



EoI REFERENCE NO:- 292/CEPM/34/21-22

Inviting Expression of Interest (EoI)

For

OFFLINE COACHING OF CIVIL SERVICES EXAM ASPIRANTS

2025

**SATYENDRANATH TAGORE CIVIL SERVICES STUDY CENTRE
[SNTCSSC]**

FC Block, NSATI Campus, Salt Lake

Kolkata-700106

West Bengal, India

Email: info@sntcssc.in

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 Civil Services Study Centre (SNTCSSC), 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 or submission of the Bid regardless of the conduct or outcome of the Bidding Process.

Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC)

Memo No. 292/CEPM/34/21-22

Date: 22.02.2024

Notice Inviting Expression of Interest (EoI) to conduct off-line coaching of CSE aspirants

Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC) invites Expression of Interest (EoI) from interested Institute/Academy to conduct off-line coaching of CSE aspirants for 2025 batch. The details can be seen in the website www.csscwb.in.

Date of publishing of EoI	23.02.2024
Pre-bid meeting shall be held physical or online	11.03.2024
Last date for submission of documents for EoI at SNTCSSC Office, FC Block, NSATI Campus, Salt Lake, Kolkata-700106	05.04.2024
Queries to be sent at	Email id: info@sntcssc.in

Interested Institute/Academy can download the EoI document from <https://www.csscwb.in>. Institute/Academy can apply with detailed information on or before 05.00 p.m on 05.04.2024.

Sd/
Member Secretary, CEPM
&
Course Director, SNTCSSC

Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC) invites Expression of Interest (EoI) from eligible interested Institute/Academy for coaching of Civil Services aspirants of West Bengal for 2025 batch in offline mode.

The eligibility criteria for participating in the EoI process and other pertinent details are outlined in this Expression of Interest document.

Sl. No	Subject	Description
1.	Training Area/Place	FC Block, NSATI Campus, Salt Lake, Kolkata-700106
2.	Name of Work	Conducting offline coaching of Civil Services aspirants
3.	Document Download	The EoI document can be downloaded from the Website (www.csswb.in) from 23.02.2024.
4.	Last Date & Time for submission of online EoI	05.04.2024 at 5.00 pm.

By Order

Sd/

Member Secretary, CEPM

&

Course Director, SNTCSSC

EoI Ref No.

List of Important Dates of Bids

Name of works: Off-line coaching of CSE aspirant for 2025 batch

Date and Time Schedule:

Sl. No	Particulars	Date & Time
1.	Date of Issuing Tender Notice	23.02.2024
2.	Date of uploading of EoI and other Documents (online)	23.02.2024
3.	Documents download start date(online)	23.02.2024
4.	Pre-Bid Meeting	11.03.2024
5.	Bid Submission start date and time [Both Online & Offline]	12.03.2024 at 10.30 am.
6.	Last date and time of Submission of Technical and Financial Bid [Both Online & Offline]	05.04.2024 at 5.00 pm.
7.	Date and time of Opening Technical Bid	08.04.2024 at 11.00 am.
8.	Date for Technical Presentation (Offline/Online)	08.04.2024 at 3.00 pm.
9.	Date of uploading list for Technically Qualified Bidder (online)	To be informed later
10	Date and time of opening Financial Bid	To be informed later

NOTICE INVITING EoI

The Member Secretary, CEPM invites Expression of Interest (EoI) from interested reputed coaching Institute/Academy:

Sl No.	SUBJECT	DESCRIPTION
1.	Nature of work(s)	Offline coaching of CSE aspirants
2.	Location of Work	FC Block, NSATI Campus, Salt Lake, Kolkata-700106
3.	EMD	Rs 5000/- (Rupees Five Thousand) only through online during submission of bid. 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- www.csswb.in
5.	Site Visit	Bidders may visit the site before submission of bid.
6.	Pre-Bid Meeting	NSATI Campus, Salt Lake, Kolkata-700106. 11.03.2024.
7.	Submission of EoI	Bidding documents signed by authorized person of the bidder, must be submitted on line on or before 05.04.2024
8.	Procedure for submission of EoI	Bidders are requested to submit their Expression of Interest (EoI) both via mail (info@sntcssc.in) and in hard copy. The EoI documents shall be submitted in a sealed envelope superscripted with "Expression of Interest" to conduct offline coaching of CSE aspirants of 2025 batch. This Envelope should contain EoI proposal and one soft copy of same may be sent to mail.
9.	Date, Time and venue of opening of Technical Bid	08.04.2024 at 11.00 am. 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 Bid to be informed later.

