

# **Tender to finalize suitable Educational Institution to manage and run RSK Higher Secondary School within BHEL Township, Tiruchirappalli**

BHEL Educational Society (BES), Tiruchirappalli is involved in the promotion of education through various activities including running and maintaining schools, among other activities. BES is looking for a highly result-oriented and dedicated management to manage and run R.S. Krishnan Higher Secondary School situated in BHEL Township, Thiruverumbur, Tiruchirappalli-620014, Tamil Nadu. The school was established in the year 1964. RSK School is located in five places within the BHEL Township, rendering education to students from KG I to +2 classes.

Presently the schools have student strength of over 4000 and staff strength of around 140 Nos. Up to 10<sup>th</sup> standard, the Central Board of Secondary Education (CBSE) syllabus is followed and for 11th and 12th standards, both CBSE and State Board syllabi are adopted. The medium of instruction in the Schools is English. The school is one among the best Schools in the State having all adequate infra-structure facilities like buildings, labs, play grounds, meeting halls and with excellent teaching faculties.

BES prefers Institutions with adequate experience in managing schools of CBSE syllabus in India.

## **(A) Facilities and information about the school**

- (a) BHEL constructed the school buildings equipped with necessary furniture, fixtures, electrical connections, playgrounds, laboratory with equipment, computers, library, etc. in Kailasapuram Township.

The schools are being run under different names, viz.

1. R.S.K Higher Secondary School
2. R.S.K Junior School
3. R.S.K Primary School B Sector
4. R.S.K Primary School A Sector
5. R.S.K Primary School C Sector

- (b) Infrastructure facilities like school facilities (except consumable) playground etc as existing now will be handed over to the selected institution.

Total Land Area : 695409 m<sup>2</sup>

(Main school, Junior school, A Sector, B and C Sectors & playground)

Total built up area : 103094 m<sup>2</sup>

Size of the class room : 7.10 X 6.00 m<sup>2</sup> (approx.)

- (c) Civil, Electrical and Sanitation maintenance of building/rooms will be taken care of by BES.

## **(B) Terms and Conditions**

### **Qualifying Criteria**

Should be already running a school having classes, from KG to XII, under CBSE pattern with a minimum student strength of 2000.

### **Scope of Services by School management**

- a) Management of School will be handed over to the selected Institution to Administer, run and conduct the schools with classes commencing from lower kindergarten to XII in CBSE and XI and XII in state board (English Medium).
- b) The new management shall appoint an Administrator and a Principal. If the school management desires, the Administrator can act as Secretary and Correspondent. The salary of the Administrator and the Principal, to be appointed by the school management shall be shown separately, included in the management fees, in the price bid. Both these appointees should be fluent in English and Tamil. The candidate for the post of Principal shall have a minimum of 15 years teaching experience and in that 5 years working experience as principal. The candidate for the post of an administrator shall have a minimum of 10 years teaching experience and two years as Principal or correspondent.

All other existing Staff (other than Principal) shall be allowed to continue except on performance and discipline criteria.

- c) The selected institutions should run the School with service motto.
- d) At present the school is run by the fees collected from the students and the subsidy provided by the BES management. The difference in income through fees collected and otherwise and the actual expenditure will be paid as subsidy. Approval for fees structure shall be obtained from BES for every academic year.
- e) A Governing Body of the School will be formed in which the selected management will appoint four members and BES will appoint three members.
- f) Annual budget of the school shall be put up to the Governing Body for approval before the beginning of the academic year.
- g) The responsibility of paying any statutory levies to Govt/Quasi Govt authorities, panchayats fees, taxes, etc., except property tax shall lie with the school management and will be part of school annual budget.
- h) The responsibility of procuring necessary consumables/essential commodities shall lie with the school management.
- i) Relevant statutory provisions pertaining to the school shall be followed
- j) The school shall not be used for other than educational activities without the written permission of BES.

- k) The school premises shall be maintained in a proper condition.
- l) The existing pattern of syllabi i.e. CBSE and state board shall be continued.
- m) Number of students, classes, staff (teaching/non-teaching) strength shall not be increased without prior approval from BES.
- n) Statutory dues like PF, Gratuity etc. to all the members of the teaching and non-teaching staff of the school at the time of their leaving the services of the school shall form part of the annual budget.

