

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 centers, registered with Income Tax and Sales Tax Department, having minimum three (03) years of CSS coaching experience, for CSS coaching services against CSS Special Examination for candidates from underrepresented areas/quotas reserved for Minorities, Women, Balochistan, Sindh (U), Sindh (R), Ex-FATA, Gilgit-Baltistan and Azad Jammu and Kashmir.

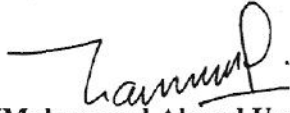
2. Expression of Interest (EOI) document containing detailed terms and conditions are available for the interested bidders at the following address or can be downloaded from the website of the Establishment Division: www.establishment.gov.pk and PPRA: -

“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 **09-06-2023** by **1100 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 i.e. **09-06-2023** at 1130 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.**


(Muhammad Ahmed Usmani)
Section Officer

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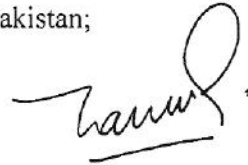
INVITATION FOR EXPRESSION OF INTEREST FOR ACQUISITION OF COACHING SERVICES FROM REGISTERED PRIVATE ACADEMIES/ SCHOOLS/ COLLEGES/ COACHING/TUTION CENTRES FOR COACHING CANDIDATES FROM UNDERPRIVILEGED AREAS/QUOTAS FOR SPECIAL CSS EXAM.

Terms of Reference

Expression of Interest (EOI) is hereby invited from local well reputed entities registered as private academies/schools/colleges/coaching/tuition centers having minimum three (03) years' experience of coaching candidates for **CSS examination for compulsory subjects**. 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 number can be increased or decreased).

2. **General Conditions:**

- i. At least three (03) years of experience in such coaching from the date of registration. And having promising success ratio of qualified and allocated candidates;
- ii. Having experienced and qualified subject specialists as faculty for teaching compulsory subjects and preparation for interviews of the CSS Examination (list be provided);
- iii. The bidders must submit lists of candidates who attended their academy/school/college/coaching/tuition center for the complete preparatory course and qualified the CSS exam. The lists should not include the candidates who attended the academy for mock interviews or any part of the course only;
- iv. Having competitive fee structure along with 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 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 centers must be registered with a Government entity;
- 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;



5. **Selection criteria:**

The selection of private academy/coaching center / preparatory school / college / tuition centers will be made on 'Quality and Cost Based Selection' on single stage and two envelopes 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) Total number of qualifying candidates who have been allocated Groups. The candidates who have attended complete preparatory course and qualified the CSS will only be included. The list will not include those candidates who attended the academy for mock interviews or any part of the course only. The marks for this category will be awarded as under: - i. upto 25 allocated candidates (5 marks) ii. between 26 to 50 allocated candidates (10 marks) iii. between 51 to 75 allocated candidates (15 marks) iv. between 76 to 100 allocated candidates (20 marks) v. more than 100 allocated candidates (25 marks)	25
3) Individual subject specialist (with qualification of at least Master's degree) to teach CSS compulsory subjects and for the preparation of interviews. Region wise list may be provided. 5 marks each shall be awarded if sufficient faculty is available region wise.	20
4) Having coaching centers in provinces along with 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)	30
Total marks	100

Note: - Technical Proposals of the bids securing lesser than 50 marks will be deemed as non-responsive and their Financial Proposal will be returned unopened. The marks will be awarded only from the date of registration.

