



CENTRE for CAREER PLANNING and COUNSELLING
University of Kashmir
(NAAC Accredited Grade A++)

NOTICE INVITING BID

Civil Services Residential Integrated Support Program (CRISP 25)

The Centre for Career Planning and Counselling (CCPC) at the University of Kashmir invites bids from eligible and experienced coaching academies for CRISP 25.

The last date for submission of the bid is 30 July 2025.

1. Critical Dates:

S. No	Description	Date
1	Date of publishing of Tender	11 July 2025
	Prebid Meeting	14 July 2025
2	BID Submission Start Date	15 July 2025
3	BID Submission End Date	30 July 2025
4	Time and Date of opening of Financial and Technical Bids	31 July 2025
5	Place of Bid Opening	University of Kashmir
6	Bid Validity	6 months
7	Officer Inviting Bids	Director, CCPC
8	Contact Person	Mr. Sajad UN Nabi Mobile: 9796182264 Email: contactccpc@uok.edu.in

Note: Reverse Auction will be used to finalise the L1 Bidder.

2. Selection Criteria:

The selection of the UPSC coaching academy shall be based on:

- Full fulfilment of the eligibility criteria;
- Agreement to the terms and conditions; and
- Financial bid evaluation.

3. Detailed eligibility conditions, terms, and parameters for the financial bid are provided below.

The bidder must meet all of the following criteria and enclose supporting documentary proof in the Technical Bid. Failure to comply will result in rejection of the bid without evaluation.

a. Experience of the Academy -

- Minimum of 10 years in the field of UPSC-CSE coaching.
- Minimum of 8 teaching staff on the academy payroll during the last year.

b. Expertise of Teachers -

- Minimum of 5 years of teaching experience in UPSC-CSE coaching.
- Minimum Master's degree in the relevant subject.

c. Number of Students Enrolled -

- Minimum enrollment of 300 students per year in the main coaching program (excluding interview guidance and answer writing guidance programs).

d. Success Rate -

- At least 100 students enrolled in the main coaching program must have cleared UPSC CSE prelims over the last two years (2024–2025).
- Over the past three years combined, a minimum of 10 enrolled students must have achieved final selection.

e. Infrastructure and Resources -



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- A digital source of online lectures, study materials, test series, mock tests and other relevant material or audio-video resources from experts or previous years must be accessible to enrolled students.
- f. Current Affairs -
 - Monthly provision of hard copy of current affairs material to all registered students as required for UPSC CSE preparation.
- 4. Supporting Documents Required:
 - Up-to-date, valid Trade License & Firm Registration Certificate.
 - Declaration of no sanction/blacklisting by any PSU, State, or Central Government organization as of the last date of receipt of tender.
 - Valid PAN and GSTN.
 - Acceptance of all terms and conditions.
 - Income Tax Returns for the last three financial years.
 - Evidence for all eligibility criteria.
- 5. Terms and Conditions for the Selected Academy:
 - Monthly assessments with detailed feedback per student to be submitted to the Director, CCPC.
 - Additional handouts to be provided to students on demand.
 - Framing the yearly test series schedule and facilitating its conduct.
 - Ensuring the availability of hard copies of question papers and their solutions (soft copies) in advance.
 - Post-test discussions and a structured schedule for general and test-related doubt-clearing sessions, and strategies for addressing weaknesses.
 - Evaluation of answer booklets and detailed feedback by experienced staff, whose details must be submitted with the bid, along with a backup plan in case of unavailability.
 - Monthly visit by subject experts to CCPC; the academy must provide a schedule, month-wise, of expert visits from August, 2025. Sessions and allotment of slots for students for expert interaction will be coordinated by the academy liaison officer.
 - At least four mock interviews for students qualifying the Mains (State or UPSC CSE), to be conducted at CCPC by the Academy.
 - Component-wise schedule of online sessions covering:
 - Monthly Prelims Current Affairs
 - Mains Current Affairs
 - The Academy shall ensure the availability of Liaison Officer at CCPC for coordination on all working days. Salary and allowances along with boarding, lodging and travel shall be borne by the selected academy.
 - All finances for the services sought by CCPC under CRISP 25 are to be borne by the bidder.
 - The Director will share feedback received from students regarding the quality and performance of the academy activities.
 - Payments shall be made as per student or the contract value, whichever is lesser.
 - In the event of unsatisfactory performance, failure to adhere to the agreed schedule of deliverables, or unilateral withdrawal from the contract without justified cause, the selected academy shall be liable to a penalty amounting to fifty percent (50%) of the total bid value, in addition to forfeiture of the security deposit.
 - Any dispute arising out of, or in relation to the bid shall be subject to the jurisdiction of the competent Courts in the UT of J&K.
- 6. Test Series Execution (Mandatory):



