



EOI REFERENCE NO:- 105/CEPM/47/Part-1/22-23

Dated 25.06.2025

Inviting Expression of Interest (EOI)

For

**ONLINE PRELIMINARY CUM MAINS FOUNDATION COURSE FOR
UPSC CIVIL SERVICES EXAM**

2026 Batch

**26 Nos. SATYENDRA NATH TAGORE DISTRICT CIVIL SERVICES STUDY
CENTRES**

FC Block, NSATI Campus, Salt Lake

Kolkata-700106

West Bengal, India

Email: ias.study.ati@gmail.com

Visit us at: www.cssecwb.in

DISCLAIMER

The information contained in this EOI document or subsequently provided to Bidder(s), whether verbally or in documentary form by or on behalf of Satyendra Nath Tagore District Civil Services Study Centre, is provided to Bidder(s) on the terms and conditions set out in this EOI document and any other terms and conditions subject to which such information is provided. This EOI document is not an agreement and is neither an offer nor invitation to any other party. The purpose of this EOI document is to provide interested Bidder(s) with information that may be useful to them to prepare their proposal including financial offers (the “Bid”) pursuant to this EOI Document. This specification includes statements, which reflect various assumptions; assessments arrived at by SNTCSSC in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information each Bidder(s) may require. This EOI document may not be appropriate for all persons, and it is not possible for SNTCSSC and their employees or advisors to consider the investment objectives, financial situation, and particular needs of each Bidder(s) who reads or uses the EOI document. The assumptions, assessments, statements, and information contained in this EOI document, may not be complete, accurate, adequate or correct. Each Bidder(s) should, therefore, conduct its own investigations and analysis, and should check the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, statements, and information in this EOI document and obtain independent advice from appropriate sources. Information provided in this EOI document to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SNTCSSC, its employees, advisors and technical Consultant/s accepts no responsibility for the accuracy or otherwise for any interpretation or opinion of law expressed herein. SNTCSSC and their employees, Advisors, and Technical Consultant/s make no representation or warranty and shall incur no liability under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI document or otherwise, including the accuracy, adequacy, correctness, reliability of completeness of the EOI document and assessment, assumption, statement or information contained therein or deemed to form part of this EOI document or arising in any way in this Bid stage. SNTCSSC, its employees, Advisors and Technical Consultant/s also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder(s) upon the statements contained in the EOI document. SNTCSSC may at their

absolute discretion, but without being under any obligation to do, so update, amend or supplement the information, assessment or assumptions contained in this EOI document.

The issue of this EOI document does not imply that SNTCSSC is bound to select a Bidder(s) or to appoint the preferred Bidder(s) for the project and SNTCSSC reserves the right to reject all or any of the Bidder(s) or Bid without assigning any reason. The Bidder(s) shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by SNTCSSC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder(s) and SNTCSSC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder(s) in preparation for submission of the Bid regardless of the conduct or outcome of the Bidding Process.

1. Background

Centre for Excellence in Public Management (CEPM) is an autonomous body registered under the Societies Registration Act, 1961 headed by the Chief Secretary, Govt. of West Bengal. The Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC) is a unit under the CEPM focussed on providing quality coaching to UPSC Civil Services Examination (CSE) aspirants from West Bengal. The centre is located at the Netaji Subhas Administrative Training Institute (NSATI), Govt. of West Bengal. under P&AR Department.

It was decided to extend the centres in different Districts across West Bengal, 26 such SNT District Civil Services Study Centres are conducting on-line training since 2023 for CSE aspirants. The fresh Expression of Interest (EoI) is to be called for 26 centres throughout West Bengal for conducting training of UPSC Civil Services Examination (CSE) aspirants of 2026 Batch in online mode, the class of which will be started preferably from 1st week of September, 2025

2. Expression of Interest (EoI)

Satyendra Nath Tagore District Civil Services Study Centre, under CEPM/SNTCSSC, Govt. of West Bengal, the Procuring Organisation (hereinafter referred to as; 'the authority', 'the Head of procurement', 'the procuring Entity' and 'the Procuring Organisation' respectively), invites Expression of Interest (hereinafter referred as the 'EoI') from eligible Institutes/Academies for selection for conducting on-line coaching, described in "Terms and Conditions" (hereinafter referred to as 'the Services'). Interested Institutes/Academies should provide sufficient and relevant information demonstrating that they meet the specified eligibility criteria and have the required qualifications to perform the services to conduct Online Training. The document, referred to as the Expression of Interest (EoI) document, outlines the procedure for the selection process.

