

No. F 2(82)-TIT/NAR/T&P/2012 17085  
Government of Tripura  
Tripura Institute of Technology, Narsingarh

Dated, Agartala, the, 2<sup>nd</sup> December, 2013.

**Invitation of Expression of Interest (EOI)**

**From**

Reputed coaching Institutions/organizations for providing training/coaching for various competitive examinations/'Pre-Recruitment Examinations'/GATE

**For**

Empanelment of eligible Training Institutes/organizations  
For coaching Degree & Diploma Engineering students.

  
02/12/13




### Notice Inviting Expression of Interest

Tripura Institute of Technology, Narsingarh, Tripura West invites Expression of Interest from training / coaching institutes for empanelment of eligible institutes for providing coaching / training to ongoing Degree & Diploma Engineering students of this Institute to help them qualify in various recruitment examinations.

#### 1. Details of Courses for which coaching is to be provided:

Sl No	Name of Courses	Code
1.	Group 'A' Services (both Central & State) including combined Civil Services and Public Service Commission Examinations for Degree students.	GA(DG)
2.	Services under both Central & State Govt. and Public Service Commission Examinations for Diploma students.	GA(DP)
3.	Services under Private Sector organization through campus & off-campus recruitment drive including spoken English, general knowledge, aptitude & reasoning, personality development etc. as required for Degree students.	PLA(DG)
4.	Services under Private Sector organization through campus & off-campus recruitment drive including spoken English, general knowledge, aptitude & reasoning, personality development etc. as required for Diploma students.	PLA(DP)
5.	Other than Government Services (Services in Banking and PSU sector) for Degree students.	OT(DG)
6.	Other than Government Services (Services in Banking and PSU sector) for Diploma students.	OT(DP)

  
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**2. General Instructions:**

- a. The training / coaching will be organized at Tripura Institute of Technology Campus.
- b. The training is to be conducted for a period of three months, five days a week in the evening / morning hours or as desired by this Institute without affecting the normal schedule of academic activities.
- c. In the first phase, the training is to be provided for the Preliminary stage covering selected subjects as well as etiquette, tips for interview etc, keeping in view the syllabus and selection procedures laid down in respect of the service indicated above for the 1<sup>st</sup> one month.
- d. Only the empanelled institute which shows good success rate and performance in the first phase, as determined by the concerned authorities, will be eligible for the 2<sup>nd</sup> phase of training for the Main examinations during next two months.
- e. If any institute is found lacking in providing proper training or otherwise deficient in providing services, its empanelment may be cancelled before the scheduled term.
- f. The interested institutes must be in possession of Audio-Visual teaching aids/facilities including projectors, sound system etc. Use of audio-visual aid is mandatory.
- g. Provision of Faculty and Study Materials will be an integral part of the training program.
- h. Complete Study Materials are to be given to the students not later than 7 (seven) days of starting the training program.
- i. The entities / coaching institutes would be required to enter into an agreement with the concerned department regarding proper conduct of the training.
- j. A Pre-bid / EOI meeting will be held on 09/12/13 to give an opportunity to prospective bidders to seek clarification or offer suggestion if any. The last date of submission of EOI will be 20/12/13 upto 04.00 PM. The EOI will be opened on the same day if possible or on the next working day. All bidders are allowed to remain present during opening the bid document.

  
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**3. Directions for submitting the Expression of Interest:**

- a. The institutes should mention the names of the course / courses along with the respective code numbers and quote rates separately for each course.
- b. The Expression of Interest from different institutes must give a clear outline of the training courses including details of topics to be covered, the total number of classes to be taken, the duration of each class and the total duration of the training. The institute may also include any other relevant details pertaining to the project, as it deems fit. The EOI should include details of the background of the institute, previous experience of training in similar projects, if any, etc.
- c. The total cost, inclusive of cost of training and study materials, is to be calculated in terms of cost per student, mentioning clearly the total number of hours of training. The rate per student should be mentioned clearly and separately for each course along with the respective code numbers and the total number of hours of training proposed. Classroom accommodation, furniture, electricity will be provided by this Institute (TIT).
- d. One institute will not submit more than one EOI. Submission of Multiple EOIs by a single institute will result in cancellation of the same.

**4. Payment Terms:**

The approximate payment schedule, after award of coaching / training assignment to the empanelled entry, is given below for guidance purpose.

- a. The first installment of 30% of the total cost will be disbursed within a month of the commencement of the training on condition of distribution of complete study materials to all students within a week's time.
- b. The remaining 70% will be released at the end of the course.
- c. Taxes shall be deducted at source as per applicable rates.

  
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