

EXPRESSION OF INTEREST

FOR COACHING UPSC-CSE ASPIRANTS AT THE ALL INDIA SERVICES PRE-EXAMINATION TRAINING CENTRE

ABOUT

The All India Services Pre-Examination Training Centre , MATI Campus, Mawdaingdiang, Shillong , is a premier Government institution of Meghalaya, specializing in providing training and development programs for those pursuing UPSC and other Government examinations. Its primary objective is to prepare its aspirants to appear in the UPSC CSE (Preliminary and Mains) Examination. AISPETC has been running coaching through tutors for the past several years in Shillong.

EXPRESSION OF INTEREST

AISPETC, MEGHALAYA is looking to extend its training and coaching services to aspirants of UPSC Civil Services Examinations (UPSC-CSE) through reputed institutes. The Institute is looking to engage an institution/academy with proven track record to setup and execute this service within AISPETC, MEGHALAYA. This includes preparation and roll out of an effective coaching curriculum, appointment of fulltime coaching faculty, mobilization of visiting experts as required by the course from time to time, onsite coaching at AISPETC, MEGHALAYA training facilities, provision of study materials to aspirants, and conduct of mock tests, interviews etc. for various stages of the UPSC-CSE amongst other.

AISPETC, MEGHALAYA invites expression of interest from reputed coaching Institute/Academy for providing quality coaching to the UPSC-CSE aspirants.

The factors to be considered as **Technical Criteria** for the coaching institute/ academy are as follows:

1. Number of admissions that has happened offline through the institute's own branches in the last 5 years across in their main and all other allied branches put together.
2. Number of successful candidates in the past 5 years in proportion to the admission.
3. Number of teaching faculty in the institute/ academy, along with their credentials.
4. Average experience of faculty members particularly their knowledge and familiarity with the UPSC-CSE syllabus and examination pattern.
5. Number and variety of training material to be provided to Candidates
6. Similar past or ongoing MoUs with any State or Central Government, the same documents may also be attached.
7. Compliance with all legal and regulatory requirements, including licenses and certifications necessary for providing coaching services.

***Note:** For Criteria 1-3, more weightage will be given to Institutions/Academies having success with indigenous/tribal candidates and candidates from Northeastern States. Please refer Annexure 1 for Selection Criteria. Information on the above points to be submitted along with the application.

MINIMUM SCOPE OF WORK:

1. The institute will need to ensure that the training material provided is accurate, up-to-date, and relevant to the syllabus of the civil service.
2. The institute will need to conduct regular offline and online (in cases of need) classes, workshops, and seminars to impart knowledge and enhance the understanding of aspirants in various subjects and provide study materials, including books, notes, online resources, and mock tests, to aid aspirants in their preparation. They will also need to conduct periodic assessments and provide detailed performance feedback to aspirants, highlighting areas that require focus and improvement.
3. The institute will need to offer personalized guidance and mentorship to individual aspirants, addressing their strengths, weaknesses, and specific needs.
4. The institute will need to assist aspirants in the application process, including guidance on filling out forms, documentation, and submission requirements.
5. The institute will need to offer counselling and motivational sessions to keep aspirants motivated and confident throughout their preparation journey.
6. The institute will need to conduct an entrance test in the state to select the candidates for this free coaching being provided by the state.
7. In case of candidates clearing prelims and who are to appear for mains, on their willingness, need to be accommodated at the institute's main campus.
8. The hostel facility, with an air condition accommodation and food to be given. However, the cost for point no.6 shall not be included in the financial bid. This shall be allowed to be put in addition as and when the case arises.

TERMS AND CONDITIONS

1. For physical classes, the infrastructural facilities will be provided by AISPETC, MEGHALAYA such as classrooms, audio-visual aids and administrative support required for the training programme. Travel and accommodation arrangements will be provided by AIPETC.
2. The institute will need to employ qualified and experienced faculty members to deliver the training sessions with expertise in relevant subjects and previous success in coaching UPSC-CSE aspirants.
3. The coaching will be conducted at MATI Campus, Shillong, Meghalaya.
4. The contract will be valid for a period of 1 year initially starting from the effective date mentioned in the agreement. Both parties may mutually agree to extend the contract upon satisfactory performance and negotiation of terms. A maximum of 3 such extensions would be permissible.
5. Any intellectual property, including training materials, developed by the institute specifically for the Government Department's training program will be the property of the Government Department. The Meghalaya Government reserves the right to modify, adapt, or reproduce the training materials for internal use.
6. Any changes to the curriculum or study materials shall be communicated to the Meghalaya Government for review and approval before implementation.
7. Both parties agree to maintain the confidentiality of any sensitive information of AISPETC, Meghalaya shared during the training program. The institute shall not disclose any personal or professional information of AISPETC, Meghalaya about the employees of the Government Department without prior written consent.