3. Objective of the Expression of Interest

SNTCSSC under CEPM intends to tie-up with established and reputable coaching institutes/academies possessing outstanding credentials and distinguished faculty. Under this initiative, SNTCSSC will provide sponsorship for aspirants of 26 Districts Study Centres preparing for the UPSC CSE 2026 Examination in each Districts taking together of 26 Study Centres commencing expectedly from 1st week of September 2025.

Further details can be seen in the website www.csscwb.in

4. List of Important Dates of Bids

Name of works: Online Preliminary cum Mains foundation course for UPSC civil services exam-2026 Batch

Date and Time Schedule:

Sl. No	Particulars	Date & Time
1.	Date of Issuing e-Tender Notice	26.06.2025
2.	Date of uploading of EOI and other Documents (online)	26.06.2025 at 05.00 PM
3.	Documents download start date(online)	26.06.2025 at 05.00 PM
4.	Pre-Bid Meeting	02.07.2025 at 03.00 PM
5.	Bid Submission start date and time [Online]	03.07.2025 at 05.00 PM
6.	Last date and time of Submission of Technical and Financial Bid [Online]	28.07.2025 upto 5.00 PM
7.	Date and time of Opening Technical Bid	30.07.2025 at 05.15 PM
8.	Date for Technical Presentation (Online)	04.08.2025 at 03.00 PM
9.	Date of uploading list for Technically Qualified Bidder (Online)	To be Notified later
10	Date and time of opening Financial Bid	To be Notified later

NOTICE INVITING EOI

SI No.	SUBJECT	DESCRIPTION
1.	Name of work(s)	Online Preliminary cum Mains foundation course for UPSC civil services exam-2026 Batch
2.	Location of Work	26 Nos. District Study Centres (separate sheet as Annexure-I enclosed)
3.	EMD	Rs 4,00,000/-(Rupees Four Lakhs) only through online during submission of bid as per Finance Deptt. order no. 3975-F(Y) dated 28.07.2016. The scanned copy of application money details should be uploaded during the bid submission. The application fee is fully refundable as per the terms specified in this EOI.
4.	Availability of EOI Documents	The total EOI Document can be downloaded from website- https://wbenders.gov.in/nicgep/app & also website- www.csscwb.in
5.	Site Visit	Bidders may visit the locations of 26 nos. District SNTCSSC centres as per annexed list before submission of bid.
6.	Pre-Bid Meeting	NSATI Campus, Salt Lake, Kolkata-700106. Date-02.07.2025 at 03.00 PM.
7.	Submission of EOI	Bidding documents signed by authorized person of the bidder, must be submitted on line on or before 28.07.2025 upto 5.00 PM
8.	Procedure for submission of EOI	In the event of tendering process, intending bidder may download the tender documents (Expression of Interest (EOI)) free of cost from the website; https://wbenders.gov.in directly with the help of Digital Signature Certificate. Necessary earnest money should be paid online in accordance with G.O. No. 3975-F(Y), dated 28.07.2016 of the Finance Department, Government of West Bengal.
9.	Date, Time and venue of opening of Technical Bid	30.07.2025 at 05.15 PM ; Mode : Online Place: FC Block, NSATI Campus, Salt Lake, Kolkata-700106.

Sl No.	SUBJECT	DESCRIPTION
		In the event that the office is closed on the specified bid opening date, the bids will be opened on the next working day at the same time and venue.
10.	Date and Time of Opening of Financial Bid	Date and Time of opening of Financial Bids to be informed later.
11.	Taxation	Taxes applicable, if any, in respect of this contract whether in vogue or may be imposed in future shall be payable by the successful bidder as per terms to be specified in the agreement to be executed subsequently.
12.	Bank Details of CEPM	Indian Bank, Salt Lake GD Market Branch, Kolkata-700106. S/B a/c No. 50189702376, IFSC Code:IDIB000S549

5. Nature and scope of work:

- a) The project is to conduct online coaching of CSE aspirants of 2026 batch of 26 SNT District Civil Services Study Centres.
- b) The duration of class is 7 (seven) months preferably. Total hours of class spread over the seven months period shall be 550 hours.
- c) The class will be conducted by the selected Institute in online mode. Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC) will sponsor 26 District Study Centres which cover 50 students in each Study Centre.
- d) Selected bidder will provide coaching for the aspirants via on-line mode.
- e) Each subject wise nos. of hours of classes shall be decided mutually between CEPM and the selected bidder.
- f) Study material shall be provided in hard copy format to each student at each of the 26 centres by the selected bidder for each class.
- g) Further details about the operation of the classes shall be decided between the CEPM and the selected bidder mutually before commencement of the programme.

6. SUBMISSION OF THE EOI

The Expression of Interest (EOI) is to be submitted in a two Bid System.

