

**INVITATION FOR
EXPRESSION OF INTEREST (EOI)
FOR
EMPANELEMENT OF
COACHING INSTITUTES FOR COMPETITIVE EXAMINATIONS UNDER
'Scheme of assistance for providing Coaching to SC Students'**

21th December, 2017

DEPARTMENT FOR THE WELFARE OF SC/ST/OBC

GOVERNMENT OF NCT OF DELHI.

NOTICE INVITING EXPRESSION OF INTEREST

Department for the Welfare of SC/ST/OBC, Govt. of NCT of Delhi invites Expression of Interest (EOI) for empanelment of leading Coaching Institutes in Delhi for following Competitive Examinations under the 'Jai Bhim Mukhyamantri Pratibha Vikas Yojna' :-

- i) Group A and B examinations conducted by the Union Public Service Commission (UPSC), the Staff Selection Commission (SSC), various Railway Recruitment Boards (RRBs) and Judicial Services Examination.
- ii) Group A and B examinations conducted by the State Public Service Commission;
- iii) Officers' Grade examinations conducted by Banks, Insurance Companies and Public Sector Undertakings (PSUs)
- iv) Premier Entrance Examinations for admission in (a) engineering (eg. IIT-JEE & AIEEE), (b) Medical (eg. AIPMT), (c) professional courses like Management (eg. CAT) and Law (eg. CLAT) and (d) such other disciplines, Government may decide from time to time.

These institutes will be partnered, to impart the above coaching to interested eligible SC students / youths from Delhi.

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

The invitation of EOI with the application formats can be downloaded online at www.scstwelfare.delhigovt.nic.in from 21-12-2017 onwards.

The EOI shall be submitted to The Secretary, Department for the Welfare of SC/ST/OBC, B-Block, 2nd Floor, Vikas Bhawan, I.P.Estate, New Delhi-110002.

The last date for receipt of EOI is 12-01-2018 (3 P.M.) Interested institutes can contact the Department on 011-23378164 for clarification, if any.

**Secretary ,
Department for the welfare of SC/ST/OBC,
B-Block, 2nd Floor, Vikas Bhawan,
I.P.Estate, New Delhi-110002**

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Schedule of Expression of Interest Process

| Event Description. | Scheduled Date |
|--|--|
| Date of publishing advertisement for inviting expression of interest from the eligible institutes. | 21-12-2017. |
| Pre-bid conference | 28-12-2017 (3 P.M.) |
| Cutoff date for submission of EOI . | 12-01-2018. (3 P.M.) |
| Opening of bids | 12-01-2018 (4P.M.) |
| Last date for scrutiny of proposals, including necessary field inspections, if required. | 30-01-2018. |
| Presentations by institutions found eligible prima-facie. | Shall be informed after evaluation of proposals. |
| Meeting of screening Committee for selection of reputed intuitions. | 05-02-2018 |
| Date of release of the list of empanelled institutions. | 09-02-2018. |

Any amendment to the above schedule is subject to the decision of the Secretary, Department for the welfare of SC/ST/OBC,GNCT of Delhi.

DISCLAIMER

1. The information contained in this expression of interest (EOI) or subsequently provided to applicant institution, whether verbally or in documentary or any other form by or on behalf of the Secretary, Department for the welfare of SC/ST/OBC, GNCT of Delhi (herein after referred to as DSCST) or any of its employees, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.
2. This EOI is not an agreement or an offer by DSCST to the prospective applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation & submission of their applications pursuant to this EOI.
3. This EOI includes statements, which reflect various assumptions and assessments arrived at by DSCST in relation to the Empanelment of Institutes. Such assumptions, assessment and statements do not purport to contain all the information that each Applicant may require.
4. This EOI may not be appropriate for all persons, and it is not possible for DSCST and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtain independent advice from appropriate sources. Information provided in this EOI to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. DSCST accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
5. DSCST and its employees/ advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute rules or regulations or tort, principles or restitution or unjust enrichment or otherwise for nay loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment,

assumption, statement or information contained therein or deemed to from part or this EOI or arising in any way in this Empanelment Process.

