



**EOI REFERENCE NO: 310/CEPM/34/Part-1/21-22 Dated 04.12.2025**

**Inviting Expression of Interest (EOI)**

**For**

**COACHING OF UPSC CIVIL SERVICES EXAM ASPIRANTS — 2027 Batch**

**SATYENDRANATH TAGORE CIVIL SERVICES STUDY CENTRE (SNTCSSC)**

**FC Block, NSATI Campus, Sector 3, Salt Lake**

**Kolkata – 700106, West Bengal, India**

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**Visit us at: <https://www.cssecwb.in>**

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## **Disclaimer**

The information contained in this Expression of Interest (“EOI”) document, or subsequently provided to any Bidder(s), whether orally or in writing, by or on behalf of the Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC), is provided to such Bidder(s) on the terms and conditions set out in this EOI and on such other terms and conditions as may be stipulated from time to time.

This EOI document does not constitute an agreement, an offer, or an invitation to enter into any contract or arrangement of any kind. The purpose of this document is solely to provide interested Bidder(s) with information that may assist them in preparing and submitting their proposals, including financial offers (the “Bid”), in accordance with the requirements of this EOI.

This document may include statements, assumptions, assessments, and estimates that reflect the understanding and views of SNTCSSC in relation to the proposed project. Such statements or assumptions should not be regarded as exhaustive, complete, or definitive. Each Bidder is advised to conduct its own independent investigation, analysis, and verification of the information contained herein and to seek independent professional advice as deemed necessary, before submitting any Bid.

The information contained in this EOI may include matters that involve interpretation of law and regulations. Such interpretations are provided for general guidance only and shall not be construed as authoritative statements of law. SNTCSSC, its employees, advisors, and technical consultants accept no responsibility or liability whatsoever for the accuracy, adequacy, completeness, or correctness of the information or for any interpretation, statement, or opinion of law contained herein.

Neither SNTCSSC nor any of its employees, advisors, or technical consultants make any representation or warranty, express or implied, and shall not be liable under any statute, regulation, or legal principle for any loss, damage, cost, or expense incurred or suffered by any Bidder(s) or any other person, arising from or in connection with anything contained in, or omitted from, this EOI document, or for any reliance placed upon it by any person.

SNTCSSC reserves the right, at its sole discretion and without incurring any obligation, to amend, modify, supplement, or replace any or all of the information, assumptions, or assessments contained in this EOI at any time and without prior notice.



The issuance of this EOI shall not be construed to imply that SNTCSSC is bound to select or appoint any particular Bidder(s), or to proceed with the project in any manner whatsoever. SNTCSSC reserves the unconditional right to reject any or all Bids, or to annul the bidding process, at any time, without assigning any reason and without incurring any liability to any Bidder(s).

Each Bidder shall bear all costs and expenses associated with or relating to the preparation, submission, and presentation of its Bid, including but not limited to costs of documentation, travel, postage, delivery, demonstrations, and any other related expenditure. SNTCSSC shall not, under any circumstances, be responsible or liable for any such costs or expenses, irrespective of the outcome of the bidding process.

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**Memo No.:** 310/CEPM/34/Part-1/21-22

**Date:** 04.12.2025

**Subject:**

Inviting Expression of Interest (EOI) for Conducting comprehensive Offline Coaching for UPSC Civil Services Examination (CSE) 2027 Aspirants and Online Coaching for Selected Five Optional Subjects for Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC) from reputed Coaching Institutes/Academies and Execution of MoU with the Selected Institutes/Academies in India

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**Background**

The Centre for Excellence in Public Management (CEPM) is an autonomous body registered under the West Bengal Societies Registration Act, 1961, and is chaired by the Chief Secretary to the Government of West Bengal. CEPM administers the Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC), an initiative of Government of West Bengal, functioning under the Personnel & Administrative Reforms (P&AR) Department, Government of West Bengal. The Centre is committed to providing high-quality coaching and guidance to aspirants from West Bengal preparing for the UPSC Civil Services Examination. It operates from the Netaji Subhas Administrative Training Institute (NSATI), Salt Lake, Kolkata.