A. TECHNICAL BID “A”

(a) Statutory Cover containing the following documents:

BID “A”: PART I

(SINGLE FILE MULTIPLE PAGE SCANNED)

Essential Requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.

A	NIT
B	Submission of Earnest money. The scanned copy of the Earnest money details must be uploaded at the time of submission of bid.
C	The bidder should not be blacklisted in any State or Central Government work. The bidder must provide a declaration in affidavit format, certified by a Notary Public, Judicial Magistrate, or Executive Magistrate, on or after the publication date of the Tender Notice.

BID “A”: PART II

NON-STATUTORY/MY DOCUMENTS containing the following documents:

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1 Certificates	1. PAN Card
			2. Professional Tax Registration Certificate with Latest Challan
			3. GST Registration certificate
			4. Valid Trade License for the Latest period for the specific trade
B.	Bidder Details	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD Company (Incorporation certificate, Trade License) 4. Society (Society Registration copy, Trade License) 5. Power of attorney(if required)	
C.	Credential	Provide supporting documents showcasing experience in similar implemented or ongoing projects. The bidder must demonstrate expertise in conducting classes in online mode.	
D.	Financial Information	Audited P/L Accounts & Balance Sheet of last three years (2021-2022, 2022-2023 & 2023-2024).	

		ITR Returns for last three years (2021-2022, 2022-2023 & 2023-2024).
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B. FINANCIAL BID “B”

(i) BOQ in INR (in excel sheet)

The folder as “Financial Bid” shall contain base price and GST (18%) in Indian Rupee for Online Preliminary cum Mains foundation course for UPSC civil services exam-2026 Batch

7. INSTRUCTION TO BIDDERS

a) General Guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for Assisting the bidders to participate in e-Tendering.

b) Registration of Bidders:

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-procurement System, through logging on the <https://wbtenders.gov.in>. The bidder is to click on the link for e-Tendering site as given on the web portal.

c) Digital Signature certificate (DSC) :

Each bidder is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the Controller of Certifying Authorities (CCA) Govt. of India.

NOTE: Other details can be seen in the bidding document. SNTCSSC reserves to itself the right to reject any or all the EOIs received without assigning any reason thereof.

8. General terms of reference:

- a. Prospective bidders are required to submit their bids, including Earnest money, a Technical Presentation on their Academy/Institute/ Courseware etc. with timelines, and Institute credentials such as PAN, GST, Trade License, and audited accounts for the last three financial years.
- b. The successful bidder must obtain all necessary statutory approvals and clearances at their own expense.
- c. A provisional Letter of Intent (LoI) or Work Order will be issued to the successful bidder upon receiving approvals from the competent authority followed by MoU.

9. Requirements in Bidding Process:

- Bidders should familiarize themselves with the project area before submitting the bid.
- The Expression of Interest (EOI) must be comprehensive, including all necessary information and appendices, and submitted by the specified due date. The EOI should

be devoid of ambiguity or changes and must be signed on all pages by the authorized signatory of the organization.

- All bids, annotations, and accompanying documentation must be in the English language.
- Bidders are required to provide their complete address, along with telegraphic/phone/fax/mobile/email details in the bid document.
- The bid package should be submitted intact, and no alterations to the documents or their wording will be allowed.
- Submission of documents and bid is by online mode
- Bidders acknowledge and accept the terms of this invitation to EOI in its entirety. Bids should adhere to the terms and conditions outlined in the EOI document without any exception or deviation. The quoted price should be firm and inclusive of all applicable taxes, duties, and levies.

10. Basic Eligibility for evaluation of the technical Bid:

- Submission of Earnest money. The scanned copy of the Earnest money details must be uploaded at the time of submission of bid.
- GST registration certificate.
- Valid Trade License.
- PAN Card
- The Copies of latest Income Tax Returns of last three years (2021-2022, 2022-2023 & 2023-2024).
- Audited P/L Accounts & Balance Sheet of last three years (2021-2022, 2022-2023 & 2023-2024).
- Provide supporting documents showcasing experience in similar implemented or ongoing projects. The bidder must demonstrate expertise in conducting classes in online mode.
- The bidder should not be blacklisted in any State or Central Government work. The bidder must provide a declaration in affidavit format, certified by a Notary Public, Judicial Magistrate, or Executive Magistrate, on or after the publication date of the Tender Notice.
- Once the basic eligibility criteria are met, the technical and financial **bids** will be evaluated as outlined in serial no. 11 under the Evaluation and Comparison of Bids.

