

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION

REQUEST FOR EXPRESSION OF INTEREST (EOI)
[CSS COACHING SERVICES FOR SPECIAL CSS EXAMINATION]

Establishment Division, invites Expression of Interest (EOI) from private academies/schools/colleges/coaching/tuition centres, registered with Income Tax and Sales Tax Department, having minimum three (3) years of CSS coaching experience, for CSS coaching services against CSS Special Examination to candidates from underrepresented areas/quotas reserved for Minorities, Women, Balochistan, Sindh (U), Sindh (R), Ex-FATA, Gilgit-Baltistan and Azad Jammu and Kashmir.

2. Expression of Interest (EOI) document containing detailed terms and conditions are available for the interested bidders at the following address or can be downloaded from the website of Establishment Division: www.establishment.gov.pk and PPRA:-

"Section Officer (T-V), Room No.113-A, Cabinet Secretariat, Establishment Division, Islamabad".

3. The Expression of Interest, prepared in accordance with the instructions in the EOI documents, must reach at the following address on or before 27-01-2023 by 1600 hrs:-

"Section Officer (T-V), Room No.113-A, Cabinet Secretariat, Establishment Division, Islamabad".

4. The Expression of Interest (EOI) will be opened on the same day at i.e. 27-01-2023 at 1630 hrs i.e. 30 minutes after closing time in the Office of Additional Secretary-I, Establishment Division, Room No. 3001, 3rd Floor, Cabinet Block, Islamabad. All the participants are required to ensure their presence during the opening of EOI. *Interested parties are required to thoroughly go through the bid instructions/TORs and submit their proposals/bids complete in all respects as required under instructions.*



(Wajid Ali Khan)
Deputy Secretary (T-II)

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION**

INVITATION FOR EXPRESSION OF INTEREST FOR ACQUISITION OF COACHING SERVICES FROM REGISTERED PRIVATE ACADEMIES/ SCHOOLS/ COLLEGES/ COACHING/TUTION CENTRES FOR COACHING CANDIDATES FROM UNDERPRIVILEGED AREAS/QUOTAS FOR SPECIAL CSS EXAM.

Terms of Reference

Expression of Interest (EOI) is hereby invited from local well reputed entities registered as private academies/schools/colleges/coaching/tuition centres having minimum three (03) years' experience of coaching candidates for CSS examination. This EOI is for coaching of the candidates for the Special CSS exam from underrepresented areas/quotas reserved for Minorities, Women, Balochistan, Sindh (U), Sindh (R), Ex-FATA, Gilgit-Baltistan and Azad Jammu and Kashmir (1000 candidates approx. This quantity can be increased or decreased).

2. General Conditions:

- i. At least three (03) years of experience in such coaching having promising success ratio of qualified and allocated candidates from above mentioned areas/quotas;
- ii. Having experienced and qualified subject specialists as faculty (list be provided);
- iii. A list of already allocated candidates registered with the academy concerned may be provided;
- iv. Having competitive fee structure alongwith highlighting the duration of such course;
- v. Having sufficient capacity in terms of covering largest possible geographical areas to outreach and impart coaching to candidates in above mentioned areas/quotas;
- vi. Having the capacity to simultaneously impart coaching to at least one thousand candidates;
- vii. Having sufficient modes of coaching i.e. physical classes, online coaching and arrangement of seminars during the course timeline through outreach programme to cover maximum number of candidates from above mentioned areas/quotas;
- viii. Ensuring continuous support to the candidates in terms of assessment, subject help and conducting written and interview tests;
- ix. Should have web-based facility to provide study material in digitized format;
- x. Interested private academies/ schools/ colleges/coaching/tuition centres must be registered with the Government;
- xi. Must be registered with Tax Authorities as per prevailing latest tax rules;
- xii. Have not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan;
- xiii. The bidders must submit the Form of Bid Security (Bank Guarantee) equal to 5% of the total amount of the contract as per standard format available on PPRA website.
- xiv. The above EOI will be for one time only.

3. Name, address, telephone, mobile, fax and email address of focal person from each such academy, coaching centre and preparatory school should clearly be indicated in official correspondence.

