

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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**SUBJECT: - INVITATION TO BIDS FOR EXPRESSION OF INTEREST**

Reference to the subject noted above, please find enclosed herewith an advertisement regarding Invitation for Expression of Interest for acquisition of coaching services from registered private CSS academies/ preparatory schools/ colleges/ coaching centers for coaching candidates from underprivileged areas/quotas for publication on **Sunday** i.e. **05-03-2023** in two daily national newspapers (English & Urdu) to be circulated from Islamabad and Rawalpindi. The English version of advertisement may be published in both the newspapers (English & Urdu).

2. Published advertisement may also be provided to this Division duly supported with bill for payment for our further necessary action.

*Adeel*  
(Muhammad Adeel Akbar)  
Section Officer (T-V)  
Tele # 051-9103578

**Director (Advertisement), Press Information Department, Zero Point, Islamabad.**  
Establishment Division's U.O. No. 1/2/2020-T-V (Pt) dated 02-03-2023.

Copy to:-

1	Mr. Muhammad Rizwan, Deputy Director (IT), Public Procurement Regulatory Authority (PPRA), Islamabad.	Advertisement as well as Terms of Reference of EOI are enclosed for uploading on PPRA's Website till <b>24-03-2023</b> by <b>1100 hrs</b> (the closing date of Bid).
2	Director (IT), Establishment Division, Islamabad.	Advertisement as well as Terms of Reference of EOI are enclosed for uploading on the website of Establishment Division till <b>24-03-2023</b> by <b>1100 hrs</b> (the closing date of Bid).

**GOVERNMENT OF PAKISTAN**  
**ESTABLISHMENT DIVISION**

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**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](http://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 **24-03-2023** by **11 00 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. **24-03-2023** at **11 30 hrs** i.e. 30 minutes after closing time in the Office of Additional Secretary-I, Establishment Division, Room No. 3001, 3<sup>rd</sup> 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 Adeel Akbar)**  
Section Officer (T-V)

**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 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;

- xiii. The bidders must submit the bid security equal to 5% of the estimated value of contract in the name of Establishment Division, Government of Pakistan;
- xiv. The bidders must submit a Performance Guarantee which shall not exceed ten per cent (10 %) of the contract amount after award of contract;
- xv. A framework Agreement will be signed with the bidders on the terms and conditions mentioned in EOI.
- xvi. Validity of the contract will be till completion of coaching classes;
- xvii. Performance of the contract shall be deemed closed on the issuance of certificate by this Division within thirty days of completion of the contract.
- xviii. 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 center 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 a Government entity.
- ii. Attested copy of valid NTN and Sales Tax certificate.
- iii. Attested copy of Tax returns of previous fiscal year.
- iv. Financial Statements 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 along with the submission of bid: -
  - a) Total duration of the coaching classes for compulsory subjects.
  - b) Subject wise course contents and duration to cover the same in a tabulated form as below: -

S.No.	Subject	Course Contents/Design	No of lectures per week	Total No of lectures

- vii. The distribution of selected candidates at different centers/cities shall depend upon the choice/preference of the selected candidates. Therefore, the exact number of candidates centers/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 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:

<b>Criteria</b>	<b>Marks</b>
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
<b>Total marks</b>	<b>100</b>

**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.

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 centers 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 centers / 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 center/tuition center etc without assigning any reasons.
- vi. EOIs complete in all respects must be submitted along with the requisite documents within given timeline 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 24-03-2023 by 11 00 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