

CENTRE for CAREER PLANNING and COUNSELLING

University of Kashmir

(AAC Accredited Grade A+)



NOTICE INVITING BID FOR RESIDENTIAL UPSC CIVIL SERVICES EXAMINATION (CSE) COACHING SERVICES

The Centre for Career Planning and Counselling (CCPC) at the University of Kashmir invites bids from eligible and experienced coaching academies for the provision of comprehensive coaching services for UPSC Civil Services Examination (CSE) aspirants. The last date for submission of the bid is 31 August 2024

1. Important Dates

1	Tender File No.	
	Date of publishing of Tender	16 August, 2024
2	BID Submission Start Date	16 August 2024
3	BID Submission End Date	31 August 2024
There will be Reverse Auction used.		
4	Time and Date of opening of financial and Technical Bid/Bids	2 September, 2024
5	Place of opening of Bid	Kashmir University
6	Bid Validity	6 months
7	Officer Inviting Bids	Director CCPC
8	Contact person/ Ph No/ email ID name & designation	Mr Sajad UN Nabi - 9796182264, contactccpc@uok.edu.in

2. Selection Criteria for UPSC Coaching Academy: It will be based on the fulfillment of the eligibility criteria, agreement of terms and conditions, and financial bid. The eligibility, terms and conditions, and the parameters for which a financial bid is sought are detailed below.

3. Minimum Eligibility Criteria: The bidder must have the following Eligibility Criteria and enclose the mentioned documentary proof in Technical Bid, failing which the bid shall not be considered for evaluation and will be summarily rejected. To participate, an academy must meet the following criteria:

a. Experience of the Academy:

- Minimum of 10 years in the field of UPSC-CSE coaching.
- Should have a minimum of 8 teaching staff on the academy payroll for the last year.

b. Expertise of Teachers:

- Minimum of 5 years of teaching experience in UPSC-CSE coaching.
- The teachers must have a minimum master's degree in the subject he/she teaches.

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:

- A minimum of 100 students enrolled in the main coaching program should have clear UPSC CSE prelims last 2 years together.

- Over the past three years combined, a minimum of 10 enrolled students should have achieved final selection.
- e. **Infrastructure and Resources:**
- A digital source of online lectures, study material, test series, and mock tests from previous years should be accessible to the students under enrolment.
- f. **Student Support Services:**
- A minimum of 2 mentors should be available for a doubt-clearing session of 2 hours each per week.
- g. **Quality of Study Material:**
- The study materials aligned with the latest UPSC syllabus must have been updated at least once in the last 2 years.
 - The study material should be available both in printed and digital formats for ease of access.

4. Supporting documents required

- Up-to-date valid Trade License & Firm Registration Certificate
- Should not hold any sanction/blacklisting by any PSU/State OR Central Government organization persisting on the last due date of receipt of tender.
- The bidder should have a valid PAN
- The bidder should have a valid GSTN
- Bidder should accept all the terms and conditions
- The bidder must have filed its income Tax Returns for the last 3 (Three) Financial Years
- Detailed complete coaching plan and date sheet for all coaching components
- Should provide evidence for all the eligibility components.

5. Terms and conditions for the selected academy

- The selected academy must complete the syllabus for both Preliminary and Mains examinations of IAS within ten months, totaling 800 hours (@ five hours per day, six days a week), including doubt-clearing sessions, starting from September 2024.
- Regular assessments with detailed feedback per student to be carried out by the academy.
- Additional handouts, if needed, on the topics taught to be provided by the academy.
- Paper-wise test series to be administered upon syllabus completion for each paper.
- A minimum of 4 hours per week to be allocated for doubt-clearing sessions
- Regular practice tests (at least once in 15 days) and interviews at least two in total will be conducted as per the requirements and students' demands.
- A minimum of 6 faculty members to be engaged in the coaching program. Details of the faculty members must be provided at the time of submission of documents to CCPC.
- Faculty performance will be reviewed by CCPC, and faculty may be changed if student feedback is unsatisfactory. A list of possible standby teachers must be provided.
- At least 10% of the syllabus must be completed offline (Boarding, lodging, travel expenses, and meals will be covered by CCPC).
- The price to be quoted is the cumulative cost for all coaching components

6. Financial Bid:

The components to be covered in the coaching program for which the price is to be quoted are as under. The price is cumulative for 70-80 students' batch/class.

- Foundation Course,
- Study Material (Printed),
- Current Affairs Subscription
- Optional Subject Coaching (for 6 optional subjects),
- Prelims Test Series,
- Mains Test Series and essay writing
- Mock Interviews
- One-on-One Doubt Clearing Sessions,

7. Right to Cancel

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

SD.
Director
CCPC