6. DSCST also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statement contained in this EOI.
7. DSCST may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI, without assigning any reason or providing any notice and without accepting any liability for the same.
8. The issue of this EOI does not imply that DSCST is bound to empanel an Applicant or to appoint the Selected Applicant, as the case may be, for any Coaching provision as part of its scheme and DSCST reserves the right to reject all or any of the Applications without assigning any reasons whatsoever.
9. DSCST shall not be responsible for any costs or expenses incurred by the Applicant in connection with the preparation and delivery of applications, including costs and expenses related to visit for meeting with DSCST.

Background

i). The empowerment of the weaker sections has been a priority area of concern for the Government. A number of plans and programmes are being implemented for assisting them so as to enhance their skills and capabilities for ensuring rapid economic and social development.

ii). Earlier Department was providing free coaching to target groups by way of running a pre-examination coaching center at Ramjas Road , Karol Bagh, Delhi under approved scheme of Delhi Govt. Coaching has been provided through hiring of teachers on contractual basis. In addition to this , Department is also having an approved scheme for establishment of coaching center at Dilshad Garden, Delhi.

iii). It has been experienced that providing coaching through running a center of its own does not fulfill the purpose behind the formulation of scheme due to lack of availability of efficient faculty and continuously changing pattern of competitive examinations. Actually, students of Govt. run coaching center cannot compete with the other students getting coaching through reputed private institutions that are continuously upgrading their faculty & syllabus contents accordance to changing pattern of competitive exams.

iv). A need has been felt by the Department that instead of running a coaching center exclusively for students belonging to SC community, providing coaching through reputed private coaching institutes along with General Category candidates will be more result oriented.

v). Hence, 'Jai Bhim Mukhyamantri Partibha Vikas Yojna' for preparation of various competitive examinations through outsourcing basis is envisaged.

1. Objective

The objective of the Scheme is to provide quality coaching for economically disadvantaged Scheduled Castes (SCs) candidates to enable them to compete in Competitive examination and succeed in obtaining an appropriate job in Public/ Private sector.

The courses for which the Coaching will be imparted shall be as follows:

- i. Group A and B examinations conducted by the Union Public Service Commission (UPSC), the Staff Selection Commission (SSC), various Railway Recruitment Boards (RRBs) and Judicial Services Examination.
- ii. Group A and B examinations conducted by the State Public Service Commissions;
- iii. Officers' Grade examinations conducted by Banks, Insurance Companies and Public Sector Undertakings (PSUs)
- iv. Premier Entrance Examinations for admission in (a) Engineering (eg. IIT-JEE & AIEEE), (b) Medical (eg. AIPMT), (c) professional courses like Management (eg. CAT) and Law (eg. CLAT) and (d) such other disciplines, Government may decide from time to time.

2. Implementing Agencies

The scheme will be implemented through the reputed institutions/centers run by the registered societies /NGOS.

3. Eligibility criteria for applying for Empanelment of Coaching Institutions.

- i) The institute should be a registered body or run by any organization registered under the Societies Registration Act, 1860/ Companies Act, 2013 or any other relevant Act of the State/ Union Territory.
- ii) The institute should have experience of at least 3 years as on date of notification inviting applications for empanelment by the Department.
- iii) The institute should have been fully functional for a minimum period of 3 years at the time of applying under this scheme and having a minimum enrolment of 100 students in the courses as indicated at para 2 here in each year for at least two years, immediately prior to the year in which selected for empanelment.
- iv) The institute must have proper infrastructure to meet the entire requirement for providing quality coaching in the courses applied for.

4. Eligibility criteria and selection of beneficiary students.

- i) The students must have secured prescribed percentage of marks in the qualifying examinations for which free coaching is proposed to be imparted under the scheme;
- ii) The students should be selected by the coaching institution based on academic criteria/ eligibility test prescribed by the institution itself. However, institution may relax these criteria for SC candidates suitably. In the absence of any criteria fixed up by the institution, students should be selected based on merit prepared on the basis of marks obtained by them in the qualifying examinations for appearing in the relevant competitive examinations for which coaching is to be imparted.
- iii) Only students belonging to SCs residing in Delhi **& who have passed 10th and 12th class (or studying in class XII) from the schools in Delhi** , having total family income of not more than Rs.6.00 lakh per annum will be eligible under the scheme;
- iv) Income and Caste Certificate issued by office of the concerned District Magistrate should be obtained from the Students by the selected institutes and to be saved as digital format.
- v) Benefits under the scheme can be availed by a student only twice, irrespective of the number of chances a candidate can avail for appearing in any competitive examination.
- vi) **Only 50 % of admissible coaching fee is to be provided by the Govt. for students who avail 2nd time coaching facility under the scheme.**
- vii) The coaching institution will be required to take an undertaking from the students that they have not taken benefit more than twice under the scheme.
- viii) Where examination is conducted in two stages viz. Preliminary and Main, the candidates will be entitled for free coaching for both the stages of examinations. However, there will be no restriction on number of chances for coaching for interview, if the candidate is selected for interview.
- ix) The selected students shall have to attend all classes. In the event of any students remains absent consecutively for more than 15 days, without any valid reason, benefits of free coaching to him/her shall be discontinued.

