

Tender No. BP:SCHOOLS:01/2016

Dated 14/05/2016

Tender invited from bodies running Educational institutions to manage and run RSK Higher Secondary School within BHEL Township, Tiruchirappalli

BHEL Educational Society (BES), Tiruchirappalli is involved in 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 the BHEL Township, Thiruverumbur, Tiruchirappalli-620014, Tamil Nadu. The school was established in the year 1964. RSK School is located within the BHEL Township, rendering education to students from KG I to +2 classes.

Presently the schools have a student strength of over 4000 and a staff strength of around 140. Up to 10th 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 entities/bodies with adequate experience in managing schools with 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 entity.

Total Land Area : 695409 m²

Total built up area : 103094 m²

Size of the class room : 7.10 X 6.00 m² (approx.)

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

(B) Terms and Conditions

Qualifying Criteria

The entity should be already running at least a school having classes, from KG to minimum X Std under CBSE (English Medium) pattern with a minimum student strength of 1000 in Single campus. Class-wise student strength shall be furnished.

Scope of Services by School management

- (a) Management of School will be handed over to the selected body/entity 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) for a period of 5 years.
- (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 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 in a School. The candidate for the post of an administrator shall have a minimum of 10 years' experience in management of an educational institution, preferably a CBSE school. All other existing Staff (other than Principal) shall be allowed to continue except on performance and discipline criteria.
- (c) The selected body/entity should run the School with service motto, and the key personnel involved in the management of the said body/entity should be responsible for the running of the school. The body/entity is not entitled to outsource or to entrust with third parties the management of the school.
- (d) At present the school is run by the fees collected from the students and the subsidy provided by the BES management. If the expenditure is more than the income, the shortfall will be paid as subsidy by BES. If the income is more, the excess amount will be retained in the school and the utilisation will be as decided by the BES Management. Approval for fees structure shall be obtained from the BES for every academic year.
- (e) A Governing Body of the School will be formed in which the selected body/entity will appoint four members and BES will appoint three members. The members so appointed by the selected body/entity shall mostly be from among their Key Management personnel.
- (f) Annual budget of the school shall be up 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 purposes other than educational activities without the written permission of the 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 of the 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 and payment of the same is the responsibility of the school management.
- (o) School management shall take initiative to settle the payments in time.
- (p) The contract will be valid for Five academic years and it can be extended on mutual consent for a further period of maximum 5 years. The contract can also be foreclosed by either of the parties to the same with a Notice period of six month coinciding with the Academic Year, for any reason.
- (q) In the interest of the bidder, the bidders are 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 Entity bidding for RSK School Mgt (Bidder). | Maximum Marks |
|--------|---|--|---------------------|
| 1 | Name of and address (with telephone, Fax and e-mail, contact person with designation) of the applicant. | | Information purpose |
| 2 | Constitution of the applicant body/entity (Society/Trust/Company etc) | | Information purpose |
| 3 | Date of Incorporation | | Information purpose |
| 4 | Name and designation of Key Management personnel/ office bearers/ officials of the entity (Directors/Trustees etc) | | Information purpose |
| 5 | Name of the Educational institution/s run by the applicant with Postal address, Telephone no, E-mail id | | Information purpose |
| 6 | Philosophy and mission of the Organization | | Information purpose |
| 7 | Status of Institution/s as recognised by DOE | Self-financing / Aided/Pvt /Trust/Society/Public/Others (to specify) | Information purpose |
| 8 | Year of Establishment of the Institution/s. (mentioned in SI no: 5) | | Information purpose |
| 9 | Year of Affiliation to CBSE | | Information purpose |
| 10 | Year of Affiliation to State Board for HSC | | |

| | | | |
|----|---|--|---------------------|
| 11 | No of PG Teachers with B.Ed. qualification | | Information purpose |
| 12 | No. of UG teachers with B.Ed. qualification | | Information purpose |
| 13 | No of students per section | | Information purpose |
| 14 | Teacher to Students ratio | | Information purpose |
| 15 | Constitution of Management Committee of the Educational Institution/s (mentioned in SI no: 5) | | Information purpose |
| 16 | Medium and Long term plans for improvement in education(write up) | | Information Purpose |
| 17 | Focus on co-curricular activities, career development and counselling(write up) | | Information purpose |
| 18 | Award schemes for best performance of students (example–scholarship etc.) (write up with data from current school) | | Information purpose |
| 19 | Details of Litigations (criminal and civil) if any pending against the applicant entity | | Information purpose |
| 20 | Sources of Finance of the Educational Institution | | Information purpose |
| 21 | A small write up on the Educational Institution/s run by the applicant | | Information purpose |

| | | | |
|----|---------------------------------|--|---------------------|
| 22 | Details of Training to teachers | | Information purpose |
| 23 | PAN CARD No. | | Information purpose |
| 24 | TAN (TAX ACCONT No.) if any. | | Information purpose |

Signature of the Authorised Signatory
of the Entity with seal

Part II: Evaluation Criteria

| Sl No. | CRITERIA | To be filled by the Institution/Organisation bidding for RSK School Mgt (Bidder) | Maximum Marks |
|--------|--|--|-----------------|
| 1 | Nature of Educational Stream | | 10 Marks |
| 1 a | CBSE School with XII STD | | 10 |
| 1 b | CBSE School upto X STD | | 5 |
| 2 | Number of STD X batches passed out from institution(Every batch one mark and maximum five Marks- Proof of mark sheets to be furnished) | | 5 Marks |
| 3 | Number of Schools run by the Bidder | | 5 Marks |
| | One mark for each school, maximum 5 marks | | |
| 4 | Locations of the various schools run by the Bidder. | | 4 Marks |
| 4 a | More than one district | | 2 |
| 4 b | More than one state | | 4 |
| 5 | In last two years , any outstanding achievement of students: | | 56 Marks |
| 5a | <p>Academic: No of 10 out of 10 CGPA in X std in CBSE Pattern</p> <p>AND/OR</p> <p>No of students securing 95% marks and above in each subject in XII Std in CBSE pattern and / Or 100 marks in XII Std in State Board in each subject:</p> <p><u>For each of the above, 0.5 Mark per achievement, max. of forty marks.</u></p> <p>Information to be furnished with the data like roll no., name of the student, marks secured, subject in which secured for two years.</p> | | 40 |

| | | | |
|-----|---|-------------|-----------------|
| 5 b | <p>% of students scoring CGPA score of 9 and above in X Std CBSE in the last two years:</p> <p>One mark for every 5% of the students securing CGPA of 9 and above excluding the CGPA of 10, max of 10 marks.</p> <p>Information to be furnished with the data like roll no., name of the student, CGPA score and total number of students appeared for two years.</p> | | 10 |
| 5 c | <p>In the last 2 years pass percentage in the 10th standard and or 12th standards</p> <p>90 and above-2 marks</p> <p>95 and above-4 marks</p> <p>99 and above-6 marks</p> | | 6 |
| 6 | <p>Other than academic</p> <p>a) Sports- State Level-2 marks</p> <p>b) Sports- National Level– 2 marks</p> <p>c) Literary, art & culture</p> <p>State level – 2 marks</p> <p>National level-2 marks</p> <p>d) NCC, NSS (National level participation) – 2 marks</p> <p>Supporting documents to be furnished</p> | | 10 Marks |
| 7 | Coaching for competitive exams like JEE, Medical etc(documentary proof to be attached) | | 6 Marks |
| 8 | Institution's experience in running a school in Industrial Complex | | 4 Marks |
| | | Total Marks | 100 |

Evaluation will be done based on the data provided for the school that meets the qualifying criterion.

Signature of the Authorised signatory with Seal

D) PRICE BID

Total Management Fee Per year

| Breakup details | Reference | Quoted Amount Per year in Rs |
|---|--------------|------------------------------|
| Management Charges per year | A | |
| Principal salary per year | B | |
| Administrator salary per year | C | |
| Total Management fee Per year ** | A+B+C | |

**** Total Management fee shall only be considered for evaluation of lowest bidder.**

No column shall be left blank.

Signature

Name & Designation of the Authorised Signatory with Seal

(E) PAYMENT METHOD BASED ON PERFORMANCE AND DELIVERABLES

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

| S.No. | Criterion for calculating total Management Fee | Percentage of total Management Fee |
|-------|---|------------------------------------|
| 1 | For running the school in a smooth manner | 50% |
| 2 | Above 75 and up to 85% of X and XII students achieving pass percentage | 05% |
| 3 | Above 85 and Up to 95% of X and XI students achieving pass percentage | 05% |
| 4 | Above 95 and Up to 99% of X and XII students achieving pass percentage | 05% |
| 5 | 100% of X and XII students achieving pass percentage | 05% |
| 6 | Each student of XII scoring 90% and above will earn 0.1% with a maximum | 05% |
| 7 | Each centum in XII will earn 0.25% with a maximum of | 05% |
| 8 | Achievements in co-curricular activities: 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 | 05% |
| 9 | Each student getting entry into IIT/NIT/Medical will earn 0.25% with a maximum of | 05% |
| 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% |
| | TOTAL | 100% |

Note:

The 50% of the total management fee (as mentioned in Serial No.1 above) shall be paid on quarterly basis on submission of Fund Requisition.

The 10% payment (as mentioned in serial number 10) shall also be paid on quarterly basis based on the evaluation by a team of experts and on submission of Fund Requisition.

The balance amount (as mentioned from Serial No.2 to 9) will be paid as and when the above parameters are achieved and proof submitted along with fund requisition.

How to apply

- a) Entities/Bodies applying may give their **Technical Bid-Part I** in separate sealed cover as per evaluation criterion laid out with necessary supporting documents as per annexure and an undertaking signed by the Authorised Signatory of the Entity/Body for acceptance of all the terms and conditions prescribed. All the Bid documents shall be signed by the authorised person in his official capacity on behalf of the applicant entity/body.
- b) **Price bid-Part II** in another separate sealed envelope should be submitted in the prescribed format with the signature of authorised person of the entity/body.
- c) All pages of this tender document should be signed and submitted as part of the technical bid. The UNPRICED Price Bid Format should also be signed and submitted along with the technical bid.
- d) Separate Sealed envelope of both (1) Technical Bid and (2) Price Bid must be put in a single sealed envelope superscribed with Tender reference and due date 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'**, must be sent within the specified date and time. Price bids shall be opened only after the bidder is technically qualified by the committee.
- e) List of documents and proof to be attached along with the technical bid
- i) A copy of the constitution of the applicant body
 - ii) Names of the Educational Institutions run by the applicant with address, Telephone numbers.
 - iii) Names of the CBSE School with more than 1000 students with break up class wise students' strength.
 - iv) Write up on the educational institutions run by the applicant.
 - v) No of batches of 10 Std passed out with sample copy of mark sheet for each batch
 - vi) Statement as per format given below:
 - a) CGPA of 10 out of 10

| SI No | Roll No | Name of the student | Year of passing |
|-------|---------|---------------------|-----------------|
|-------|---------|---------------------|-----------------|

- b) 95 % and above marks scored each subject in CBSE XII Std

| SI No | Roll No | Name of the student | Marks Scored | Subject | Year of passing |
|-------|---------|---------------------|--------------|---------|-----------------|
|-------|---------|---------------------|--------------|---------|-----------------|

- c) 100 out 100 in each subjects of State board XII Std

| SI No | Roll No | Name of the student | Marks Scored | Subject | Year of passing |
|-------|---------|---------------------|--------------|---------|-----------------|
|-------|---------|---------------------|--------------|---------|-----------------|

- d) Pass percentage X and XII (If available)

| SI No | STD | No student appeared | Number students passed | % | Year |
|-------|-----|---------------------|------------------------|---|------|
|-------|-----|---------------------|------------------------|---|------|

- vii) Documents supporting achievements of students in Extracurricular Activities
 - a) Sports(State level or National level)
 - b) Literary, Arts and Culture(State Level or National level)
 - c) NCC, NSS(National Level participation)
- viii) Coaching for Competitive Exams like JEE, Medical Entrance

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 financial bidder (LB) will be awarded 100 marks out of total 100 and applying 40% weightage on this, the final mark will be 40. The other bidders (LB) will be awarded mark by inverse proportion method as under. $HB(\text{Highest Bidder}) \text{ marks for } 100 = (\text{LB amount} / \text{HB amount}) \times 100$ and applying 40% weightage on this, the final mark for HB will be arrived at.). Similarly, bidder with highest technical bid score will be awarded 60 marks and accordingly other bidders will be awarded mark by inverse proportion method as above. Applicants securing technical scores of 40% & above only shall be considered for price bid.

Wrong information, if any submitted will entail disqualification of the applicant at any time, i.e before or after awarding the contract.

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

f) Key Dates:

Last date for submission of Application : 10 June, 2016
Opening of Technical bid: 10 June, 2016

g) Address for sending Application

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

h) Contact details for any Clarification

The AGM/Administration,
Bharat Heavy Electricals Limited,
Tiruchirappalli -620 014
kmurali@bheltry.co.in
Phone nos: 0431-2577272, 2577103