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i. Preliminary (50 Tests):	
• General Studies (35 Tests)	• CSAT (15 Tests)
○ Sectional: 10	○ Sectional: 07
○ Applied: 10	
○ FLT: 15	○ FLT: 08

ii. Mains (70 Tests):		
• General Studies (40 Tests)	• Essay (10 Tests)	• Optional (20 Tests)
○ Sectional: 10	All FLT	○ Sectional: 12
○ Applied: 10		
○ FLT: 20		

7. Security Deposit:

The successful bidder shall submit a Security Deposit equivalent to 5% of the total contract value, as per applicable procurement rules under the General Financial Rules and regulations governing public procurement in the Union Territory of Jammu and Kashmir.

8. Financial Bid:

Bidders must provide detailed pricing covering all services and support for 100 students from August 2025 to the interview stage the following year.

Services include (see main tender document for details):

- Monthly visit of the expert faculty;
- All online/offline sessions;
- Hard copies of the test series booklets and monthly current affairs;
- Evaluation of all objective and descriptive answer books;
- Placement of Liaison Officer at CCPC for the entire session;
- Conduct mock interviews at CCPC, if required
- All other unforeseen components that will be needed for the comprehensive support of the students.
- Payments shall be made for 100 students or the contract value, whichever is lesser.
- Bidders must provide a comprehensive lump-sum quote for exactly 100 students covering all services and support from August 2025 through to the interview stage the following year. The price quoted must include all mandatory services without exception and shall be considered as the total contract value for 100 students. The details of the

List of Services for Which the Bidder Shall Quote the Price The bidder shall provide a comprehensive, all-inclusive lump-sum quote covering delivery of the following services and support for 100 students:	Price (for 100 students)
1. Conduct of Prelims Test Series 2. Conduct of Mains Test Series 3. Conduct of Essay Tests 4. Conduct of Optional Subject Tests 5. Framing and sharing the complete yearly Test Series Schedule 6. Provision of hard copies of question papers and soft copies of solutions 7. Post-test discussions for all tests 8. Evaluation of all answer booklets with detailed individual feedback 9. Monthly assessments of each student and submission of performance reports to CCPC 10. Provision of additional handouts to students on demand 11. Access to a digital platform for online lectures, study materials, test series, and audio-video resources 12. Monthly Prelims Current Affairs sessions 13. Monthly Mains Current Affairs sessions 14. Provision of monthly hard copies of current affairs material	



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<div>15. Component-wise schedule and delivery of online sessions covering all relevant topics</div> <div>16. Monthly visits by subject experts to CCPC for lectures and student interaction</div> <div>17. Conduct of at least four mock interviews for students qualifying Mains</div> <div>18. Placement of a dedicated Liaison Officer at CCPC for coordination throughout the contract period</div> <div>19. Regular general doubt-clearing sessions and test-related doubt-clearing sessions</div> <div>20. Structured remedial strategies for addressing student weaknesses</div> <div>21. All other components, resources, and academic support required to deliver the program comprehensively from commencement to interview stage</div> <div>22. All logistics, travel, boarding, lodging, and remuneration costs for faculty, experts, and Liaison Officer associated with delivering the above services</div>	
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Note: The price quoted by the bidder shall be deemed to cover all deliverables listed above for 100 students, without exception.

Note: Reverse bidding will be used to determine the final (L1) bidder.

9. Right to Cancel:

The University of Kashmir reserves the right to cancel or amend the bidding process at any stage if any deviation or irregularity is found in the submissions. The decision of the University in this regard will be final and binding on all bidders.

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Director CCPC