The Civil Services Study Centre (CSSC) was inaugurated on 25 January 2014 and was renamed the Satyendra Nath Tagore Civil Services Study Centre in May 2021. Initially, the Centre



conducted courses with eminent guest faculty from leading universities and officers of the All-India Services (AIS). To further enhance the quality and reach of its coaching programmes, SNTCSSC partnered with reputed All-India coaching institutes and academies with proven expertise in Civil Services training.

At present, SNTCSSC conducts a wide range of programmes for Civil Services aspirants, including offline Composite Courses for General Studies (Prelims & Mains) and Essay, UPSC Mains Guidance Courses, Optional Subject Coaching, Interview Training Sessions, and Online Prelims Crash Courses with Mock Test Series, all supported by a structured mentorship framework. The ongoing Offline Training Programme for the SNTCSSC 2026 Batch is being conducted for 200 aspirants.

It has been decided that the Composite Course for the 2027 Batch will be developed as a structured and personalised academic support framework, aimed at ensuring holistic preparation and continuous improvement of 200 aspirants.

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### **Part A: Comprehensive Offline Coaching for UPSC Civil Services Examination (CSE) 2027 Aspirants (Prelims, Mains, Essay, and CSAT) with Continuous Academic and Mentoring Support**

The SNTCSSC, under the aegis of CEPM, invites Expressions of Interest (EOI) from reputed institutions for the implementation of a 9-Month General Studies Composite Course with an integrated Mentorship Programme for UPSC CSE 2027 aspirants.

**Objective:** To engage one or more institutions capable of delivering a comprehensive, structured -integrated coaching programme covering all components of the UPSC CSE—General Studies (Prelims and Mains), Essay, CSAT, and Prelims & Main Test Series—supplemented by continuous academic, mentoring, and motivational support commencing June 2026.

#### **1. Key Components**

- Composite Classroom Programme: Classroom teaching and academic delivery.
- Continuous evaluation through Prelims & Mains tests.
- Personalised mentorship and academic guidance.



- Structured feedback, motivation, and individual support.

## **2. Duration and Implementation**

- **Total Duration:** 9 months
- **Total Participants:** 200 aspirants

The 9-month course will integrate classroom teaching, testing, and mentorship to ensure full syllabus completion, systematic evaluation, and personalised academic support.

## **3. Course Structure – Composite Classroom Programme**

The Composite Course will comprehensively cover:

- General Studies (Prelims cum Mains)
- CSAT (Civil Services Aptitude Test)
- Essay writing
- Integrated Prelims and Mains Test Series

**Mode of Delivery:** Offline classroom programme at the SNTCSSC campus (200 aspirants).

### **Curriculum Focus:**

- Integrated Prelims and Mains preparation
- Conceptual clarity, analytical writing and General Studies (GS) foundation building
- Balanced academic schedule ensuring full syllabus coverage
- Structured thematic progression across subjects

## **4. Examination and Evaluation Framework**

Evaluation will form the backbone of the programme through continuous assessment:

- Weekly Class Test and Evaluation** — on topics covered during the preceding week, with results released weekly.
- Mains Test Series** — 17 tests (12 GS + 5 Essay), commencing after the fourth month.
- Prelims Test Series** — 60 tests (GS, CSAT, Current Affairs, Economic Survey & Budget), commencing upon completion of 25% of the syllabus.



(d) **Evaluation & Feedback** —Evaluation as per UPSC standard, personalised feedback, and performance tracking.

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## **5. Mentorship and Guidance Programme (MGP)**

- A structured Mentorship & Guidance Programme will have to be conducted parallel to classroom teaching.
  - One mentor shall be assigned per 100 aspirants, with a minimum of two full-time mentors stationed at the SNTCSSC campus.
  - One-to-one, face-to-face mentoring to be provided by the designated mentors at the SNTCSSC campus.
  - Regular doubt-clearing and motivational sessions to be conducted.
  - Individual mentoring sessions to be held for strategy formulation and progress review.
  - Continuous monitoring and timely corrective interventions to be ensured.
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## **6. Academic Coordination and Oversight**

A Kolkata-based Main Coordinator shall oversee academic delivery, faculty scheduling, and monitoring. SNTCSSC will retain academic supervision to ensure standardisation, quality assurance, and adherence to the curriculum.