11. Evaluation and Comparison of Bids:

- After opening the bids, the bid document submitted by each bidder will be examined. Any bid which does not fulfill the basic eligibility requirements set forth in Clause 10 of 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:-

Sl No	Items	Maximum Marks
a	<p>Technical presentation – A detailed technical presentation covering the following areas shall have to be given in offline mode before a selection committee constituted by CEPD for this purpose.</p> <p>The presentation must cover areas like:-</p> <p>A) Past experience of the institute</p> <p>B) Details of the faculty with qualifications, age etc.</p> <p>C) Previous achievements in terms of successful candidates with proper evidence</p> <p>D) Method of coaching to be followed</p> <p>E) Any new innovative idea to be introduced</p> <p>F) Any additional inputs relevant to the scope of work</p>	40
b	<p>Credentials of Faculty members in the Institute and Faculty Members who will coach students of SNTCSSC</p> <p>1. Credentials of faculty members who will coach students of SNTCSSC at District Study Centres throughout West Bengal via online mode. Emphasis will be placed on the credentials of faculty members delegated to guide CSE aspirants at SNTCSSC District Study Centres. – Max marks 20</p>	20

	Experience A) Up to 5 years - 10 marks B) Up to 10 years – 15 marks C) Up to 15 and above – 20 marks	
c	Success rate of classroom candidates and test series candidates of the Institute a) The number of Classroom candidates selected in the UPSC CSE from the Institutes/Academies during the last five (5) years. Max marks : 20 marks b) The number of Test Series candidates selected in the UPSC CSE from the Institute/Academies in UPSC CSE during the last five (5) years. Max marks : 10 marks	30
d	Experience in offering coaching to any State or Central Govt. entity	10
Total		100

Bidders may make presentation in offline mode on 04/08/2025 at 03.00 PM.

- The Technical Bid will be evaluated by the selection committee constituted by SNTCSSC. Original documents will have to be produced by the bidders as and when asked by the bid selection committee. The financial bid will be assessed exclusively for bidders who have fulfilled the qualification criteria in the technical bid.
- The cost per participant for conducting Online Preliminary cum Mains foundation course for UPSC Civil Services Exam 2026 Batch should be specified. This cost per aspirant will exclude training for Optional subjects.
- If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder will be outrightly rejected at any stage without any prejudice.
- The bidder quoting the L1 rate in the Financial bid shall be eligible for award of contract.

12. Tie Bid :

- a) During the evaluation of the financial bids of the technically qualified bidders, if it is found that more than one bidder quoted the same rate, then keeping the discovered L1 rate as ceiling, sealed bids may be invited from all the L1 bidders and out of those the lowest one may be selected.
- b) If none of the L1 bidders is ready to offer further reduced rates, the work may be distributed equally among the consenting L1 bidders.
- c) If none of the L1 bidders is ready to accept reduced quantity, the bidder with higher credential based on the highest value of single work/ service of similar nature completed during last 3 years shall be considered.

13. Payment Schedule

The payment schedule to the selected bidder is as follows:

a) 1st instalment:

1/3rd of the gross value is payable at the end of 2nd month after commencement of the course.

b) 2nd instalment:

1/3rd payment of the gross value is payable at the end of 4th month after commencement of the course and also full satisfactory performance on the part of the selected bidder.

c) 3rd instalment:

1/3rd payment of the gross value is payable at the end of 7th month i.e., after completion of Course period and also full satisfactory performance on the part of the selected bidder.

d) Performance Security Deposit:

Retention money towards performance Security amounting to 10% (ten percent) of the gross value of the bill will be deducted from each installment bill of the selected bidder. The security deposit shall be released at the end of the satisfactory performance by the selected bidder. No interest will be paid on security deposit.

The Selection Committee at SNTCSC will review the progress of the course on monthly basis.

14. Other Terms and Conditions

1. The CEPM/SNTCSC retains the right for selection in assessing the quality of the EOI from intending bidders.
2. The CEPM/SNTCSC retains the right for selection in evaluating the experience and credibility of the EOI from intending bidders.