5. Ratio of the Candidates

The ratio of students who have completed their studies from Govt. and Private Schools to be coached under the Scheme will be 75:25.

6. Selection of Institutions

- i) The Department for the welfare of SC/ST/OBC/Minorities will invite the proposals from the implementing agencies.
- ii) The proposals received from the implementing agencies after necessary field inspection by the designated officers of the Department will be considered by a Committee consisting of the following:-
 - a) Principal Secretary/ Secretary (SC/ST), --- Chairman
 - b) AAO, DSCST --- Member
 - c) Two representatives from relevant background to be decided by the Department --- Member
 - d) Concerned Deputy Director (SC/ST) --- Member Secretary
- iii) The concerned Branch will carry out a preliminary screening of the proposals received in response to EOI and shortlist the institutions , which prima facie satisfy the eligibility criteria laid down and have submitted all prescribed supporting documents under the scheme. Such shortlisted proposals shall be considered by the Committee and empanel such institutions which are found suitable for conducting the coaching programme.
- iv) The coaching institutions will be selected for a period of 3 years. The cases of release of funds to empanelled institutions would be considered by the Selection Committee every year.
- v) The institutes while applying for empanelment shall give their institute profile on prescribed format (Annexure-II).

Note: The empanelled institutes are required to give wider publicity to the scheme through advertisement in the newspapers and invite applications from the eligible SC candidates as per provisions of the scheme.

7. Funding Pattern

- i) Under the scheme, 75% of admissible coaching fee amount is to be provided by the Government and remaining 25% to be borne by the students. However in case of students having total family income up to 2.00 lacs , full admissible coaching fee is to be provided by the Govt.
- ii) The Department for the welfare of SC/ST/OBC/Minorities, Government of Delhi will fund the entire expenditure.
- iii) The grants-in-aid along with eligible amount of stipend for the students will be released directly to the institutions/centers concerned.
- iv) Grants-in-aid will be released to institutions concerned in two installments for each proposal for a respective year.
- v) The second installment of Grant-in-aid to **registered private institutions/NGOs** would be released on production of Utilization Certificate, complete details of stipend paid to students trained, and details of expenditure made and after receiving a satisfactory inspection report from the designated officers of the Department.
- vi) Funds would not be released to those empanelled organizations after first year who have failed to show satisfactory performance.
- vii) The grants-in-aid to all empanelled organizations would be released during 2nd and 3rd year only after receipt of the due Utilization Certificate, list of students trained with the previous year's grant, details of stipend paid to students, Audited Accounts in respect of previous year's funds, outcomes of the students coached during previous year.

8. Quantum of Fee

The admissible coaching fee in respect of various courses would be as under:-

| S. No. | Name of course for which coaching to be provided | Duration of Coaching | Maximum ceiling of Coaching fee paid to institution (inclusive of both govt. as well as student share) per |
|--------|--|----------------------|---|
| | | | |

| | | | | candidate (in Rs.) |
|----|---|----------------|---|--------------------|
| 1. | Civil Service (Preliminary)/State Civil Services (Preliminary) | Minimum Months | 5 | 40,000 |
| 2. | Civil Service (Mains)/State Civil Services (Mains) | Minimum months | 4 | 40,000 |
| 3. | Entrance examination for Engineering, Medical, MBA and other professional courses | Minimum Months | 4 | 40,000 |
| 4. | Other Group A&B examinations conducted by UPSC, State Public Service Commissioners (SPSCs), Group B Examinations conducted by SSC and (SPSCs) | Minimum Months | 4 | 30,000 |
| 5. | Officers Grade examinations for recruitment in the Banks, LIC, GICs, PSUs | Minimum Months | 4 | 30,000 |

*** As per para 7(i) above**

However, the Committee mentioned under the heading “Selection of Reputed Institutions” at para 5 above, will decide the fee structure for different examinations as well as duration of coaching after getting the market feedback every year. Accordingly, it may vary from year to year.