## **7. Online Academic Support and Learning Resources**

- Soft copies of study materials and notes, along with hard copies as required.
- Access to digital learning platforms for test updates and resources.
- Consistency in content delivery through hybrid academic support.
- Recorded lectures shall be accessible to enrolled aspirants until the Mains examination of that year.



## 8. Evaluation Framework and Result

The answer scripts of all candidates must be evaluated, and results released before the next test is conducted. This applies to all test series, including Weekly Class Tests.

The evaluation process will be structured to provide timely, high-quality, and constructive feedback. Evaluated Mains answer scripts will be returned within an average of seven working days to ensure aspirants receive prompt guidance for improvement.

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## Part B: Online Optional Subjects

The objective of this EOI is to invite proposals from qualified institutions for conducting Online Optional Subject Classes for UPSC aspirants. The initiative aims to provide systematic, syllabus-aligned, and exam-oriented instruction that enhances conceptual clarity, analytical ability, and answer-writing skills for the Mains examination. Optional classes will start from August/September 2026. This component will operate independently of Part A.

### 1. Scope of Work

- The selected institution(s) will be responsible for conducting structured online classes in **any one or any combination** of the following five optional subjects:
  1. Political Science & International Relations (PSIR)
  2. Geography
  3. Sociology
  4. Anthropology
  5. History
- Designing and delivering of comprehensive coverage of the UPSC syllabus.
- Providing study materials, topic-wise notes, and relevant reference resources.
- Conducting periodic tests and discussions on previous year UPSC Mains questions and expected questions.
- Offering interactive sessions to address doubts and enhance conceptual understanding.
- Submitting monthly progress reports and performance summaries of enrolled aspirants.



## **2. Duration and Schedule**

- Classes will be conducted over five (5) months, aligned with the Composite Course academic calendar for the 2027 Batch.
- Each subject shall have a minimum of 300 teaching hours, delivered through online platforms with provisions for lecture recordings and digital access. Access to recorded lectures must be provided until the Mains examination of that year.

## **3. Optional Subject Test Series, Weekly Class Tests, and Answer Writing**

- Answer writing sessions to be conducted at regular intervals.
- Weekly optional tests to be held on topics covered during the previous week.
- The Optional Test Series to commence upon completion of 25% of the optional subject syllabus.
- A minimum of 12 optional tests per subject must be conducted.

## **4. Evaluation and Feedback**

- Optional test copies must be evaluated and submitted before the commencement of the next test. This requirement applies to both the Weekly Class Tests and the Optional Test Series.
- Proper UPSC-standard feedback must be provided to every aspirant.
- An AI-based structured feedback mechanism must be developed and implemented, with monitoring access provided to SNTCSSC.

## **5. Mentoring**

- Online mentoring support shall be provided to each aspirant.
- A Subject expert or faculty member must visit the SNTCSSC campus once every month to interact with aspirants.
- Personalised mentoring and handholding support must be extended to each aspirant.

Further details are available on the website: <https://csscwb.in>.



## 1. List of Important Dates

**Notice: Inviting EOI for Conducting Comprehensive Offline Coaching for UPSC CSE 2027 Aspirants (Prelims, Mains, Essay, and CSAT) with Continuous Academic and Mentoring Support and Online selected five Optional Subject Classes under the Composite Course of SNTCSSC.**

### Date and Time Schedule

Sl. No.	Particulars	Date & Time
1.	Date of Issuing e-Tender Notice	05.12.2025
2.	Date of uploading of EOI and other Documents (online)	05.12.2025 at 05:00 PM
3.	Documents download start date (online)	05.12.2025 at 05:00 PM
4.	Pre-Bid Meeting	11.12.2025 at 03:00 PM
5.	Bid Submission start date and time [Online]	11.12.2025 at 05:00 PM
6.	Last date & time of Submission of Technical and Financial Bid [Online]	05.01.2026 or as per available slot in <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>
7.	Date and time of Opening Technical Bid	08.01.2026 or as per available slot in <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>
8.	Date for Technical Presentation	13.01.2026 or to be notified later
9.	Date of uploading list for Technically Qualified Bidders (Online)	To be notified later
10.	Date and time of opening Financial Bid	To be notified later



