

**District Education Office
Narayanpur
Expression of Interest**

Expression of interest is invited from the reputed Firm/Company for imparting Career Counselling & Guidance Program for Students in high and higher Secondary Schools. The interested Firm/Company may obtain application form containing eligibility criteria and other terms from DEO Office by paying RTGS or Demand Draft of Rs. 500/- in the name of District Education Officer, DEO Office, Narayanpur at Office hours between 27/03/2018 To 06/04/2018. The last date of submission of application will be on 06/04//2018 at 3:00 p.m.

Date :-
Place :-


D.E.O.
District Education Office
Distt. - Narayanpur

District Education Office Narayanpur

Detail Document

For the

Career Counseling and Guidance for
High and Higher Secondary School Students

Issued By
DEO Office
Narayanpur

District Education Office
Narayanpur

EOI Form

Issued to _____

Name of Work - Selection of firm for imparting Career Counselling and
Guidance for High and Higher Secondary School Students

Cost of EOI Document :- Rs. 500/- (Five Hundred Only)

Paid vide Cash/Demand Draft No. _____ Date _____

Date of issue of EOI Document _____

Date & Time of Opening of EOI:-

- a. Technical Proposal --
- b. Financial Proposal --

District Education Officer
DEO Office
Narayanpur
Chhattisgarh

A . About DEO Office

District Education Office is district level administrative wing of School Education Department which controls all government and government aided schools of the district. Block Education Offices also comes under its jurisdiction.

Department of School Education has equipped many schools, hostels with modern technologies for better career opportunities and job oriented skills for students.

B . Objective of this EOI

The Department of School Education is now focusing on Career Counseling and Guidance as a key project for High and Higher Secondary School students with a view to ensure that the aspiring students pursue the right career choice so that they join the workforce with better skills for enhancing growth and development. The aim of this work is to provide students with guidance to opt right career path as well as make them aware about the competitive exams for their respective interest field.

C . Scope of work

- (1) The counseling seminars will be imparted for 1 day by the selected firm/agency at Schools. The venue will be provided by the department.
- (2) The firm/agency will be providing three experts for Career Guidance and Counseling sessions.
- (3) Psychometric tests shall be conducted in every session for each and every participant.
- (4) The counseling session hours should be 3 hours a day.
- (5) The Date will be decided and provided by the department.

D. Pre Qualification Eligibility Criteria

- (1) Firm/Company must be incorporated in Chhattisgarh before 3 years.
- (2) Firm/Company must be having its Registered Corporate office and Head office in Chhattisgarh.
- (3) Firm/Company must have been running in Chhattisgarh region since last 3 years. Firm/Company must possess the experience of education in Government sector or Semi Government Organization / Other sectors since last 3 years in Chhattisgarh. Other sectors means private sector or to students at your institution. **The experience of Job Consultancy and Placement will not be included for eligibility.**
- (4) Firm/Company should be a partner or franchisee of a reputed national or international level firm/company.

- (5) The firm's annual turnover must not be less than Rs. 25 Lacs in last 3 financial years (consolidated). Please furnish information in following format:-

Sl.No.	Financial Year	Turnover in Lacs	Total
1	2014-15		
2	2015-16		
3	2016-17		
	Total		

(For 2016-17 if the balance sheet is not available then please attach CA certificate)

Please furnish the following information/documents:-

- (1) Name of the Firm/Company.
- (2) Certificate of Registration of Firm/Company:
 - a. For Company: Certificate of Incorporation from Registrar of Companies.
 - b. For Partnership Firm: Registration Certificate from Registrar of Firms & Societies, Raipur (CG)
 - c. For Proprietorship Firm: CG Shop & Establishment Act Registration License
- (3) Copy of Pan Card of Company/ Partnership Firm/ Proprietor.
- (4) Annual turnover of firm of last 03 financial years (enclosed certified-balance sheet copy).
The total turnover should not be less than 25 Lacs in the last 3 financial years(consolidated).
- (5) List of Experts with their qualification.
- (6) Experience Certificate from Government/ Semi Government Organization/ Other Sector (attach copy or Certificate from Government/ Semi Government Organization/ Other Sector).
- (7) A brief plan on Conducting Career Counselling and Guidance.

