidates<br>1 more mark - For every 10,000 candidates in excess of 30,000 candidates.<br>(Maximum 10 marks)   | 10         |
| 6.           | Coaching institution should have quality digital learning content with dedicated online platform either developed and maintained in-house / in collaboration with reputed institutions. | Mandatory   | 0          |
| 7.           | Coaching institution should have in-house developed study material.   | Mandatory   | 0          |
| 8.           | Experience of providing coaching services to state government sponsored candidates  | Copy of work order / work completion certificate  | 05         |
| 9.           | Track Record of the Institution<br>The number of candidates cleared / selected in Government Medical / Engineering College through NEET / JEE.  | >= 500 candidates - 10 marks<br>201 to 499 candidates - 7 marks<br>101 to 200 candidates - 5 marks<br>01 to 100 candidates- 3 marks | 10         |
| 10.          | Technical Presentation  | Live demonstration of the online portal and a roadmap for teaching the students of Minority Residential School.                     | 35         |
| <b>Total</b> |   |   | <b>70</b>  |

- For above point 5 and 9, a certificate issued by a Chartered Accountant / Company Secretary / Cost Accountant must be submitted.
- A minimum 40 marks is required to qualify for further evaluation (i.e. to be a part of financial bid).

## **1. Pre-Bid Meeting**

- A.** Pre-bid Meeting will be organized on the scheduled date and time at the office of the Bihar State Minorities Financial Corporation Limited, Patna situated at 34, Harding Road, Patna. The BSMFCL may incorporate any changes in the RFP based on acceptable suggestions received during the interactive pre-bid meeting. The decision of the Tender Committee regarding acceptance of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. The prospective bidders shall submit their questions in writing to reach the BSMFCL on or before date and time mentioned in RFP Summary Sheet. Maximum 1 (one) person representing each bidder will be allowed to participate in the pre-bid meeting.

## **2. Tender Evaluation Process**

The Tender Committee of the BSMFCL shall evaluate the responses to the tender and all supporting documents/documentary evidence. Inability to submit requisite supporting documents / documentary evidence by bidders may lead to rejection of their bids. The decision of the Tender Committee in the evaluation of bids shall be final. No correspondence will be entertained outside the process of evaluation with the Tender Committee. The Tender Committee reserve the right to reject any or all bids.

Notwithstanding any specific documentation requirements mentioned in this tender, the BSMFCL reserves the right to waive minor informalities or non-conformities, if it is deemed to be in the paramount interest of the students. The BSMFCL may exercise its discretion to select a bidder whose proposal, overall, offers the most significant benefits to the student community, ensuring that procedural technicalities do not hinder the delivery of essential services or educational quality.

### **(i). Technical Bids Evaluation**

1. The Tender Committee will evaluate the Technical Bids of the bidders who qualifies the preliminary scrutiny.
2. The bidders are bound to use the format included in the tender document. Tender documents submitted in different formats will be rejected.
3. The bidders must furnish the necessary documents to establish their eligibility for each of the items given in the Eligibility Criteria. Relevant portions of the documents should be highlighted. The proposals fulfilling the eligibility criteria mentioned in the tender document will qualify for the Technical Evaluation.

4. The BSMFCL will scrutinize the bids received to determine whether they are complete and as per the RFP requirement. The Bids meeting the criteria will be taken forward to the next stage of evaluation i.e. technical evaluation. If the documents are found to match with the format, the Bidder will be eligible for technical evaluation. All the supporting documents / documentary evidence must be attached as per specifications.

**(ii). Financial Bid Evaluation**

- i. The coaching Institute should **quote fee per candidate for one session** in Indian Rupees inclusive of all charges and taxes as may be applicable. The financial bid will be evaluated on LCS basis.
- ii. The Financial Bids of technically qualified bidders will be opened by the Tender Committee of BSMFCL.
- iii. If an agency quotes NIL service charges, the bid shall be treated as unresponsive and will not be considered.
- iv. Initially work will be assigned to the first L1 bidder. In case of non-acceptance or assignment / unsatisfactory performance by the said L1 bidders, work will be assigned to the second bidder, who matched the price quoted by L1 bidder.
- v. The Bidders are required to quote their total fee (inclusive of GST as applicable) for the assignment. This amount / quote is to be used for financial evaluation purpose and award of Work Order (if selected).
- vi. Errors and Rectification: If there is a discrepancy between words and figures, the figure indicated in words will prevail.

**4. Award Criteria: -**

- i. The qualified bidders, with lowest financial bid will be selected by BSMFCL for agreement with the Minority Welfare Department, Govt. of Bihar.
- ii. Initially work will be assigned to the Rank 1 bidder. In case of non-acceptance or assignment / unsatisfactory performance by the said bidders, the work will be assigned to the Rank 2 bidder, who matched the price quoted by Rank 1 bidder.
- iii. In case of non-adherence or non-compliance of orders / directions of the Department, any applicable statute, guideline, circulars, notifications at any time during the currency of agreement, the work will be assigned to the successive bidder, who matched the price quoted by the lowest bidder.
- iv. The price quoted shall remain valid during the currency of the contract period and every arrangement should be set up and executed within 3 months of issuing of the work order.

