

**CENTRE FOR EXCELLENCE IN PUBLIC MANAGEMENT**  
**SATYENDRA NATH TAGORE CIVIL SERVICES STUDY CENTRE**

Netaji Subhas Administrative Training Institute Campus  
Government of West Bengal

FC-Block, Sector-III, Salt Lake City, Kolkata-700106, West Bengal, Ph: 2341-0123, www.csscwb.in

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Memo No. 325/CEPM/63/2023-24

Date: 12.03.2024

**Subject: Inviting Expression of Interest (EoI) from reputed Coaching Institute/Academy and thereafter MoU with the selected Institute/Academy**

**Background**

Minority Affairs & Madrasah Education Deptt.(MA & ME Deptt.) having its coaching centre at Haj Tower, Kaikhali where the West Bengal Civil Service Coaching Programme is already run by West Bengal State Haj Committee. The said Deptt. intends to coach the aspirants of minority students for Civil Service Examination 2025 preparation conducted by UPSC.

The proposal for initiation of a coaching programme for Civil Service aspirants of Minority students was thought for by MA & ME Deptt., Govt. of West Bengal & thus it may be so to run the training of aspirants of MA& ME Deptt. that would be undertaken for the Civil Service Examination 2025 batch.

**Salient Features**

In order to provide quality coaching to 100 UPSC CSE aspirants, the MA & ME Deptt. intends to float the Expression of Interest (EoI) through SNTCSSC.

**Objectives**

To provide quality coaching for 100 UPSC CSE aspirants offered by MA & ME Deptt., Govt. of West Bengal, MA & ME Deptt. intends to tie up with experienced reputed bonafide coaching institutes/academies with excellent credentials for conducting coaching of Minority aspirants who will appear in CSE conducted by UPSC in 2025.

**Selection Criteria**

The factors to be considered as selection criteria for the coaching institute/academy are as follows:

1. Number of Classroom candidates selected in the UPSC CSE from the institute/academy in UPSC CSE during the last five (5) years.
2. Number of Test Series candidates selected in the UPSC CSE from the institute/academy in UPSC CSE during last five (5) years.
3. Number of Mock Interview candidates selected in the UPSC CSE from the institute/academy in UPSC CSE during the last five (5) years.
4. Number of teaching faculty in the institute academy, along with their credentials.
5. Average experience of faculty members who will provide coaching for aspirants of MA & ME Deptt.

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6. If there be any MoU in the past or ongoing with any State or Central Government, the same documents may also be attached.
7. Cost implications for conducting UPSC GS Prelims, Mains, Essay, Interview, Mock Tests and Mock Interviews, apart from selected optional subjects for UPSC CSE aspirants.
8. In course of processing of EOI documents so received, the lowest one i.e. L1 will be taken into account for consideration after evaluation of all other parameters in selection of Institutes/ Academies for conducting off-line coaching.
9. Please indicate the Number of hours of coaching scheduled to be provided through off-line classes. A detailed subject wise hours break up of classes to be given by the Institute. Also, a detailed month wise plan to be provided.

**Evaluation and Comparison of Bids:**

- After opening the bids, the bid document submitted by each bidder will be examined. Any bid which does not fulfil the basic eligibility requirements set forth in the EOI document will be rejected.
- Technical bid of the tenderers, who have fulfilled the basic eligibility criteria will be opened and evaluated.
- To assist in the technical evaluation of bids SNTCSSC may, at its discretion, ask a bidder for clarifications.
- Original documents will have to be produced by the bidders as and when asked by the bid screening committee.
- Bidders are to get 50% as qualifying marks in technical bid as follows:-

<u>Items</u>	<u>Marks</u>
a. Credentials of Faculty members in the Institute and Faculty Members who will coach students of SNTCSSC	20
b. Success rate of classroom candidates and test series candidates of the Institute	20
c. Experience in offering coaching to any State or Central Govt. entity	10
<b>Total</b>	<b>50</b>

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- The financial bid will be assessed exclusively for bidders who have fulfilled the qualification criteria in the technical bid.
- If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder will be outright rejected at any stage without any prejudice.

### **Term and Conditions**

1. For quality assessment of the EoI, the MA & ME Deptt. And SNTCSSC reserve the right for selection.
2. For experience and credibility assessment of the EoI, the MA & ME Deptt. and SNTCSSC reserve the right to selection.
3. For cost implication of the EoI, the MA & ME Deptt. and SNTCSSC reserve the right to selection.
4. The MA & ME Deptt. and SNTCSSC reserve the right to any other factors as may be deemed fit.
5. For physical classes, the infrastructural facilities will be provided by the MA & ME Deptt., but the travel and accommodation costs of faculty will have to be borne by the concerned faculty/institute/academy. However, on request, the MA & ME Deptt. may provide accommodation, if available.
6. The programme will need to be conducted having its base in Kolkata, West Bengal.
7. The interested institute/academy may indicate PAN and GSTN in the EoI.
8. The interested institute/academy may submit the filled up EoI along with all supporting documents within 5.00.pm of 05.04.2024.

A committee headed by the Member Secretary, CEPM & Course Director, SNTCSSC and a representative from MA & ME Deptt. will screen all of the EoI applications and documents.

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**Contact Address:**

All submissions in both hard copy and soft copy are to be sent to the following contact address:

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SATYENDRA NATH TAGORE CIVIL SERVICES STUDY CENTRE  
GOVERNMENT OF WEST BENGAL**

**Netaji Subhas Administrative Training Institute Campus  
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**E-mail: [info@sntcssc.in](mailto:info@sntcssc.in)**

**Telephone: 033-2341-0123**

Sd/-

Jitin Yadav, IAS  
Member Secretary, CEPM  
&  
Course Director, SNTCSSC