4. **Eligibility Criteria:**

The bids must accompany:-

- i. Attested copy of valid registration certificate from the Government.
- ii. Attested copy of valid NTN and Sales Tax certificate.
- iii. Attested copy of Tax clearance certificate of previous fiscal year.
- iv. Financial Statement of last three (03) consecutive fiscal years.
- v. Self-declaration form of mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while providing CSS coaching including any kind of debarment by any governmental or national or international organizations and litigation (If any).
- vi. In addition to above, the following information must be provided alongwith the submission of bid:-
 - a) Total duration of the coaching classes in terms of weeks / months.
 - b) Subject wise course contents and duration to cover the same in a tabulated form as below:-

S.No.	Subject	Course Contents/Design	Duration in hours/weeks

- vii. The distribution of selected candidates at different centres/cities shall depend upon the choice/preference of the selected candidates. Therefore, the exact number of candidates centres/city wise shall be known after the MPT Test from the Special CSS Examination. The bidder shall have to give undertaking to provide coaching services to the list of candidates provided to them as per preference/choice of candidates. The bidder shall give undertaking to commence the coaching classes within 15 days after the final list of candidates is provided to them.

5. **Selection criteria:**

The selection of private academy/coaching centre / preparatory school / college / tuition centres will be made on 'Quality and Cost Based Selection' on single stage and two envelops method as prescribed under PPRA Rules and marks will be awarded as per following criteria:

Criteria	Marks
1) Coaching experience to CSS candidates. The marks for this category will be awarded as under:- i. 3 years experience (5 marks) ii. 5 years experience (10 marks) iii. 10 years experience (15 marks) iv. 15 years experience (20 marks) v. more than 15 years experience (25 marks)	25
2) Success ratio of qualifying candidates who have been allocated Groups. The marks for this category will be awarded as under:- i. upto 100 allocated candidates (10 marks) ii. between 101 to 250 allocated candidates (15 marks) iii. between 251 to 500 allocated candidates (20 marks) iv. more than 500 allocated candidates (25 marks)	25
3) Individual subject specialist (with qualification of at least Master's degree) to teach CSS related subjects.	10
4) Having coaching centres in provinces alongwith Islamabad Capital Territory (ICT), Gilgit Baltistan (GB) and Azad Jammu and Kashmir (AJK) to cover candidates from underrepresented areas for CSS coaching. Marks for this category will be awarded as under:- i. physical presence in any one region mentioned above (10 marks) ii. physical presence in any two regions mentioned above (20 marks) iii. physical presence in any three regions mentioned above (30 marks) iv. physical presence in any four regions mentioned above (40 marks)	40
Total marks	100

6.

Important Information:

- i. Establishment Division reserves the right to devise a mechanism for check and balance purpose to monitor the method and level of such coaching to aforementioned candidates through periodical field visits of private academies/ preparatory schools/ coaching centres by its representatives/ officers in the larger interests of the candidates.
- ii. No advance payment whatsoever will be made. The payment will be made on monthly basis in installments.
- iii. Bidding firms shall submit their financial proposals inclusive of all applicable governmental taxes.

- iv. In order to redress the grievances of the candidates against coaching centres / academies / preparatory schools an online 'Complaint Portal' will be created so that proper coaching be ensured to candidates.
- v. Establishment Division reserves the right to accept or reject the EOI of any private academy/ preparatory school/ college/ coaching centre/tuition centre etc without assigning any reasons.
- vi. EOIs complete in all respects must be submitted alongwith the requisite documents within given timeline (before closing office hours) in hard form on the following address:-
"Section Officer (T-V), Room No.113-A, Cabinet Secretariat,
Establishment Division, Islamabad."
- viii. The deadline for submission of bids is 27-01-2023 by 1600 hrs.

Note:-

- i. In case of any dispute during the coaching period, the Secretary, Establishment Division shall be the authority to decide.
- ii. Establishment Division, Government of Pakistan reserves the right not to respond to any request for provision of preliminary or other information pertaining to any candidate(s) of above exam. This invitation for Expression of Interest is intended only to seek Expression of Interest from interested parties at this stage. The detail of above mentioned program and necessary supporting information would be provided only to pre-qualified interested parties at an appropriate time as part of the process. Documentation accompanying and comprising Expression of Interest as provided by any interested party shall not be re-claimed or returned. This advertisement is not intended to be, and should not be construed as an offer or invitation to acquire any of the aforementioned coaching services nor any representation whatsoever will be entertained in this regard. For queries following email ID may be used by interested parties: sot5@establishment.gov.pk