3. The CEPM/SNTCSSC retains the right for selection in considering the cost implications of the EOI from intending bidders.
4. The CEPM/SNTCSSC reserves the right to consider any other factors as deemed appropriate.
5. The Expressions of Interest (EOI) is solicited for providing professional services.
6. The interested Institutes/Academies may indicate PAN and GST in the EOI.
7. Institutes/Academies expressing interest in the EOI must possess the credibility to provide training for aspirants of the Civil Service Examination conducted by UPSC.
8. The interested Institutes/Academies may submit the filled up EOI along with all supporting documents within 5.00 pm of 28/07/2025 through online

15. The Contact Address of SNTCSSC is mentioned hereinunder:

**CENTRE FOR EXCELLENCE IN PUBLIC MANAGEMENT
SATYENDRA NATH TAGORE CIVIL SERVICES STUDY CENTRE
GOVERNMENT OF WEST BENGAL
Netaji Subhas Administrative Training Institute Campus
FC-Block, Sector-III, Salt Lake City, Kolkata-7000106, West Bengal
E-mail: ias.study.ati@gmail.com
Telephone:033-2341-0123**

Sd/-
Member Secretary, CEPM
&
Course Director, SNTCSSC

DISTRICT WISE LIST OF 26 Nos. SATYENDRA NATH TAGORE DISTRICT CIVIL SERVICES STUDY CENTRES

Sl No.	Name of the District	Name & Address of District Civil Service Study Centre		No of Centres in each district	No of Students(50 students/ Study Centre)
1	Alipurduar	Alipurduar University Campus Address: Alipurduar Municipality Post Office: Alipurduar, 736122 Police Station: Alipurduar Kotwali, West Bengal		1	50
2	Bankura	Bankura Christian College Address: College Road, Bankura, Pin-722101		1	50
3	Birbhum	Bolpur High School Address: Bolpur, Birbhum, West Bengal	Suri Vidyasagar College Address: Suri, Dist; Birbhum Pin: 731101; West Bengal	2	100
4	Cooch Behar	ABN Seal College Address: beside Rashmela Ground, Cooch Behar-736101, West Bengal		1	50
5	Dakshin Dinajpur	Balurghat College Address: Balurghat, Dakshin Dinajpur, West Bengal, Pin- 733101		1	50
6	Darjeeling	Darjeeling Govt. College Address: Lebong Cart Rd, Richmond Hill, Darjeeling, West Bengal- 734104	North Bengal University Address: Matigara, Darjeeling, West Bengal	2	100
7	Hoogly	Hooghly Women's College Address: Chinsurah (1949), West Bengal 712103		1	50
8	Howrah	Belur High School Address: 310, G.T Road, P.O. -Belur Math, Howrah, West Bengal, PIN - 711202		1	50
9	Jalpaiguri	Ananda Chandra College Of Science And Arts Address : College Para, P. O. & Dist.: Jalpaiguri, PIN - 735 101, West Bengal		1	50
10	Jhargram	Jhargram Raj College Address : Jhargram , West Bengal 721507		1	50

11	Kalimpong	Kalimpong College, Address: Ringkingpong Road, District Kalimpong, West Bengal-734301		1	50
12	Malda	Malda College Address : Rabindra Avenue, Malda- 732101, West Bengal		1	50
13	Murshidabad	Krishnath College, Berhampore. Address: 1, Surjyasen Rd, Gora Bazar, Berhampore, West Bengal 742101		1	50
14	Nadia	Krishnagar Govt. College Address : Krishnagar Govt. College, PO – Krishnagar, Dist. – Nadia, West Bengal	E – Class Room of CIRM Building, Administrative Block Address: Kalyani University Campus, Kalyani, Nadia, West Bengal	2	100
15	North 24 Parganas	Barasat Government College Address: 10, K.N.C Road, P.O - Barasat Dist- North 24 Parganas Kolkata - 700124, West Bengal		1	50
16	Paschim Bardhaman	Kazi Nazrul University Address : Nazrul Road, Kalla Bypass More, P.O.-Kalla (C.H.), Paschim Bardhaman, West Bengal		1	50
17	Paschim Medinipur	Vidyasagar University Preparatory Cell for Administrative Examinations Address : Preparatory Cell for Administrative Examinations Midnapore- 721102, West Bengal		1	50
18	Purba Bardhaman	University of Burdwan Address: PO- Rajbati, Dist- Purba Bardhaman, West Bengal		1	50
19	Purba Medinipur	Tamralipta Mahavidyalaya (Affiliated to Vidyasagar University) Address: Abasbari, Tamluk, Tamralipta Municipality, Dist.-Purba Medinipur, PIN-721636, West bengal		1	50
20	Purulia	Sidho- Kanho- Birsha University, Address: Ranchi Road, Po: Sainik School, Dist: Purulia, Pin : 723 104, West Bengal		1	50
21	South 24 Parganas	Baruipur College Address: Purandarpur Math, Baruipur, South 24-Parganas, West Bengal, 743610	Diamond Harbour Women's University, Sarisha Diamond Harbour South 24 Parganas PIN:743368, West Bengal	2	100
22	Uttar Dinajpur	Raiganj Surendranath Mahavidyalaya Address: Raiganj, Uttar Dinajpur, West Bengal		1	50
Total				26	1300