## NOTICE INVITING EOI

Sl No.	SUBJECT	DESCRIPTION
1.	Name of work(s)	<p><b>Part A:</b> To conduct <b>Comprehensive Offline Coaching for UPSC Civil Services Examination (CSE) 2027 Aspirants (Prelims, Mains, Essay, and CSAT) with Continuous Academic and Mentoring Support.</b></p> <p><b>Part B:</b> To conduct Online coaching for selected five <b>Optional Subjects for UPSC Civil Services aspirants for Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC).</b></p>
2.	Location of Work	FC Block, NSATI Campus, Salt Lake, Kolkata-700106
3.	EMD	An Earnest Money Deposit (EMD) of ₹7,50,000/- (Rupees Seven Lakh Fifty Thousand only) shall be submitted online at the time of bid submission, in accordance with Finance Department Order No. 3975-F(Y) dated 28.07.2016. Any balance amount of EMD, if applicable, shall be adjusted upon finalization of the tender. 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- <a href="https://wbtenders.gov.in/nicgep/app">https://wbtenders.gov.in/nicgep/app</a> & also website- <a href="https://csscwb.in">https://csscwb.in</a> .
5.	Site Visit	Bidders may visit the site before submission of bid. For coordination or queries, they may contact SNTCSSC via email at <a href="mailto:ias.study.ati@gmail.com">ias.study.ati@gmail.com</a>
6.	Pre-Bid Meeting	NSATI Campus, Salt Lake, Kolkata-700106. Date: 11.12.2025 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 05.01.2026 up to 5.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; <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> directly with the help of Digital Signature Certificate. Necessary earnest money should be paid online in accordance with <b>G.O. No. 3975-F(Y), dated 28.07.2016</b> of the Finance Department, Government of West Bengal.
9.	Date, Time and venue of opening of Technical Bid	08.01.2026 at 03.00 PM Place: FC Block, NSATI Campus, Salt Lake, Kolkata-700106. 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 CEPD	Indian Bank, Salt Lake GD Market Branch, Kolkata-700106. S/B a/c No. 50189702376, IFSC Code: IDIB000S549



## **2.(A) Nature and Scope of Work (Part-A)**

- a) Conduct offline coaching of 200 UPSC CSE aspirants of the 2027 batch at SNTCSSC.
- b) The duration of classes is preferably nine (9) months.
- c) Classes will be conducted by the selected Institute(s) in offline mode at SNTCSSC.
- d) Subject-wise number of hours of classes shall be decided mutually between CEPD and the selected bidder.
- e) Study material shall be provided in hard copy format to each aspirant at the SNTCSSC campus by the selected bidder.
- f) Further operational details shall be decided mutually between CEPD and the selected bidder before commencement of the programme.

## **2.(B) Nature and Scope of Work (Part-B)**

- Conduct Online classes in any one or combination of the following UPSC CSE Optional subjects: Political Science & International Relations (PSIR), Geography, Sociology, Anthropology, and History.
- Comprehensive coverage of the UPSC CSE Optional syllabus while providing digital study materials, topic-wise notes, and relevant reference resources.
- Periodic tests, along with discussions on previous years' UPSC CSE Mains questions and expected questions, shall be conducted to strengthen examination preparedness.
- Interactive doubt-clearing and conceptual enhancement sessions must be offered to support aspirants' learning needs. Additionally, monthly progress reports and performance summaries of enrolled aspirants are to be submitted to monitor academic outcomes effectively.
- The programme shall run for five (5) months in alignment with the Composite Course academic calendar for the 2027 Batch. Each Optional subject shall include a minimum of 300 online teaching hours, with lecture recordings provided and accessible to aspirants until the relevant UPSC CSE Mains Examination.
- Regular answer-writing practice shall be integrated into the classes.
- Weekly tests will be conducted on recently taught topics, and the Optional Test Series shall begin after at least 25% syllabus completion. A minimum of twelve (12) Optional Tests per subject must be conducted.



- All evaluated answer scripts must be returned before the next scheduled test, with UPSC-standard feedback provided to each aspirant. An AI-enabled structured evaluation and feedback system shall be implemented with monitoring access for SNTCSSC.
  - Continuous online mentoring support shall be ensured for all aspirants. Additionally, a subject expert must visit the SNTCSSC campus once every month for academic review and interaction. Personalized guidance and handholding shall be provided throughout the programme.
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### **3. SUBMISSION OF THE EOI**

The Expression of Interest (EOI) is to be submitted in a two-bid system.