Sl No.	SUBJECT	DESCRIPTION
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

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.

- 1. Nature and scope of work:** The project is to conduct offline coaching of CSE aspirants of 2025 batch on the NSATI Campus. The duration of class is 8 (Eight) months preferably.
- 2. General terms of reference:**
 - a. Prospective bidders are required to submit their bids, including Earnest money, a concept note on their Academy/Institute 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.

Bidding Stages:

Basic Eligibility:

- 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 five years (2018-19, 2019-2020, 2020-2021, 2021-2022 & 2022-2023).
- Provide supporting documents showcasing experience in similar implemented or ongoing projects. The bidder must demonstrate expertise in conducting classes in offline 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. 7 of the selection criteria.

3. 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 both online mode and offline 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.

4. 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 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. Technical presentation	30
b. Credentials of Faculty members in the Institute and Faculty Members who will coach students of SNTCSSC	20
c. Success rate of classroom candidates and test series candidates of the Institute	20
d. Experience in offering coaching to any State or Central Govt. entity	10
Total	80

Bidders may make presentation offline/online on 08.04.2024 at 3.00 pm.

- 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.

5. Terms and Conditions

1. The CEPM/SNTCSSC retains the right for selection in assessing the quality of the EoI.
2. The CEPM/SNTCSSC retains the right for selection in evaluating the experience and credibility of the EoI.
3. The CEPM/SNTCSSC retains the right for selection in considering the cost implications of the EoI.
4. The CEPM/SNTCSSC reserves the right to consider any other factors as deemed appropriate.
5. For physical classes, the SNTCSSC will provide infrastructural facilities in Kolkata, including all offline class amenities.
6. The costs associated with travel to SNTCSSC and accommodation must be covered by the respective Institutes/Academy. However, upon request, SNTCSSC may offer accommodation at NSATI Campus, Salt Lake, Kolkata, at government rates, subject to availability.
7. The Expressions of Interest (EoI) is solicited for providing professional services.
8. The interested Institutes/Academies may indicate PAN and GST in the EoI.
9. Institutes/Academies expressing interest in the EoI must possess the credibility to provide training for aspirants of the Civil Service Examination conducted by UPSC.
10. The interested Institutes/Academies may submit the filled up EoI along with all supporting documents within 5.00 pm of 05.04.2024.

Subject: Inviting Expression of Interest (EoI) from reputed Coaching Institutes/Academies & MOU with the selected Coaching Institutes/Academies in India.

Background

Centre for Excellence in Public Management (CEPM) is an Autonomous body registered under the Societies Registration Act, 1961 headed by the Chief Secretary to the Government of West Bengal. It also runs Satyendra Nath Tagore Civil Services Study Centre as educational Institution under P&AR Department, Government of West Bengal to provide best quality coaching for UPSC, Civil Services Exam to aspirants from West Bengal. The Centre is housed at the Netaji Subhas Administrative Training Institute (NSATI), Govt. of West Bengal, Salt Lake, Kolkata.

The Centre was inaugurated by the Hon'ble Chief Minister of West Bengal on the 25th January, 2014. In order to provide quality coaching to the students with a view to increasing the selection in the civil services, Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC) propose to tie up with the best All India coaching Institutes/Academies who has the good reputation and provides quality training to Civil Services Exam (CSE) aspirants where SNTCSSC will provide students.