School management shall take initiative to settle the payments in time

- o) The contract will be valid for Five years from the date of signing the contract and it can be extended on mutual consent for further period of 5 years. The contract can also be foreclosed by either side of the parties to the agreement with a Notice period of six month coinciding with the Academic Year.
- p) In the interest of the bidder, he is advised to visit the school and assess the facilities before submission of the tender.

## **C) TECHNICAL BID :**

### **Part I: Information**

SI No.	CRITERIA	To be filled by the Institution/Organisation bidding for RSK School Mgt (Bidder).	Remarks
1	Name of the institution with Postal address, telephone, Fax and email, Contact Person.		Information purpose
2	Philosophy and mission of the Organization		Information purpose
3	Status of Institution as recognised by DOE	Self-financing / Aided/Pvt /Trust/Society/Public/Others (to specify)	Information purpose
4	Year of Establishment		Information purpose
5	Year of Affiliation to CBSE		Information purpose
6	Year of Affiliation to State Board for HSC		Information purpose
7	No of PG Teachers with B.Ed. qualification		Information purpose
8	No. of UG teachers with B.Ed. qualification		Information purpose
9	No of students per section		Information purpose
10	Teacher to Students ratio		Information purpose
11	Constitution of Management Committee of the Organisation		Information purpose
12	Medium and Long term plans for improvement in education(write up)		Information purpose
13	Focus on co-curricular activities, career development and counselling(write up)		Information purpose
14	Award schemes for best performance of students (example–scholarship etc.)		Information purpose

	(write up with data from current school)		
15	Any Legal Case pending against the institution (Legal opinion will be taken on these aspects before qualifying the bidder)		Information purpose
16	Sources of Finance of the Institution		Information purpose
17	A small write up on the Institution		Information purpose

## **Part II: Evaluation Criteria**

Sl No.	CRITERIA	To be filled by the Institution/Organisation bidding for RSK School Mgt (Bidder).	Maximum Marks
1	Name of the Educational Institution and nature of Stream	Name of Institution:  Stream: Matriculation / State Board / CBSE/Any other.	<b>10</b> Marks
1 a	CBSE Board – 5 marks		
1 b	CBSE and State Board – 10 marks		
2	Number of +2 batches passed out from bidders institution(Every batch one mark and maximum Ten marks- Proof of mark sheets to be added)		<b>10</b> Marks
3	Number of Schools run by the Bidder		<b>10</b> Marks
3 a	Upto 2 schools – 3 marks		
3 b	3 to 5 schools – 6 marks		
3 c	More than 5 schools – 10 marks		
4	Locations of the various schools run by the Bidder.		<b>6</b> Marks
4 a	One district – 2 marks		
4 b	More than one district – 4 marks		
4 c	More than one state 0- 6 marks		
5	School run by secular/religious bodies		<b>5</b> Marks
5 a	Secular – 5 marks		
5 b	Religious – 2 marks		

6	No. of training hours given to teachers in existing schools (Proof to be given) towards teacher development		<b>8 Marks</b>
6 a	Minimum 150 hrs – 3 marks		
6 b	More than 150 hrs and up to 300 hrs – 5 marks		
6 c	More than 300 hrs– 6 marks		
7	In last three years , any outstanding achievement of students:		<b>46 Marks</b>
7 a	Academic (+2): No of centums in the last 3 years: Upto 15 centums – 4 marks 16 to 30 centums-8 marks 31 to 45 centums-12 marks 46 and above- 16 marks		16
7 b	Students scoring above 90% average in the last 3 years: Up to 30% students Scoring above 90% - 4 marks Above 30% and up to 40% Scoring above 90% - 8 marks Above 40% and up to 50% scoring above 90% - 12 marks Above 50% scoring above 90% - 16 marks		16
7 c	In the last 3 years pass percentage in the 10 <sup>th</sup> and 12 <sup>th</sup> standard (to be given separately) 90 and above-2 marks 95 and above-4 marks 96 and above-6 marks		6

7 d	Other than academic a) Sports- State Level / Equivalent – 2 marks b) Literary, art & culture – 4 marks c) NCC, NSS, etc. – 2 marks		8
8	Institution's experience in running a school in Industrial Complex		5 Marks
		Total Marks	<b>100</b>