A bidder may submit a proposal for:

**(i) Part A — Comprehensive Offline Coaching for UPSC Civil Services Examination (CSE) 2027 Aspirants (Prelims, Mains, Essay, and CSAT) with Continuous Academic and Mentoring Support;**

**and /or**

**(ii) Part B-any number of optional subjects (out of the five specified)**

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#### **A. TECHNICAL BID “A”**

The folder(s) shall be titled as:

I) “Technical Bid for **Comprehensive Offline Coaching for UPSC Civil Services Examination (CSE) 2027 Aspirants (Prelims, Mains, Essay, and CSAT) with Continuous Academic and Mentoring Support.**” for **Part -A**

II) “Technical Bid for Conducting Online Optional Subjects.” for **Part -B**

**The bidder shall ensure that the Technical Bids for Part A and Part B are submitted in separate sealed envelopes.**

**(a) Statutory Cover containing the following documents:**



**BID “A”: PART I (SINGLE FILE MULTI-PAGE SCANNED)**

**Essential Requirements** - The tendering firm’s papers related to the essential requirements of participation shall include:

A	Expression of Interest
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:**

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 (2022-2023, 2023-2024 & 2024-25).	
		ITR Returns for last three years (2022-2023, 2023-2024 & 2024-25).	



## **B. FINANCIAL BID “B”**

(i) BOQ in INR (Excel sheet)

The folder(s) shall be titled as:

- a) “Financial Bid for **Comprehensive Offline Coaching for UPSC Civil Services Examination (CSE) 2027 Aspirants (Prelims, Mains, Essay, and CSAT) with Continuous Academic and Mentoring Support**” for Part- A
- b) “Financial Bid for Conducting Online Optional Subjects.” for Part- B

Each Financial Bid shall clearly indicate the base price per aspirant and GST (18%), quoted in Indian Rupees, for providing coaching services to CSE 2027 aspirants.

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## **4. INSTRUCTIONS TO BIDDERS**

- a) **General Guidance for e-Tendering:** Instructions/guidelines for electronic submission of tenders are annexed to assist contractors in e-tendering.
- b) **Registration of Bidders:** Any bidder willing to take part in the e-Tendering process must be enrolled & registered with the Government e-procurement System via <https://wbtenders.gov.in>.
- c) **Digital Signature Certificate (DSC):** Each contractor must 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 the right to reject any or all EOIs received without assigning any reason.

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## **5. General Terms of Reference**

- a. Prospective bidders must submit bids including Earnest Money, a Technical Presentation on their Academy/Institute/Courseware with timelines, and institute credentials (PAN, GST, Trade License, audited accounts for 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 an MOU.

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## **6. Requirements in Bidding Process**

- Bidders should familiarise themselves with the project area before submitting the bid.
  - The EOI must be comprehensive, including all necessary information and appendices, and submitted by the specified due date. The EOI should be free of ambiguity and signed on all pages by the authorised signatory.
  - All bids and supporting documentation must be in English.
  - Bidders must provide complete contact details (address, phone, mobile, email).
  - The bid package should be submitted intact; no alterations to the documents or their wording will be allowed.
  - Submission of documents and bids is by online mode.
  - Bidders acknowledge and accept the terms of this Invitation to EOI in entirety. The quoted price should be firm and inclusive of all applicable taxes, duties, and levies.
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## **7. Basic Eligibility for Evaluation of the Technical Bid**

- Submission of Earnest Money (scanned copy uploaded at the time of submission).
- GST registration certificate.
- Valid Trade License.
- PAN Card.
- Copies of latest Income Tax Returns (Financial Year) for the last three years (2022-2023, 2023-2024 & 2024-2025).
- Audited P/L Accounts & Balance Sheet for the last three years (2022-2023, 2023-2024 & 2024-2025).
- Supporting documents showcasing experience in similar implemented or ongoing projects; bidder must demonstrate expertise in conducting classes in online mode.



- Declaration that the bidder is not blacklisted in any State or Central Government work — affidavit certified by an appropriate authority, dated 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 under Evaluation and Comparison of Bids.