## GENERAL TERMS AND CONDITIONS

1. Conditional tenders are liable for rejection.
2. Intending bidders can have detailed information from the office during office hours.
3. The Tender Committee, reserves the rights to reject any or all tenders without assigning any reason.
4. Rate negotiation will be done by the Tender Committee.
5. The selected coaching institute shall not sublet the contract. If the coaching institute is found to have sublet the contract, the contract will be terminated at the risk and cost of the coaching institute concerned with immediate effect.

**6. Penalty clause:**

The Director, Minority Welfare Department or any other officer authorized by the Department shall have the power to inspect the classroom program / online session during the course of program and issue notice in writing and to instruct/direct the coaching institute.

**7. Commencement of Contract**

- The BSMFCL or the Department, as the case may be, will notify the selected bidder and the work order will be issued to the official e-mail id of the selected bidder. The successful bidder shall acknowledge the same and will revert with the letter of acceptance of the work order immediately.
- The selected bidder shall arrange the Performance Security in accordance with the provision of the tender document within 7 days of acceptance of the work order.
- Subject to fulfilment of condition mentioned hereinabove, successful bidders shall execute an agreement on non-judicial stamp paper of ₹ 1,000/- within 7 days of issue of work order for commencement of contract. Non-fulfilment of the condition of executing a contract by the selected bidder would constitute sufficient ground for annulment of the award and forfeiture of Earnest Money.

**8. Resolution of Dispute**

- All disputes or differences arising out of or in connection with the agreement or any part thereof, shall be settled by negotiation among the stakeholders;
- Any complaint arising out of or relating to the Agreement or performance, which cannot be settled amicably, will be filed by the party to the contract before the

Director, Minority Welfare Department, Govt. of Bihar, who will decide the issue after affording an opportunity of being heard to the stakeholders;

- In case the selected agency is aggrieved by the order / decision of the Director, he may file an appeal against the order before the Secretary / Principal Secretary / Additional Chief Secretary of the Minority Welfare Department, Govt. of Bihar within the 30 days of the order of the Director.

**9. Applicable law and jurisdiction of court.**

This tender shall be governed in accordance with the Laws of India for the time being in force and will be subject to the exclusive jurisdiction of Courts at Patna.

## Annexure - I

### [Coaching for NEET/JEE for Students of Minority Residential School, Bihar]

|     |   |                 |                         |   |  |
|-----|---|-----------------|-------------------------|---|--|
| 1.  | Name of Coaching Institute with Postal Address  |                 |                         |   |  |
| 2.  | a) Name of Head / Chairperson / President   |                 |                         |   |  |
|     | b) Name of Secretary  |                 |                         |   |  |
| 3.  | Contact Person's Name   |                 |                         |   |  |
|     | Contact No.   |                 |                         |   |  |
| 4.  | Date of Establishment / Incorporation   |                 |                         |   |  |
| 5.  | a) Whether the Institution is registered (Yes/No)   |                 |                         |   |  |
|     | b) If yes, under which act. Institution is registered (Legal status)                          |                 |                         |   |  |
|     | c) Registration Number  |                 |                         |   |  |
|     | d) Date of Registration   |                 |                         |   |  |
|     | e) Date of Expiry   |                 |                         |   |  |
| 6.  | GSTIN   |                 |                         |   |  |
| 7.  | PAN   |                 |                         |   |  |
| 8.  | Cumulative turnover of preceding 3 financial years (Duly filled in Annexure 4 to be uploaded) |                 |                         |   |  |
| 9.  | Total years of pedagogy requiring success in NEET / JEE competitive examinations              |                 |                         |   |  |
| 10. | Whether coaching institute has provided pedagogy for student success in NEET/JEE              |                 |                         |   |  |
| 11. | Sr. No.   | Year            | No. of Students coached | No. of Successful Candidates in JEE / NEET exam | % of Success                             |
|     | 1.  | 2023-24         |                         |   |  |
|     | 2.  | 2024-25         |                         |   |  |
|     | 3.  | 2025-26         |                         |   |  |
|     | Total   |                 |                         |   |  |
| 12. | Details of faculty:   |                 |                         |   |  |
|     | Sr. No.   | Name of faculty | Qualification           | Teaching subject                                | Experience in teaching for NEET/JEE exam |
|     | 1.  |                 |                         |   |  |
|     | 2.  |                 |                         |   |  |
|     | ....  |                 |                         |   |  |
| 13. | Any other relevant details  |                 |                         |   |  |

Note:

The bidder shall bring one set of latest study material (NEET & JEE) during technical presentation session and will submit the same at the office of the BSMFCL.