## **D) PRICED BID FORMAT**

<b>Sl.No</b>	<b>Particulars</b>	<b>Remarks</b>
01 a	Management Fee to run the School/Per Annum including pay package to be offered to Principal and Administrator	
01 b	Applicable Taxes if any may be indicated in percentage terms on 1 a above	
02	Proposed salary and perks to be offered per annum to Principal (included in the Management Fee) (indicative)	
03	Proposed salary and perks to be offered per annum to Administrator (included in the Management Fee) (indicative)	
04	PAN CARD No.	
05	TAN ( TAX ACCONT No. ) if any.	
06	Name and Address of the Institution	

## PAYMENT METHOD BASED ON PERFORMANCE AND DELIVERABLES

The selected institution will be paid the Management Fee based on an evaluation and the basis for evaluation will be as given below:

S.No.	Criterion for calculating Management Fee	Percentage of Management Fee
1	Once selected, for running the school in a smooth manner	50%
2	Up to 85% of X and XII students achieving pass percentage	5%
3	Up to 95% of X and XII students achieving pass percentage	5%
4	Up to 99% of X and XII students achieving pass percentage	5%
5	100% of X and XII students achieving pass percentage	5%
6	Each student of XII scoring 90% and above will earn 0.1% with a maximum	5%
7	Each centum in XII will earn 0.1% with a maximum of	5%
8	Achievements in co-curricular activities: District/State/National(Conducted by Government/CBSE clusters : Sports and Games, Literary and art and culture related activities, etc. Each team for group event and student for individual event achieving in co-curricular activities will earn 0.1% with a maximum of 5%.	5%
9	10 % of Science and Maths group students getting entry into IIT/NIT/MBBS (on merit )will earn 3%(or proportionate ) and every additional number will earn 0.1% with a maximum of 5%	5%
10	Discipline, cleanliness and other good qualities of a good management of school as measured by a team of experts will earn a maximum of 10%	10%
<b>TOTAL</b>		<b>100%</b>

Note: The first 50% management fee payment will be made on quarterly basis. The balance management fee will be paid once the targets as above are achieved.

Would you like to link the remuneration package offered to Principal to Performance and Deliverables by the Management as above	Yes/No
Would you like to link the remuneration package offered to Administrator package offered to Principal to Performance and Deliverables by the Management as above	Yes/No
<b>This is required for information purpose only.</b>	

## E) How to apply

- a) Educational Institutions may give their technical bids as per evaluation criterion laid out with necessary supporting documents and an undertaking for acceptance of all the terms and conditions prescribed.
- b) Price bid should be submitted in the prescribed format with the signature of competent person.
- c) Application for each school to be given in **separate** sealed envelope super scribed as **'Technical bid to Manage RSK Higher Secondary School in BHEL-TRICHY CAMPUS and Price Bid to Manage RSK Higher Secondary School in BHEL-TRICHY CAMPUS**
- d) Selection Process and Methodology:

Based on the documents submitted, the technical capability of the participating Educational institution shall be evaluated by the selection Committee as per evaluation criteria indicated herein above. Final selection will be based on the final marks awarded by the committee as per evaluation criteria. 60 % weightage will be given to Technical bid and 40 % will be given to financial bid. ( The lowest bidder (LB) will be awarded 100 marks out of total 100 and applying 40% weightage on this, the final mark will be 40. Highest bidder (HB) will be awarded mark by inverse proportion method as under. HB marks for 100 = (LB amount /HB amount) x100 and applying 40% weightage on this, the final mark for HB will be arrived at.)

Decision of the BHEL Educational Society will be final in this regard.

- e) Key Dates:

Last date for submission of Application :  
Opening of Technical bid:

- f) Address for sending Application

**THE PRESIDENT,  
BHEL EDUCATION SOCIETY,  
OFFICE OF THE GENERAL MANAGER /HR,  
BHARAT HEAVY ELECTRICALS LTD.,  
TIRUCHIRAPPALLI- 620014, TAMIL NADU.**

- g) **Contact details for Any Clarification**

The AGM/Administration, Bharat Heavy Electricals Limited, Tiruchirappalli -620 014
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