

Annexure-II

Format for inviting tender on GEM Portal

1. INVITATION TO BID

CCCP, University of Kashmir, invites bids from nationally reputed coaching academies for providing UPSC Civil Services Examination (CSE) test series and evaluation services for the Civil Services Residential Integrated Support Program (CRISP).

The tender shall be processed strictly under the Quality and Cost Based Selection (QCBS) method with the following weightage:

- Technical Evaluation: **70 Points**
- Financial Evaluation: **30 Points**
- Basic eligibility for qualification is 5 years minimum experience and securing 70% (49 Points) of 70 points

2. SCOPE OF WORK

The selected academy shall provide comprehensive academic support for UPSC CSE aspirants under the CRISP program. The services shall include:

- i. Design and conduct of UPSC Prelims and Mains test series
- ii. Preparation of high-quality question papers
- iii. Supply of hard copies of question papers at least one day in advance
- iv. Detailed evaluation of answer scripts
- v. Evaluation to be completed within one week (maximum)
- vi. Provision of model answers and feedback
- vii. One-to-one mentoring sessions
- viii. Doubt-clearing sessions
- ix. Individual performance analysis of students
- x. Result analysis and improvement strategies
- xi. Monthly progress reports to CCCP
- xii. Monthly visits by subject experts to review academic progress, implementation of strategy, and suggest improvements
- xiii. Arrangement of one liaison officer at CCCP (all expenses to be borne by the academy)

3. CCCP shall provide:

- i. Classroom infrastructure
- ii. Student coordination
- iii. Venue for conducting tests
- iv. Basic administrative support
- v. Conduct of tests at CCCP premises

4. TEST SERIES STRUCTURE

- i. Prelims Test Series (GS + CSAT)**
Total: 35 Tests
 - GS – 25 Sectional Tests
 - GS – 5 Full-Length Tests
 - CSAT – 5 Full-Length Tests
- ii. Mains Test Series (GS + Essay)**
Total: 20 Tests
 - GS – 16 Tests
 - Essay – 4 Tests
- iii. Optional Subjects Test Series**
Total: 8 Tests

5. SELECTION PROCESS - QCBS

Selection shall be based on:

1. Technical evaluation (70 marks)
2. Financial evaluation (30 marks)

3. Only bidders securing a minimum of 70% of the technical score (i.e., 49 out of 70 marks) shall qualify for financial bid opening. 7. QCBS EVALUATION FRAMEWORK

6. QCBS TECHNICAL EVALUATION DATA SHEET (70 POINTS)

Bidders shall fill the information in the table below and attach supporting documentary proof. Marks shall be awarded by the evaluation committee based on the approved QCBS scoring framework. Most of the information sought pertains to the last five years, including cumulative data on students enrolled and performance outcomes, primarily related to offline coaching activities (unless otherwise mentioned).

All claims must be supported with documentary proof. False claims shall lead to immediate disqualification.

S. No.	Evaluation Parameter (Information to be Provided by Bidder)	Proof Required
1	UPSC Coaching Experience: Number of years of experience in providing UPSC Civil Services coaching (as on bid closing date).	Registration certificate / GST
2	Offline Students Registered (Last 5 Years): Total number of students enrolled in integrated Prelims + Mains coaching in offline mode during the last five years.	Enrolment / fee records
3	Program Coverage: Stages of Civil Services Examination covered by the academy – Prelims only / Prelims + Mains / Prelims + Mains + Personality Test.	Course brochure
4	Full-Time Faculty Strength: Number of full-time faculty members engaged during the last academic year.	Faculty contracts / official list
5	Online Integrated Students (Last 5 Years): Total number of students enrolled in integrated Prelims + Mains coaching in online mode during the last five years.	LMS records / portal data
6	Optional Subjects Offered: Number of optional subjects offered by the academy in the last academic year.	Optional-wise student registration records
7	UPSC Prelims Qualified (Last 5 Years): Total number of students who qualified UPSC Prelims during the last five years.	Roll numbers
8	Final UPSC Selections (Last 5 Years): Total number of students selected in final UPSC results who underwent offline Prelims + Mains coaching with the academy.	UPSC rank lists
9	Top Rank Distribution (Last 5 Years): Number of students securing Top 1000 ranks in UPSC Civil Services Examination. Give the Number of students Top 50; 51-100; 101-200; 201-500; 501-1000	Rank lists
10	Evaluation Turnaround Time: Average time taken by the academy to evaluate answer scripts in test series.	Test schedule / evaluation records
11	GS Score Quality (Last 5 Years): Number of students scoring above 400 marks in GS papers in UPSC Mains.	Mark sheets
12	Essay Performance (Last 5 Years): Number of students scoring above 120 marks in Essay paper.	Mark sheets
13	Personality Test Performance (Last 5 Years): Number of students scoring above 175 marks in UPSC Personality Test.	Interview marks records

7. FINANCIAL EVALUATION – 30 MARKS

Financial Score (F) shall be calculated as:

$$F = (F_{min} / F_i) \times 100$$

- F_{min} = Lowest financial bid received
- F_i = Financial bid of the concerned bidder

Final Combined Score

$$C = (T \times 0.70) + (F \times 0.30)$$

Where:

- T = Technical Score
- F = Financial Score

The bidder obtaining the highest combined score shall be selected.

8. The other documents required:

Bidders must submit the following:

- GST Registration Certificate
- PAN Card
- Income Tax Returns (ITR) for the last three financial years
- Self-declaration regarding non-blacklisting by any government organization
- Access details or demonstration of the academy's digital portal / LMS

9. PAYMENT TERM

Payment shall be made as per the contract agreement and shall be linked to satisfactory delivery of services, as certified by the Director, CCCP.

10. SECURITY DEPOSIT

The selected bidder shall deposit 5% of the contract value as a security deposit as per applicable procurement rules.

11. PENALTY CLAUSE

In case of:

- Failure to deliver scheduled tests
- Poor question paper quality or evaluation standards
- Non-adherence to the agreed schedule
- Withdrawal from the contract without valid reason

The academy shall be liable for:

Penalty up to 50% of the contract value and forfeiture of the security deposit.

12. DISPUTE RESOLUTION

All disputes shall be subject to the jurisdiction of courts in the Union Territory of Jammu & Kashmir.

13. Conflict of Interest

Bidders shall disclose any potential conflict of interest. Any bidder found to have a conflict of interest affecting the fairness of the tender process may be disqualified.

14. RIGHT TO CANCEL

The University reserves the right to:

- Modify
- Cancel
- Amend
- Reissue

The bid at any stage without assigning any reason.

Sd/-
Director