9. Stipend

Monthly stipend of Rs.2500/- per student will be paid for attending the coaching classes. The institute would have to pay stipend to each student on monthly basis through PFMS/ ECS or cheque . Cash payment would not be allowed. Stipend will be reimbursed by the department.

10. General Provisions

- i) The institute shall maintain full record of progress for coaching and placement of the candidates.
- ii) Grant-in-aid released to the institutions shall be dealt with in a separate account by the institute.
- iii) The institutions shall utilize the grant-in-aid for specified purposes only. In the event of the grantee institution acting in contravention of the condition, the institution will be liable to refund the amount received with 18% penal interest and other action, as deemed necessary.
- iv) After conclusion of the coaching programme, the institution shall submit to the Department for the welfare of SC/ST/OBC, within a month, the utilization certificate and audited accounts certified by the chartered Accountant. The audited accounts should include the following:
 - a) Income and expenditure accounts/Balance Sheet including Receipts and Payments Account of the institution in respect of grants-in-aid received during the year; and
 - b) A certificate to the effect that the grantee institution has not received any other grant for the same purpose from any other Ministry/Department of the Government of India, State Government/UT Administration and any other Government/Non-Government organization.
- v) **Review of performance and monitoring**
 - i) Designated officers shall monitor the running of **registered private institution/NGOs** at least once in a year and submit a report in the prescribed format.
 - ii) **Department shall conduct the periodic review, from time to time, of the projects being run under the scheme.**
 - iii) The coaching institutions will have to submit the course-wise list containing names of SC candidates with address and telephone/mobile number at the start of the course and at the end of the financial year they will have to submit the results declared till then for each exam along with roll number of these candidates.
 - iv) There will be a review of the performance of the coaching institutions at the end of 3 (three) years and the assessment will be based on the results of SC candidates provided coaching under this scheme.

- v) The continuation of funding to the coaching institution will entirely depend on the performance and success of the SC candidates coached by the coaching institution in various competitive exams. The coaching institution shall Endeavour to achieve optimum success rate for Scheduled Cases students every year for continued support.
- vi) The Department reserves the right to discontinue funding under the Scheme at any point to time if the performance of the coaching institute is found to be unsatisfactory.
- vii) Initially, 100 meritorious SC students will be sponsored to provide free coaching each for Civil Services Examination & Engineering/Medical entrance Examination.

12. Modifications in the modalities of the scheme.

If require, Modifications/ Amendment in the modalities for implementation of the scheme shall be made with the prior approval of the Minister in Charge.

ANNEXURE-I FORMAT FOR THE COVERING LETTER.

To,
The Secretary,
Department for the welfare of SC/ST/OBC ,
B-Block, 2nd Floor, Vikas Bhawan,
I.P.Estate, Delhi-110002.

Subject : Expression of Interest (EOI) for Empanelment – Submission of Application.

Sir,

In response to your invitation form/ EOI published in the newspaper -----, we are interested in getting empanelment with the Department and are submitting our application for the same. We have examined the details provided in the EOI and hereby are submitting the relevant information with this application.

The Applicant details are as follows-

1. Name of the Applicant Institution:

2. Authorized Contact Person and Designation:

3. Postal Address of the Authorized Contact Person:

4. Landline and Mobile Number of the Authorized Contact Person:

5. Email ID of the Authorized Contact Person:

We hereby certify that-

- A.) All the statements made and information furnished in the application and the enclosures are true and correct.
- B.) We have furnished all information and details necessary for EOI and have no further pertinent information to supply (unless specifically asked for by the DSCST at a letter stage).
- C.) We agree that the Secretary, DSCST or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.

D.) We submit certificates and documents in support of our suitability, technical knowhow and capability for having successfully providing the required coaching services, in prescribed format.

E.) We agree that the discretion and decision of the DSCST in respect of the empanelment of the coaching institutes is final and binding.