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## **8. Evaluation and Comparison of Bids**

- After opening the bids, each bid document will be examined. Any bid which does not fulfil the basic eligibility requirements set forth in Clause 7 of the EOI document will be rejected.
- Technical bids of tenderers who have fulfilled the basic eligibility criteria will be opened and evaluated.
- To assist in technical evaluation, SNTCSSC may, at its discretion, ask a bidder for clarifications.
- Original documents must be produced by the bidders as and when asked by the bid screening committee.
- Bidders must obtain at least 60% marks in the Technical Bid to qualify for financial evaluation.

- Bidders are to get 60% as qualifying marks in technical bid as follows: -

- I. **Comprehensive Offline Coaching for UPSC Civil Services Examination (CSE) 2027 Aspirants (Prelims, Mains, Essay, and CSAT) with Continuous Academic and Mentoring Support- Part-A**



Sl No	Items	Maximum Marks
a	<p><b>A) Technical Presentation:</b></p> <p>The bidder shall be required to deliver a comprehensive technical presentation in <b>offline mode</b> before a Selection Committee constituted by CEPM. The presentation shall clearly address the following aspects:</p> <p>A) The institution's past experience and background.</p> <p>B) Demonstrated achievements, including the record of successful candidates, supported by appropriate evidence.</p> <p>C) Any innovative ideas, value additions, or new initiatives proposed for implementation.</p> <p>D) Any other relevant information or inputs pertaining to the scope of work.</p>	40
b	<p>Credentials of Faculty members in the Institute and Faculty Members who will coach aspirants of SNTCSSC</p> <p>1. Credentials of faculty members who will coach aspirants of SNTCSSC via off line mode. Emphasis will be placed on the credentials of faculty members delegated to guide CSE aspirants at SNTCSSC.</p> <p>– <b>Max marks 10</b></p> <p><b>Average Experience</b></p> <p>A) Upto 5 years- 10 marks</p> <p>B) Upto10 years – 15 marks</p> <p>C) Up to 15 and above – 20 marks</p>	30
c	<p>Success rate of classroom candidates and test series candidates of the Institute</p>	20



	<p>a) The number of Classroom candidates selected in the UPSC CSE from the Institutes/Academies during the last five (5) years. <b>Max marks : 15 marks</b></p> <p>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. <b>Max marks :05 marks</b></p>	
d	Experience in offering coaching to any State or Central Govt. entity	10
<b>Total</b>		<b>100</b>

## II. For Technical Bid for Conducting Online Optional Subject Classes. Part-B

SI No	Items	Maximum Marks
a	<p>A) The bidder shall be required to deliver a comprehensive technical presentation in <b>offline mode</b> before a Selection Committee constituted by CEPM. The presentation shall clearly address the following aspects:</p> <p>a) The institution's past experience and background.</p> <p>b) Demonstrated achievements, including the record of successful candidates, supported by appropriate evidence.</p> <p>c) Any innovative ideas, value additions, or new initiatives proposed for implementation.</p> <p>d) Any other relevant information or inputs pertaining to the scope of work.</p>	40
b	Credentials of Faculty members in the Institute and Faculty Members who will coach aspirants of SNTCSSC	30



	<p>2. Details of the faculty members for each optional subject included in the technical bid. The information should pertain to those faculty members who will provide subject-specific online coaching to SNTCSSC aspirants. Emphasis will be placed on the credentials of faculty members delegated to guide CSE aspirants at SNTCSSC</p> <p>– <b>Max marks 10</b></p> <p><b>Average Experience</b></p> <p>D) Upto 5 years- 10 marks</p> <p>E) Upto 10 years – 15 marks</p> <p>F) Up to 15 and above – 20 marks</p>	
c	<p>Success rate of classroom candidates and test series candidates of the Institute with special emphasis on each optional subject included in the technical bid.</p> <p>c) The number of Classroom candidates selected in the UPSC CSE from the Institutes/Academies during the last five (5) years. <b>Max marks : 15 marks</b></p> <p>d) The number of Test Series candidates selected in the UPSC CSE from the Institute/Academies in UPSC CSE during the last five (5) years. <b>Max marks : 05 marks</b></p>	20
d	Experience in offering coaching to any State or Central Govt. entity	10
<b>Total</b>		<b>100</b>

Bidders may make presentations in offline mode on 13.01.2026 at 2 pm.