Expression of Interest (EoI)

Satyendra Nath Tagore Civil Services Study Centre, under CEPM, 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 'EoIs') from eligible and Institutes/Academies for selection for conducting off-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. The document, referred to as the Expression of Interest Document (EoI), outlines the procedure for the selection process.

Objective

SNTCSSC under CEPM intends to tie-up with established and reputable coaching institutes/academies possessing outstanding credentials and a distinguished faculty. Under this initiative, SNTCSSC will provide sponsorship for 200 candidates preparing for the UPSC

CSE 2025 Examination. Commencing expectedly from June 2024, the classes will be conducted by these institutes.

Salient Features

In soliciting Expressions of Interest (EoI) for the selection of coaching institutes/academies to conduct offline classes for UPSC CSE aspirants in Kolkata, the following points are to be addressed by the interested institutes/academies during the EoI submission:

Selection Criteria

The selection criteria for coaching Institutes/Academies are outlined as follows:

1. The number of Classroom candidates selected in the UPSC CSE from the Institutes/Academies during the last five (5) years.
2. The number of Test Series candidates selected in the UPSC CSE from the Institute/Academies in UPSC CSE during the last five (5) years.
3. Number of teaching Faculty in the Institutes/Academies along with their credentials.
4. Credentials of faculty members who will coach students of SNTCSSC at their institute located in Kolkata. Emphasis will be placed on the credentials of faculty members delegated to guide CSE aspirants at SNTCSSC.
5. An Institute/ Academy with adequate experience in offering coaching to any State or Central Government entity will be taken into consideration.
6. Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC) will sponsor 200 aspirants. Accepted bidder (L1) will provide coaching for the aspirants. However, SNTCSSC reserves right to divide the aspirants into 2 (two) sections, each comprising 100 aspirants. In such case, next qualified bidders may be invited to provide coaching at the (L1) rate for the remaining 100 aspirants.
7. Bidders are to get 50% as qualifying marks in technical bid as follows:-

<u>Items</u>	<u>Marks</u>
a. Technical presentation	30
b. Credentials of Faculty members in the Institute and Faculty Members who will coach students of SNTCSSC	20
c. Success rate of classroom candidates and test series candidates of the Institute	20
d. Experience in offering coaching to any State or Central Govt. entity	10
Total	80

Bidders may make presentation offline/online on 08.04.2024 at 3.00 pm.

8. The Technical Bid will be evaluated by the screening committee chaired by Member Secretary, CEPM & Course Director, SNTCSSC. Original documents will have to be produced by the bidders as and when asked by the bid screening committee. The financial bid will be assessed exclusively for bidders who have fulfilled the qualification criteria in the technical bid.
9. The cost per participant for conducting courses on UPSC GS Prelims, Mains, Essay and Mock test series in offline mode should be specified. This cost per aspirant will exclude training for Optional subjects.

Terms and Conditions

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2. The CEPM/SNTCSSC retains the right for selection in evaluating the experience and credibility of the EoI.
3. The CEPM/SNTCSSC retains the right for selection in considering the cost implications of the EoI.
4. The CEPM/SNTCSSC reserves the right to consider any other factors as deemed appropriate.
5. For physical classes, the SNTCSSC will provide infrastructural facilities in Kolkata, including all offline class amenities.
6. The costs associated with travel to SNTCSSC and accommodation must be covered by the respective Institutes/Academy. However, upon request, SNTCSSC may offer accommodation at NSATI Campus, Salt Lake, Kolkata, at government rates, subject to availability
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9. Institutes/Academies expressing interest in the EoI must possess the credibility to provide training for aspirants of the Civil Service Examination conducted by UPSC.
10. The interested Institutes/Academies may submit the filled up EoI along with all supporting documents within 5.00 pm of 05.04.2024.

A committee chaired by Member Secretary, CEPM & Course Director, SNTCSSC will screen all the EoI applications and documents.

Contact Address:

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

**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: info@sntcssc.in
Telephone:033-2341-0123**

Sd/
Member Secretary, CEPM
&
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