Signature and Seal of Authorized Contact Person

Name & Designation of Signatory

Date: _____

List of Annexure Enclosed:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

ANNEXURE-II FORMAT FOR INSTITUTE PROFILE

| S.NO. | PARTICULAR | DETAILS |
|--------------|---|----------------|
| 1. | Name of the Institute | |
| 2. | Registered Address for head Office of the institute. | |
| 3. | Organization Status (Pvt. Ltd./Partnership / registered society etc.) | |
| 4. | Registration number and date of registration. | |
| 5. | PAN no. | |
| 6. | TAN No. if any | |
| 7. | Name of the proprietor | |
| 8. | Authorized contact person and his designation. | |
| 9 | Address of communication. | |
| 10 | Landline number | |
| 11 | Mobile Number | |
| 12 | Fax. No. | |
| 13 | E-mail Address. | |
| 14 | Website Address. | |

| PLEASE TICK ON THE AREAS OF EXPERTISE FOR WHICH YOUR INSTITUTE WISHES TO GET EMPANELLED WITH DSCST. | YEAR OF EXPERIENCE | Duration/ Fee of coaching programme. |
|--|---------------------------|---|
| <p>Group A examinations conducted by the Union Public Service Commission (UPSC),</p> <p>Group B examinations conducted by the Union Public Service Commission (UPSC),</p> <p>the Staff Selection Commission (SSC), various Railway Recruitment Boards (RRBs)</p> <p>Judicial Services Examination.</p> | | |

| | | |
|---|--|--|
| <p>Group A examinations conducted by the State Public Service Commission's;</p> <p>Group B examinations conducted by the State Public Service Commissions;</p> | | |
| <p>Officers' Grade examinations conducted by Banks, Insurance Companies and Public Sector Undertakings (PSUs)</p> | | |
| <p>Premier Entrance Examinations for admission in (a) Engineering (eg. IIT-JEE & AIEEE),</p> <p>(b) Medical (eg. AIPMT),</p> <p>(c) professional courses like Management (eg. CAT)</p> <p>(d). professional courses like Law (eg. CLAT)</p> | | |
| <p>Any other discipline.</p> | | |
| | | |

ANNEXURE-III FORMAT FOR DETAILS OF EXPERTISE, INFRASTRUCTURE CAPACITY AND SUCCESS RATE.

1. Location of the coaching centers.

| S.No. | Location city | Address | Contact Person with phone number | Capacity per batch. | Since when operational | Medium of instruction. | Audio/visual classrooms (yes/No.) |
|-------|---------------|---------|----------------------------------|---------------------|------------------------|------------------------|-----------------------------------|
| | | | | | | | |
| | | | | | | | |

2. Details of permanent faculty who teach various subjects:

| SNo. | Location | Subject | Name of the faculty | Qualifications | Since when he/she is working at the institute. |
|------|----------|---------|---------------------|----------------|--|
| | | | | | |
| | | | | | |
| | | | | | |

3. Details of visiting faculty who teach various subjects.

| SNo. | Location | Subject | Name of the faculty | Qualifications | Since when he/she is working at the institute. |
|------|----------|---------|---------------------|----------------|--|
| | | | | | |
| | | | | | |
| | | | | | |

4. Details of Library Facilities.

| S.N. | Location of institute. | Sitting capacity | Number of references Books. | Number of magazines subscribed and their titles. | Number of different news papers subscribed and their titles. |
|-------------|-------------------------------|-------------------------|------------------------------------|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

5. DETAILS OF SUCCESSFUL CANDIDATES FROM CLASS ROOM COACHING.

| Year and name of examination. | Number of candidates coached. | Number of candidates who passed the exam. |
|--------------------------------------|--------------------------------------|--|
| 2014 | | |
| 2015 | | |
| 2016 | | |

6. DETAILS OF ALL THE CANDIDATES FROM CLASSROOM COACHING SELECTED FOR SERVICES / GOT ADMITTED IN PROFESSIONAL COLLEGES

| Year. | Candidate Name | Roll number and name of examination. | Coaching center location. | Services selected / Name of professional college where got admission. |
|--------------|-----------------------------|---|----------------------------------|--|
| 2014 | 1. 2. 3. 4. ''' | | | |
| 2015 | | | | |
| 2016 | | | | |
| | | | | |