Date:

Place:

Signature & Designation

Annexure -II  
(On letter head of the bidder)

To  
The Managing Director  
Bihar State Minorities Financial Corporation Ltd.  
34, Harding Road, Patna - 800001

**Self-Declaration**

I, son / daughter / wife of ..... resident of  
..... Proprietor / Director / Authorized Signatory  
of the coaching institute, mentioned above, is competent to sign this declaration and  
execute this tender document.

I/we do hereby submit tender for offline classroom coaching and online  
interactive Coaching for NEET/JEE for the students of class XI and XII of the Minority  
Residential Schools of Bihar for the session 2026-28 as per the quoted rates and in all  
respects in accordance with the applicable conditions.

I / we hereby certify that I / we have read the entire terms and conditions of the  
tender documents including all annexure(s), which form part of the contract agreement  
and I/we shall abide hereby by the terms/conditions/clauses contained therein.

I/we distinctly agree that no claim or demand upon the concerned Departments  
shall be made by us based upon or arising out of any alleged misunderstanding or  
misconceptions or mistake on my/our part of the said contract, agreements,  
stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us  
by post (registered or ordinary) or courier or left at my/our address given herein.

I/We fully understand the terms and conditions of the tender document and  
contract to be entered into between me/us and the Government of Bihar, and the  
written agreement shall be the foundation of the rights of both the parties and the  
contract shall not be deemed to be complete until an agreement has been signed by  
me/us and the concerned departments.

The information / documents furnished in the tender are true and authentic to  
the best of my / our knowledge and belief. I / we are well aware of the fact that  
furnishing of any false information / fabricated document would lead to rejection of my  
tender at any stage besides liabilities towards prosecution under appropriate law.

I / we hereby unconditionally accept the tender conditions of above-mentioned tender document(s) in it's totally /entirely.

In case any provisions of this tender are found violated, then your organization shall without prejudice to any other right or remedy be at liberty to reject this tender / bid including the forfeiture of the full Earnest Money Deposit.

Authorized Signatory:

Name and title of the signatory:

Stamp of the bidder:

Annexure – III  
Certificate Declaration regarding Blacklisting / Non-Blacklisting  
(To be submitted on letterhead)

To

The Managing Director  
Bihar State Minorities Financial Corporation Ltd.  
34, Harding Road, Patna – 800001

Sir,

I, proprietor of M/s ..... hereby declare that the bidder namely ..... has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / we, Partner(s) / Director(s) of M/s ..... hereby declare that the bidder namely ..... has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / we, Partner(s) / Director(s) of M/s ..... hereby declare that the agency namely M/s ..... was blacklisted or debarred by any Government Department from taking part in Government tenders for a period of ..... years with effect from ..... . The period is over on ..... and now the agency is entitled to take part in Government tender.

In case the above information is found false, I / we are fully aware that the tender / contract will be rejected / cancelled by the Bihar State Minorities Financial Corporation Limited and Earnest Money Deposit shall be forfeited accordingly.

Authorized Signatory:

Name and title of the signatory:

Stamp of the bidder:

Note: Strike off whichever is not applicable.

## Annexure – IV

### (Turnover Certificate)

This is to certify that M/s ....., having registered office at ..... is in the business of ..... for ..... years. The turnover of M/s ..... together income tax paid by them in preceding three financial years are as under:

(Figures in Rs.)

| Sl. No.      | Financial year | Gross Turnover | Turnover from Coaching Business | Income Tax Paid |
|--------------|----------------|----------------|---------------------------------|-----------------|
| 1            | 2023-24        |                |                                 |                 |
| 2            | 2024-25        |                |                                 |                 |
| 3            | 2025-26        |                |                                 |                 |
| <b>Total</b> |                |                |                                 |                 |

UDIN: .....

For .....

Signature of the Chartered Accountant with seal

Address:

Membership No.: .....

#### Important Note:

Audited Financial Statement for preceding 3 financial years should be attached with this Certificate.

**Annexure - V**

**Financial Bid**

To,

The Managing Director,  
Bihar State Minorities Financial Corporation Limited,  
34, Harding Road, Patna - 800001

**Sub: Financial bid for providing offline classroom classes and online interactive coaching for NEET/JEE for the students of class XI and XII of the Minority Residential Schools of Bihar for the session 2026-28.**

Sir,

Tender No. and Date: \_\_\_\_\_

| Sl. No. | Particulars  | Course fee per candidate (Amount in Rs.) |
|---------|--|--|
| 1.      | Course fee per candidate per session (2026-28) for providing coaching for NEET/JEE for the students of class XI and XII in offline mode. |  |
| 2.      | Course fee per candidate per session (2026-28) for providing coaching for NEET/JEE for the students of class XI and XII in online mode.  |  |
|         | <b>Total</b>   |  |

The course fee shall be inclusive of coaching charges, supply of printed text books and study materials / digital materials to be provided to students together with all other associated expenses and applicable taxes.

**Note: - Coaching Institute shall quote fee per candidate for one session.**

Authorized Signatory:

Name and title of the signatory:

Stamp of the bidder: