

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
INSTITUTE / ORGANIZATION FOR IMPARTING TRAINING FOR
SCOPE**



Society for Creation of Opportunities through Proficiency in English (SCOPE), Ahmedabad, Government of Gujarat is inviting expressions of interest from suitably qualified and experienced training institutes/organizations specialized in the study, design, project management, supervision for imparting training for languages and communication skill (such as etiquettes, languages, presentation skill, interview skills, etc.). Offer / Proposal of the training institute/organization should be submitted in sealed enveloped in the office of the Society for Creation of Opportunities through Proficiency in English (SCOPE), Ahmedabad – KCG, Navrangpura, Ahmedabad

| Name | Publishing date and time of EOI | Last date and Time of Submission of EOI |
|---|-----------------------------------|---|
| EXPRESSION OF INTEREST FOR EMPANELMENT OF INSTITUTE / ORGANIZATION FOR IMPARTING TRAINING FOR SOCIETY FOR CREATION OF OPPORTUNITIES THROUGH PROFICIENCY IN ENGLISH (SCOPE), AHMEDABAD | Date: 20/12/2023 Time: 2.00 PM | Date: 03/01/2024 Time: 4.00 PM |

Processing Fees Rs. 5,000/- (Non- Refundable)

Society for Creation of Opportunities through Proficiency in English
(SCOPE), Ahmedabad

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Disclaimer

1. The Expression of Interest (EOI) is issued by the Society for Creation of Opportunities Through Proficiency in English (SCOPE), hereinafter referred to as Authority.
2. This EOI is not an agreement and is neither an offer nor an invitation by the Authority to the prospective applicants or any other person.
3. Whilst the information in this EOI has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither the Authority

nor the Government of Gujarat (GoG), nor any of their officers or employees, nor any of their advisers nor consultants, accept any liability or responsibility for the accuracy, reasonableness, or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this EOI or on which this EOI is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

4. The information contained in this EOI is selective and is subject to updating, expansion, revision, and amendment. It does not, and does not purport to, contain all the information that a recipient may require. Neither Authority, nor GoG, nor any of their officers; employees nor any of its advisors nor consultants undertakes to provide any recipient with access to any additional information or to update the information in this EOI or to correct any inaccuracies therein which may become apparent. Each Applicant must conduct its own analysis of the information contained in this EOI or to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed Assignment, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed Assignment and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Assignment.

5. This EOI may include certain information (statements, projections, designs, targets and / or forecasts) with respect to the Assignment. Such statements, projections, targets and forecasts, designs reflect various assumptions made by the management, officers and employees of SCOPE, which assumptions (and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this EOI is, or should be relief on as, a promise, representation, or warranty.

6. The issue of this EOI does not imply that Authority is bound to shortlist an Applicant or to appoint all or any empaneled Applicant, as the case may be, for the assignment/s and Authority reserves the right to reject all or any of the applications so received without assigning any reason whatsoever. Mere submission of a responsive application does not ensure empanelment of the Applicant.

7. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its EOI including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Authority or any other costs incurred in connection with or relating to its EOI. All such costs and expenses will remain with the Applicant and Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the EOI, regardless of the conduct or outcome of the Empanelment Process.

1. Invitation for Proposal

1.1 General

1.1.1 The purpose of the training is to increase the employability of students of Gujarat state by imparting English Enhancement Courses to them. A major goal of the program is to improve the performance of individuals by establishing a stable relationship between theoretical studies and realistic job experiences. It is anticipated that this program will provide a number of benefits to students, including enhancing English skills to world class levels, developing presentation skills, increasing confidence, grooming individuals, teaching business etiquettes, and arranging interactions with key industry experts, among other things. As a result, students are afforded a very unique opportunity to achieve a perfect balance between theoretical study and practical exposure to the workplace. Students are encouraged and taught to broaden their mindset in order to gain higher professional development. Personality plays a critical role in the success of a student. Creating the first impression of an individual is crucial to ensuring that the first impression is always a positive one.

1.1.2 SCOPE, with a view of support the Gujarat State Education Department, organizes various English language events and seminars throughout the year to enhance the proficiency in English language for the students of the Gujarat State.

1.1.3 SCOPE is now desirous of empaneling English language Teaching Agencies across Gujarat state. The empaneled Agencies will be required to undertake the English language training program as desired by SCOPE as broadly provided under 'Scope of Work' placed at **Annexure 1**. The general scope as given at Annexure 1 is tentative and may be modified / detailed by SCOPE from time to time based on the requirement.

1.1.4 Pursuant to the above, SCOPE invites sealed EOI comprising of details as desired from the prospective Applicants.

1.1.5 The EOI shall be downloaded from the website of *scope.gujgov.edu.in*

1.1.6 The EOIs shall be submitted in sealed envelope as specified in the EOI document. The same shall be delivered at the address given below:

SCOPE, Faculty Block, First Floor, "Prajna Puram" (K.C.G. Campus, nr. L. D. College of Engineering, opp. P.R.L, Navrangpura, Ahmedabad, Gujarat 380015.

1.1.7 The EOIs shall be filled in English and all entries must be typed and written in blue / black ink.

All erasures and alterations made while filing the EOI shall be attested by Authorized representative of the Applicant.

1.1.8 Authority shall not be responsible for any costs or expenses incurred by the Applicant in connection with the preparation and delivery of EOI, including any related costs and expenses. Authority reserves the rights to cancel, terminate, change or modify this empanelment process and/or requirements of conditions stated in the EOI, without assigning any reason or providing any notice and without accepting any liability for the same.

1.1.9 The detailed empanelment process is as per condition of this EOI. The EOIs, so received, will be evaluated as per the criteria laid down in the document.

2. Summary – Data Sheet

| Sr. | Key Information | Details |
|-----|------------------------|--|
| 1. | Project Details | <p>Project Title: Expression of Interest (EoI) for Empanelment of Training Institutes/Organization across Gujarat State.</p> <p>Broad Scope of work: The broad scope of work involves, Conceptualization, design and execution of the English Language program across the different colleges of Gujarat Arranging and managing of logistics for Faculties and other necessary implementation of the staff and Arranging deputation of trained resources and post training documentation.</p> <p>The detailed scope of work is placed in Annexure 1.</p> |
| 2. | Authority | Society for Creation of Opportunities Through Proficiency in English (SCOPE) |
| 3. | EoI Fee | 1. EoI Fee: Rs. 5,000 in the form of a DD (Non- refundable) |
| 4. | EoI submission formats | <p>EOI Security and EOI Fee –</p> <ul style="list-style-type: none"> • Form 1: Covering Letter • Form 2: Applicant’s Organization Details • Form 3: Letter for Undertaking • Form 4: Format for Financial Summary • Form 5: Format for Showcasing Experience. |

| | | |
|----|--|--|
| 5. | EOI Schedule | |
| a. | Issue of EOI | Uploading the EOI Document on website 20.12.2023 |
| b. | Last Date and Time of Submission of Applications | Till 4:00 pm on 03.01.2024 |
| c. | Opening of EOI Applications | EOI opening date will be published on the website and shall be informed via email to agencies. |

1. Definition and Interpretation

3.1 Definitions

- i. 'Applicant' shall mean English Language Institutions/Organizations/Agency, who have submitted their application in response to the EOI.
- ii. 'Application' shall mean the set of documents being submitted by the Applicant in response to this EOI along with EOI fee;
- iii. 'Assignment' means, services to be rendered by empaneled English Language Teaching Institutes/organizations/Agencies, subject to the provisions of this EOI, as per broad scope of work as provided at Annexure 1;
- iv. 'Authority' or 'SCOPE' shall mean Society for Creation of Opportunities through Proficiency in English.
- v. 'EOI Fee' shall mean the non-refundable amount of Rs. 5,000 (Rupees five thousand only), to be submitted in the form of a Demand Draft;
- vi. 'EOI Process' shall mean the process beginning from the publishing of the EOI document and culminating at the issuance of empanelment letters to shortlisted applicants;
- vii. 'Empaneled Applicant' shall mean the Applicant who has been empaneled by the SCOPE, for the Assignment on the terms and conditions of this EOI.
- viii. 'Due Date' shall mean the last date for submission of the Applications, as mentioned in the EOI document or any later date as amended from time to time.
- ix. 'Financial Year' shall mean year starting 1st April to 31st March. In case Applicant's financial / accounting years are different from the above, the immediate past financial / accounting years of the Applicant as per their annual reports shall be applicable for the evaluation.

x. “Restrictive Practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the EOI process;

xi. “Undesirable Practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the EOI process; or (ii) having a Conflict of Interest;

3.2 Interpretation

In the interpretation of this EOI, unless the context otherwise requires:

3.2.1 The singular of any defined term includes the plural and vice versa, and any word or expression defined in the singular has the corresponding meaning used in the plural and vice-versa;

3.2.2 Reference to any gender includes the other genders;

3.2.3 Unless otherwise stated, a reference to a Clause, Sub-Clause, Paragraph, Subparagraph, Annex, Exhibit, Attachment, Schedule or Recital is a reference to a Clause, Sub-Clause, Paragraph, Subparagraph, Annex, Exhibit, Attachment, Schedule or Recital of this EOI;

3.2.4 A reference to any agreement is a reference to that agreement and all annexes, attachments, exhibits, schedules, appendices and the like incorporated therein, as the same may be amended, modified, supplemented, waived, varied, added to, substituted, replaced, renewed or extended, from time to time, in accordance with the terms thereof;

3.2.5 The terms “include” and “including” shall be deemed to be followed by the words “without limitation”, whether or not so followed;

3.2.6 Any reference to a person shall include such person’s successors and permitted assigns;

3.2.7 A reference to a “writing” or “written” includes printing, typing, lithography and other means of reproducing words in a visible form;

3.2.8 Any date or period set forth in this EOI shall be such date or period as may be extended pursuant to the terms of this EOI;

3.2.9 A reference to “month” shall mean a calendar month, a reference to “week” shall mean a calendar week and a reference to “day” shall mean a calendar day, unless otherwise specified.

3.2.10 The terms "hereof", "herein", "hereto", "hereunder" or similar expressions used in this EOI mean and refer to this EOI and not to any particular Article, Clause or Section of this EOI.

The terms "Article", "Clause", "Paragraph" and "Schedule" mean and refer to the Article, Clause, Paragraph and Schedule of this EOI so specified;

3.2.11 The descriptive headings of Articles and Sections are inserted solely for convenience of reference and are not intended as complete or accurate descriptions of content thereof and shall not be used to interpret the provisions of the EOI;

2. Instruction to Applicants: -

- I. Background: SCOPE (Society for Creation of Opportunities through Proficiency in English)** SCOPE is the brainchild of the then Chief Minister of Gujarat, Hon. Shri Narendra Modi. In 2007, SCOPE was established with the main aim to increase English language proficiency among the youth of Gujarat in order to gain better employment opportunities. The main objective of SCOPE is to increase the proficiency of the English language among the youth of Gujarat and thereby enable more bright employment opportunities. SCOPE mainly offers English language tests from Cambridge University and the British Council

- II. Objective of the assignment:** The purpose of the training is to increase the employability of students of Gujarat state by imparting English Enhancement Courses to them. A major goal of the program is to improve the performance of individuals by establishing a stable relationship between theoretical studies and realistic job experiences. It is anticipated that this program will provide a number of benefits to students, including enhancing English skills to world class levels, developing presentation skills, increasing confidence, grooming individuals, teaching business etiquettes, and arranging interactions with key industry experts, among other things. As a result, students are afforded a very unique opportunity to achieve a perfect balance between theoretical study and practical exposure to the workplace. Students are encouraged and taught to broaden their mindset in order to gain higher professional development. Personality plays a critical role in the success of a student. Creating the first impression of an individual is crucial to ensuring that the first impression is always a positive one.

- III.** Its purpose is to provide a robust platform for the extensive sharing and dissemination of knowledge among all stakeholders of education in general and higher education in particular.

IV. To introduce initiatives to increase access to and equity in education in the state as well as to facilitate academic reforms in various fields of education in accordance with changes in different areas of knowledge:

- Curricular aspects
 - Capacity building of students through experienced and quality-oriented teachers through training
 - Teaching and learning: by introducing educational technology-enabled innovative teaching, learning, research, and extension activities.
 - Evaluation reforms by introducing comprehensive continuous credit and grades-based assessment.
 - Increasing settle ability of students
 - Accountable governance delivery systems in higher education
- To upgrade all universities, and college students of the State with national and international knowledge.
 - To facilitate active collaboration among centers of excellence in the state with their counterparts in the country and beyond.
 - To bridge the divide-linguistic, knowledge, and digital--and also to promote capacity building of the existing, faculties by equipping and honing their skills of English and some amount in Life Skills for better knowledge management.
 - To work for the preservation and promotion of Indian knowledge systems and knowledge manuscripts and act as the nodal agency for National/ Regional Knowledge initiatives.

The purpose of this program is to prepare and provide models of integrated education that facilitate holistic development and prepare students for life in a globally competitive world.

III The training organizations/institutes should adopt a process that is not only transparent and competitive but also timely and efficient. Following a review of the applications submitted by those applying, the SCOPE authority will invite the shortlisted training organizations/institutes to present their approach and strategy. The SCOPE authority will hire one or more training organizations/institutes in the view of SCOPE as having the required experience and expertise to achieve the desired objective as training organizations/institutes. It is the decision of the members of the committee set up by SCOPE regarding the English language training program that shall be final for all higher and technical colleges located in the state of Gujarat.

Procedure for Application fee:

Rs. 5,000/- (Rupees five thousand only) non-refundable in the form of a Demand Draft in favor of CEO SCOPE, Ahmedabad payable at Ahmedabad, Gujarat.

Selection Process:

- i. The selection of institutes shall be done by SCOPE Committee management only.
- ii. The committee reserves the right to accept or reject any proposal without assigning any reason.
- iii. EOI shall be accepted upto 04.00 PM of 03, January 2024 ~~which~~ shall be submitted in hard copy in SCOPE office. (Address: - SCOPE, Faculty Block, First Floor, "Prajna Puram" (K.C.G. Campus, nr. L. D. College of Engineering, opp. P.R.L, Navrangpura, Ahmedabad, Gujarat 380015)
- iv. The document can be downloaded from SCOPE website- scope.gujgov.edu.in from date: 20/12/2023 till 03/01/2024.
- v. Incomplete proposals received after the expiry of the stipulated time shall not be considered. Any further information can be obtained from the office of Jt. CEO SCOPE, Ahmedabad
- vi. Institutes will be the interested organizations may submit their EOI in the prescribed format, empaneled after evaluation of EOI submitted by them to SCOPE office, Ahmedabad.
- vii. EOI along with all supporting documents as per eligibility criteria shall be in spiral-bound format only otherwise the same shall be liable for rejection.

EOI PART -
A

Submission of EOI shall be submitted in spiral bound only as per the following statement.

| Sr. No. | Details | Remarks |
|----------------|---|----------------|
| 1 | Name of the organization/institute, Address, concern person name, mobile no. email id, website details | |
| 2 | Certificate of registration/incorporation | |
| 3 | Kind of courses being conducted by the institute (List or Work order of training program should be attached) | |
| 4 | Other branches of the institutes' Location and name of courses | |
| 5 | English language and other language courses run by institutes | |
| 6 | Courses being run by the institute with assistance for GoI or State Government | |
| 8 | List along with name and qualifications of trainers/resource persons | |
| 9 | Board of Directors of the organization name, age, address, contact. No. | |
| 10 | Name of the Principal person and his contact No. | |
| 12 | Supporting documents of training programs conducted (List of all training programs conducted in the past), minimum two documents per year | |
| 13 | Any other supporting document that reflects technical competence & related experience | |
| 14 | Service tax number and PAN | |
| 15 | Audited financial statement (for last 3 years) | |

Authorized Signature with seal

Note: All the documents shall be attached in spiral bound PART A with signature and seal on every page of EOI. EOI **shall be submitted in sealed cover to JT. CEO SCOPE, KCG CAMPUS, NAVRANGPURA, AHMEDABAD.**

Annexure 1:

Scope of Work

Scope of work:

The selected agencies are required to deliver the program across the various zones of Gujarat state.

The Training Agencies:

The agencies will work in cooperation with the SCOPE authority to implement language teaching programs at various colleges within their respective independent zones. As part of their responsibilities, they may be responsible for on-the-ground implementation, teacher recruitment, student engagement, and progress reporting.

To provide suitably qualified and experienced trainers to conduct various training programs as well as training kits, materials, uniforms (if required), accommodation, transportation, food, etc.

Develop and implement the necessary linkages and support to the program to ensure that the trained people are able to obtain gainful employment and proficiency in the English Language in order to achieve the program's overall objectives. A proper record keeping system must be in place for all training programs conducted.

The agency /agencies shall showcase the design of the course of English Language in such a way that student can achieve at least B1 level in CEFR (Common European Framework of Reference).

Please note, that the final test after completion of training will be decided by SCOPE.

SCOPE OF WORK – FOR SELECTED AGENCY

The Selected Agency will have to provide training in colleges according to the content determined by SCOPE.

In the selected college, the selected agency will impart English language training to students from the third year of their graduation degree, namely, the Third Year (TY) of Commissioner of Higher Education (CHE) and final year of degree colleges of Commissionerate of Technical Education (CTE). Additionally, if the institute has a postgraduate center, those students may also be considered.

The English Language program will be offered by each college in batches of 50 to 55 students. Sometimes, if the number of students increases by five or more, they should be included in the same batch so that one does not have to complete a new batch. It is possible, however, to make two or more batches if there are more than 60 numbers.

The Selected Agency will be required to train a maximum of four hours and a minimum of two hours each day. In the case of a four-hour training session, the break can be provided between each two-hour segment, i.e. from 15 to 60 minutes. The Selected agency will also be required to take an evaluation test, online through the portal or offline, on every 20 hours or every sixth day of the training, whichever is the lesser.

Training in English communication in each college and its expenditures are provided by the government for the purpose of developing students' skills. Therefore, it is mandatory for all enrolled students to attend training on a daily basis. In the event of unavoidable circumstances, a maximum of 30% absence can be accepted. Students who are less than 40% of the total number of students for five consecutive days following the beginning of the training should be notified immediately by email and the training should be postponed.

Once the Selected Agency has completed the training set or module, the general responses, such as written feedback, monthly reports, quarterly reports, and yearly reports should be uploaded to the training portal.

A list of the proposed tutors, along with their resumes and supporting documents, shall be provided by the Selected Agency along with their appointment letter/contract letter/agreement letter to SCOPE officials prior to the beginning of the trainings. The Selected Agency will provide English Language Trainers with a minimum of three years' experience.

It will be the responsibility of the Selected Agency to provide trainers who will be able to conduct 40 hours of training for one module followed by 40 hours of training for another module in accordance with the content determined by the SCOPE.

The design or structure shall be prepared keeping in view of imparting training in the colleges that fall under CHE approx. 471 colleges and CTE approx. 51 colleges in any one semester of bachelor degree.

The Selected Agency should have the minimum qualifications for English Language trainers will be as (either or)-

- Trainers should be possessing M.A degree with English as subject with minimum 50% marks
- Trainers with PHD in ELT (English Language Teaching)
- Trainers should possess any of the below mentioned international exams with B2 or above grade and certificate from any state/ national/ international reputed institutions as a trainer in English language such as:
 - CELTA – Certificate in English Language Teaching to Adults
 - TKT – Teaching Knowledge Test
 - DELTA – Diploma in Teaching English to Speakers of other Languages
 - TESL – Teaching English as Second Language

- TESOL – Teaching English to Speakers of other Languages
- TOEFL – Teaching English as a Foreign Language
- PTE – Pearson Test of English
- SCOPE – LINGUA skill examination with B2 or higher grade
- TOT – Training of Trainers (the TOT can be from the reputed institutions/organizations)
- IELTS, International English Language Testing System with minimum 6 bands.
- The Person should have minimum of 3 years of experience as English language trainer.
- British Council English score Test
- The person should have experience as an English Language Trainer will be preferred.

The Selected Agency will be giving the qualification certificates of the above types of trainers to the SCOPE authority.

During a situation like Pandemic/ emergency, the agency will have to provide training as instructed by SCOPE.

- Examination related work by Selected Agency post completing the training –
A pre-test should be conducted to evaluate the total progress of the each student. It also helps to design and implement the English language training program based on the insights gained from the pre-test. Incorporate targeted activities, materials, and exercises to address the identified areas of improvement.
- Select Appropriate Assessment Tools:
Choose assessment tools that align with the objectives. Common tools include written tests, oral interviews, listening exercises, and reading comprehension tasks. Ensure that the tools are reliable, valid, and cover a range of language skills and can be conducted via online through designed portal or off line mode.
- Rescheduling/cancellation or postponing of any batch can't be done more than three times in coordination with the principal/authority of the college, if this occurrence happens more than three times, then the SCOPE authority should immediately be informed and in such case SCOPE authority will decide whether the training should continue with available numbers or cancel the batch. Such decision agency will have to follow it.

Checklist to be filled by the participant

Table A

| Sr. No. | Criteria | Documentary Evidence |
|---------|--|---|
| 1. | The Applicant should be a private/public limited company or partnership firm (including LLP) or proprietorship firm and should be in based in Gujarat for a minimum period of 01 years as on the EOI Due Date. | 1. Certificate of Incorporation / Registration / any other relevant documentary evidence (Details as per Form 1) 2. PAN Card of Applicant or firm |
| 2. | The agency should provide Audited financial statement of last three years (2020-2021; 2021-2022 and 2022-2023). | 1. Audited Balance Sheets and Annual Reports for the corresponding years. (Details as per Form 5). |
| 3. | The Agency/s must have a minimum of 05 years of working experience with the University or government institution. | Work order / Agreement /MoU/ work completion Certificate (Details as per Form 6). |
| 4. | The agency should provide a number of candidates trained by them in last three financial years. | List of candidates trained by them in last three financial years. |
| 5. | The agency should provide number of trainers who work as English Language trainer associated with agency in last three years. | Provide a list of trainers of last three financial years along with their qualifications. |

| | | |
|----|---|--|
| 6. | <p>Disqualification of Agencies with Legal Implications Any agency with a history of litigation or legal implications, whether past or ongoing, is hereby disqualified from participating in this expression of interest process. Should it come to light that a participating agency has been involved in any legal proceedings, either directly or indirectly, SCOPE reserves the right to terminate the agreement and services without further obligation.</p> <p>Furthermore, in the event that an agency is found to be directly or indirectly involved in any ongoing legal matters, SCOPE may impose penalties as deemed appropriate.</p> <p>By participating in this expression of interest, agencies implicitly confirm that they are not currently involved in any legal proceedings, and that they have disclosed any previous litigation or legal implications relevant to their eligibility.</p> <p>SCOPE reserves the right to verify the legal standing of participating agencies and may request additional documentation or information as necessary.</p> | <p>The Applicant should not be blacklisted by any Government Department, Organization, Corporation, or any other body (Letter of Undertaking as per Form 3)</p> |
|----|---|--|

Note:

- 1) Applicants must ensure that all relevant documents as specified above have been attached.
- 2) Applications not conforming to the above requirements may be rejected.

Table- B (Presentation)

| Sr. No | Criteria |
|--------|--|
| 1. | <p>Understanding of the scope of work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approach and Methodology <input type="checkbox"/> Showcasing of similar events including course design and teaching pedagogy details <input type="checkbox"/> Technical resources available with Applicant <input type="checkbox"/> Awards and Accolades <input type="checkbox"/> Element of innovation/use of new-age technology <p>Note: The Applicants will be invited for the presentation at short notice. Applicants are advised to be prepared for the same.</p> |

Form 1: Format for Covering Letter

[To be furnished by the Applicant on their letterhead]

Date:

To,

CEO

SCOPE, AHMEDABAD

Subject: Submission of application for Empanelment of English Language Training Institutions/organizations/agencies for SCOPE

Dear Sir,

1. We are submitting this EoI (Application) as an EOI fee as per the details below

| EOI Fee | (DD number and Bank Name) |
|---------|---------------------------|
| | |
| | |

2. We, the undersigned, having carefully examined the referred EOI, offer to provide the required services, in full conformity with the said EOI.
3. We have read the all the provisions of EOI and confirm that these are acceptable to us.
4. We understand that if an Applicant has been empanelled, it is on the basis of the technical & organizational capabilities and experience of the Applicant taken together. We understand that the basis for our qualification will be the complete documents submitted along with this letter and that any circumstance affecting our continued eligibility as per EOI or any circumstance which would lead or have led to our disqualification, shall result in our disqualification under this empanelment process.
5. We agree that if we fail to perform according to the conditions / stipulations of the EoI, SCOPE or its representative shall be at liberty to take action in accordance with the EoI.
6. We understand that SCOPE is not bound to accept any or all Applications it may receive.
7. We declare that we have disclosed all material information, facts and circumstances, which would be relevant to and have a bearing on the evaluation of our Application and empanelment as an Agency.
8. We do also certify that all the statements made and/or any information provided in our application are true and correct and complete in all aspects.
9. We declare that in the event that SCOPE discovers anything contrary to our above declarations, it is empowered to forthwith disqualify us and our Application from further participation in the evaluation process.

(Signature)

(Name of the person)

(In the capacity of)

Company Seal

(Name of firm)

Duly authorized to sign Application for and on behalf of

Form 2:

Format for Applicant's Organization Details

[To be furnished by the Applicant on their letterhead]

All Applicants shall provide the details in the format below

| S. No | Particulars | Details |
|-------|--|----------------------------|
| 1. | Basic Information of Applicant | |
| a) | Name of Applicant | |
| b) | Country of Incorporation | |
| c) | Address of the corporate headquarters and its branch office(s), if any, in India | |
| d) | Offices in Gujarat, if yes, provide details | |
| e) | Date of incorporation and/or commencement of business | |
| f) | Applicant is a Proprietorship / Partnership or registered under The Companies Act. | |
| g) | Details of Income Tax Registration: Enclose PAN and GST Details | |
| h) | Ownership of the Organization (List of stakeholders/ members who own 10% or more stocks & their interest in the company | 1. 2. 3. 4. 5. |
| i) | List of current directors | |
| j) | Other key management personnel | |
| 2. | Brief description of the Applicant including details of its main lines of business. | |
| 3. | Details of individual (s) who will serve as the point of contact/ communication: (a) Name (b) Designation (c) Address (d) Telephone Number / Mobile (e) E-Mail Address | |

Form 3:

Format for Letter of Undertaking

[To be furnished by the Applicant on their letterhead]

Date:

To,

CEO

SCOPE

Navrangpura, Ahmedabad

Subject: Submission of application for Empanelment of English Language Training Institutions/organizations/agencies for SCOPE

Sir,

With reference to this our application as per the subject, I/We confirm the following:

1. Declaration for Not Blacklisted: I/We hereby confirm that our firm has not been banned or blacklisted by any government organisation / Financial institution / Court / Public Sector Unit / Central Government / State Government as on the Application submission Date.

We also undertake that in case of banning or blacklisting of our firm / agency, by any government organisation / Financial institution / Court / Public sector Unit / Central Government / State Government after Application submission date but on or before the Application Due Date, our Application will not be entertained for evaluation.

2. Indemnity Undertaking:

a. I / We on behalf of our firm, hereby agree and undertake that I / We have understood all the rules, regulations, guidelines and procedures and all staff Technical & Non-Technical working on behalf of our firm will abide by all the rules, regulations, guidelines, and procedures.

b. I / We also declare that our firm will be responsible for any safety violations / accident etc. in providing services as per the conditions of the Agreement. Authority will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I / we hereby declare that I am / we are sole responsible on behalf of the firm for giving such declaration.

3. Anti-Collusion Certificate: I / We hereby certify and confirm that in the preparation and submission of this Application, we have not acted in concert or in collusion with any other Applicant or any other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive, restrictive or monopolistic trade practice.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this Application.

3. History of Litigation: I / We hereby provide details / Information on any history of litigation or arbitration resulting from contracts in last five years or currently under execution / operation, which may have an impact on providing services under this EoI.

| Year | Award for/ against Applicant | or Name of Client | Litigation Dispute Matter | & Disputed Amount in Rs. |
|------|---------------------------------|----------------------|---------------------------------|--------------------------|
| | | | | |
| | | | | |

Dated this Day of , 2023

Name of the Applicant

Signature of the Authorized Signatory

Name of the Authorized Signatory

Form 4:

Format for Financial Summary

(on the letterhead of the CA / Statutory Auditor) All figures in Equivalent Currency (in Rs. Crore)

| Description | Last Three Financial Years - Audited (ending 31 st March 2020-21 / 2021-22 / 2022-23) | | |
|---------------------|--|---------------|---------------|
| | FY 20__-__ | FY 20__-_____ | FY 20__-_____ |
| Operating Revenue | | | |
| (add) Other Revenue | | | |
| Total Turnover | | | |

Financial Year: 1st April to 31st March

Note: Applicants are required to provide data for last three years ending 31st March 2020-21 / 2021-22/ 2022-23. Audited Balance Sheets are also required to be submitted for the same.

Unique Document Identification Number (UDIN): _____

Signature: _____

Name of the Statutory Auditor _____

Membership no _____

Designation _____

Name of the Audit Firm _____

FRN

(Seal of the firm) Date _____

Note:

1. The Applicant shall submit audited annual reports (financial statements: balance sheets, profit and loss account, notes to accounts etc.) in support of the financial data duly certified by statutory auditor/s. In case, company does not have statutory auditor/s, it shall be certified by the chartered accountant that ordinarily audits the annual financials of the company.
2. The Document as furnished above shall be verified online through the UDIN and the Balance Sheets. Applicants are advised to ensure that the details as per this form are reproduced online accurately.

Form 5:
Format for Showcasing Experience

| S.No. | Name of the Event, location | Duration (from DD/MM/YYYY to DD/MM/YYYY) | Client | Project cost (exclusive of taxes) |
|-------|--------------------------------|--|--------|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Add rows as required

Note:

1.Each project has to be duly supported by documentary evidence (work order/ Agreement/completion certificate/Invoice) for being considered for marking. The documentary evidence should clearly establish the eligibility of the project as per EOI conditions. Only eligible projects which are complete shall be considered for marking.

2. In case of a discrepancy between cost in the work order / agreement and the completion certificate, the cost of event shall be taken from the Completion Certificate. Documentary evidence should clearly demonstrate the component of tax, from the client's side.