E . Selection Criteria

The firm/agency who has completed all the five pre qualification eligibility criteria will move to technical qualification. Selection will be based on both Technical and Financial proposal at the ratio of 70:30. Technical and Financial criteria is attached with this document as Annexure -1 and 2. Minimum qualifying marks for financial bid is 50 marks in Technical Proposal.

F . General Terms & Conditions

The EOI should be submitted in two parts namely "Technical Proposal", "Financial Proposal". Each should be kept in a separate sealed cover. The envelope containing "Technical proposal" should be labeled Technical Proposal, envelope containing "Financial Proposal" should be labeled Financial Proposal. All the two sealed envelopes should be kept in another sealed envelope labeled for "EOI for Selection of firm for imparting Career Counselling and Guidance Program in Schools".

- (1) The proposal should be submitted with pagination. Each page of the Technical Proposal and Financial proposal should be signed by person(s) on behalf of the organization having necessary Authorization to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection.
- (2) Sealed envelope for Financial proposal shall be opened only for those firms who have secured at least 70% of maximum marks in technical evaluation criteria.

- (3) It is mandatory that at least three bidding firms qualify in the technical evaluation, if less than three or none of the bidding firms get minimum 70% marks then the next top firm shall be taken into consideration for the evaluation of Financial bid. The Department reserves right to add any other point and can also relax the criteria in case of eligible firms are less than three.
- (4) The Financial proposal should contain a consolidated rate with all the expenses. The rate quote should be firm and final. Taxes if any to be paid need to be duly indicated otherwise no extra payment would be made for this purpose. At the time of payment of bills, the income tax/TDS (if any) shall be deducted at source as per the govt. rules and guidelines.
- (5) The sessions should be imparted both in Hindi and English. The Instructors must be well proficient in teaching both the languages.
- (6) **DEO Office reserves the right to accept, reject or cancel any or all proposal without assigning any report.**
- (7) In case of any dispute jurisdiction should be district only.
- (8) The selected Firm/Agency will submit 3% of cost of work allotted as EMD to DEO Office.
- (9) Payment will not be made in advance to selected firm/company. However the payment will be made after completion of sessions that too after receiving satisfactory report from the Concerned Incharge.
- (10) In case of non completion of sessions in due time, the balance sessions or whole sessions can be cancelled and firm may not be paid anything for the services rendered by them. If the sessions is not conducted in the prescribed time frame due to non availability of experts, resource and without sufficient reason, Penalty will be levied to the firm @ .1% of total sessions value.
- (11) Department reserves right to add extra related syllabus or work as per their need.

Annexure - 1 (Technical Proposal)**Total Marks : 70**

Sr. No	Qualification Norms	Provision For Distribution of Marks	Marks Allocated	Attach Proof (Strike out which is not applicable)
1	Certificate	1. Firm's Incorporation/ Registration in CG before 3 years. 2. PAN Card	5 5	Yes/No Yes/No
2	Experience in Career Counseling & Guidance Sector in C.G,	1. 3 Years in Private Sector 2. In Govt. field	5 10	Yes/No Yes/No
3	Balance Sheet of last 03 financial years	3. 25 Lacs or more	15	Yes/No
4	Firm/Company should be a partner or franchisee of a reputed firm/company.	1. National level Firm	5	Yes/No
5	A brief note on how to conduct Career Counseling & Guidance program	Give detail plan	0-30	Yes/No

**Minimum qualifying marks for financial bid will be 50 marks.*

Annexure - 2 (Financial Proposal)**Total Marks : 30**

Please quote the price for 1 day session inclusive of all material required for sessions.