- The selection will be based on a two-part evaluation — Technical Bid and Financial Bid, each carrying 50% weight.



- The Technical Bid will be evaluated by the selection committee constituted by SNTCSSC. Original documents must be produced when requested. Financial bids will be assessed for bidders who qualify technically.
- The cost per participant for conducting Offline Coaching (Composite Course) must be specified (exclusive of Optional subject training).
- The cost per participant for Online Optional subject coaching must be specified for each subject.
- If any document submitted by a bidder is found to be manufactured or false, the bidder will be rejected at any stage.
- Institutes must secure at least 60% (60 marks) in the Technical Bid to qualify for financial evaluation.

**Financial Evaluation:** The lowest financial quote (L1) will be awarded full 100 marks; other bids will receive proportionally lower marks using the formula:

$$\text{Financial Score} = (L1 / L) \times 100$$

where L1 = lowest bid value, L = bid value of the applicant.

**Combined Evaluation:**

$$\text{Final Score} = (\text{Technical Score} \times 0.5) + (\text{Financial Score} \times 0.5)$$

The bidder obtaining the highest combined score will be considered for selection, subject to approval by the competent authority.

## 9. Tie Bid

- If more than one bidder obtains same score, sealed bids may be invited from all L1 bidders to further reduce rates.
- The work may be distributed equally among consenting L1 bidders.
- If none of the L1 bidders accept reduced quantity, the bidder with higher credentials — based on the highest value of a single work/service of similar nature completed during the last 3 years — shall be considered.

## 10. Termination and Forfeiture Clause

- The Authority reserves the right to cancel the Agreement at its discretion under specified circumstances, including non-performance, breach of contractual obligations, or any action deemed detrimental to the programme objectives.



b) In the event that the L1 bidder, after issuance of the Work Order, refuses to execute the Agreement or discontinues services at any stage during the contract period, the Earnest Money Deposit (EMD) submitted by the L1 bidder shall be forfeited. Thereafter, the subsequent bidder may be offered the contract **at the L1 approved rate**, subject to acceptance and compliance with all contractual terms.

### **11. Comprehensive Offline Coaching for UPSC Civil Services Examination (CSE) 2027 Aspirants.**

SNTCSSC will sponsor 200 aspirants. The accepted bidder (L1) will provide coaching for the aspirants. SNTCSSC reserves the right to divide aspirants into 2 sections of 100 aspirants each. In such case, the next qualified bidder(s) may be invited to provide coaching at the L1 rate for the remaining aspirants.

### **12. Payment Schedule**

- a) **1st instalment:** 1/3rd of the gross value payable at the end of the 1st month after commencement of the course.
- b) **2nd instalment:** 1/3rd of the gross value payable at the end of the 4th month after commencement and on satisfactory performance.
- c) **3rd instalment:** 1/3rd of the gross value payable at the end of the 7th month, after completion of the course period and on satisfactory performance.

**Performance Security Deposit:** Retention money towards performance security amounting to 10% of the gross value of each bill will be deducted from each instalment of the selected bidder. The security deposit shall be released at the end of satisfactory performance by the selected bidder. No interest will be paid on the security deposit.

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

### **13. Other Terms and Conditions**

- a) CEPM/SNTCSSC retains the right to assess the quality of EOIs from intending bidders.
- b) CEPM/SNTCSSC retains the right to evaluate experience and credibility of EOIs.
- c) CEPM/SNTCSSC retains the right to consider cost implications of EOIs.
- d) CEPM/SNTCSSC reserves the right to consider any other factors as deemed appropriate.
- e) The EOI is solicited for providing professional services.



- f) Interested Institutes/Academies may indicate PAN and GST in the EOI.
- g) Institutes/Academies expressing interest must possess the credibility to provide training for UPSC CSE aspirants.
- h) Interested Institutes/Academies must submit the filled EOI along with all supporting documents by 05:00 PM on 05.01.2026 via online submission.

14. 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**

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Member Secretary, CEPM

&

Course Director, SNTCSSC