8. Based on the minimum scope of work provided above; the institute are to also submit a lump Sum Financial Proposal in a sealed separate envelope encompassing all relevant aspects of providing quality coaching to UPSC-CSE aspirants and should be presented in a clear and comprehensive manner which will be discussed and negotiated (if need be) further with the shortlisted institute. Please refer to Annexure II for submitting the Financial Proposal.
9. The bidder shall submit an Earnest Money Deposit (EMD) of ₹50,000 (Rupees Fifty Thousand only) along with the bid. The EMD should be submitted through Demand Draft, Bank Guarantee, or NEFT/RTGS transfer to the designated account as specified in the tender documents. The EMD of unsuccessful bidders will be refunded within 30 days of final selection. The EMD shall be forfeited if the selected agency withdraws the bid, fails to sign the contract, or does not furnish the required Performance Guarantee within the stipulated time.
10. The selected agency shall furnish a Performance Guarantee equivalent to 5% of the total contract value prior to signing the agreement. This guarantee shall be valid for the entire duration of the contract period plus 90 days after completion. The Performance Guarantee ensures due performance and compliance with the terms of the contract and is refundable upon successful completion of the contract.
11. The agency must submit valid Trade License, GST Registration Certificate, PAN Card, and any other statutory approvals as applicable, along with the bid submission. Failure to provide these documents will result in disqualification.
12. The bid shall remain valid for a period of 180 days from the last date of submission of bids. No bidder shall withdraw or modify their bid during this period.
13. Bidders who have been blacklisted or debarred by any Central or State Government department, Public Sector Undertaking, or any other government agency for any reason shall be disqualified from participation in this tender process. Any false declaration or misrepresentation will also lead to immediate disqualification.
14. In case of breach of contract, non-performance, or unsatisfactory performance, MATI reserves the right to impose penalties, including withholding payments, levying fines, or termination of the contract without any liability to MATI. The agency will be given an opportunity to rectify the issues within a specified time period before termination is considered. In case of termination, the Performance Guarantee shall be forfeited.
15. The interested Institute/Academy may submit the filled up EoI along with all supporting documents within 5.00 pm of 20th Aug, 2025

PAYMENT TERMS:

1. AISPETC, MEGHALAYA will pay the selected institute a pre-agreed fee for the training services provided based on the following criteria. Payment will be made in instalments as per the agreed schedule, subject to satisfactory completion of milestones or as stated in the agreement. AISPETC, MEGHALAYA reserves the right to withhold payment or terminate the contract in the event of unsatisfactory performance by the institute.
 - a. The payment shall be calculated on a per-class basis, with each class being defined as a session of predetermined duration (e.g., 2 hours)
 - b. The agreed-upon rate per class shall cover the cost of faculty remuneration, teaching materials, and other related expenses.

- c. The institute/agency shall bear the expenses related to providing accommodation and other necessary facilities for faculty members, if applicable.
- d. Any additional costs incurred, such as transportation, meals, or other essential requirements for faculty members, shall be the responsibility of the institute/agency.
- e. The institute/agency shall submit invoices on a monthly basis, detailing the number of classes conducted during the period.
- f. AISPETC, MEGHALAYA shall make payments within 60 days from the receipt of a valid and accurate invoice.
- g. Any discrepancies or disputes regarding the invoice shall be addressed promptly and resolved in good faith between the parties.
- h. The institute/agency shall be responsible for paying any applicable taxes, duties, or levies imposed by the government or regulatory authorities in relation to the provision of services.
- i. The Meghalaya Government shall not be liable for any tax obligations or penalties incurred by the institute/agency.
- j. The payment terms may also include performance-based incentives or bonuses based on the success rate of the aspirants in the UPSC-CSE examinations.
- k. The criteria for determining performance-based incentives shall be agreed upon in advance and documented in the contract.
- l. The institute/agency shall maintain accurate and transparent records of expenses incurred and provide necessary documentation upon request.

The selection of the institute/ academy will be done through **QCBS** Method of Selection wherein AISPETC, MEGHALAYA reserves the right to select an institute/ academy with the **best qualifications and relevant experience ONLY**.

A Committee headed by Director will screen all the EoI applications

Contact Address:

Meghalaya Administrative Training Institute

Opposite NEIAH, Mawdiangdiang

Shillong,

Meghalaya, Pin code - 793018



Director,
AISPETC

DIRECTOR
ALL INDIA SERVICE
PRE-EXAMINATION
TRAINING CENTER
MATI CAMPUS, MAWDIANGDIANG
SHILLONG 793018

Annexure - I

Sl No	Criteria	Documents to be submitted	Evaluation Criteria
1	Number of admissions that has happened offline through the institute's own branches in the last 5 years across in their main and all other allied branches put together	The institute should provide data on the number of admissions that have occurred offline through their own branches in the last 5 years. This criterion will help assess the institute's popularity and reach among aspirants.	Weightage would be given to an institute with a higher number of admissions
2	Number of successful candidates in the past 5 years in proportion to the admission	The institute should provide information on the number of successful candidates in the past 5 years in proportion to the admissions. This criterion helps determine the success rate of the institute and indicates the effectiveness of the coaching provided.	Weightage will be given to an institute with a higher proportion of successful candidates
3	Number of teaching faculty in the institute/ academy, along with their credentials	The institute should provide details about the number of teaching faculty members and their credentials. This includes their educational qualifications, teaching experience, and any relevant achievements or publications. It helps assess the quality and expertise of the faculty. All the details of each member to be provided	Weightage will be given to an institute with a larger number of qualified faculty members.
4	Average experience of faculty members particularly their knowledge and familiarity with the UPSC-CSE syllabus and examination pattern	The institute should provide data on the average experience of their faculty members, particularly in relation to their knowledge and familiarity with the UPSC-CSE syllabus and examination pattern. This criterion helps determine the faculty members' understanding of the exam requirements and their ability to effectively teach the subjects.	Weightage will be given to an institute with the faculty members with extensive experience and deep knowledge. * *Experience of only the proposed faculty members as provided against Sl. No 3 should be submitted
5	Number and variety of training material to be provided to Candidates	The institute should provide information on the number and variety of training materials provided to candidates. This includes textbooks, mock tests, previous years' question papers, online resources, and any other relevant study material. It helps assess the comprehensiveness and	Weightage will be given to an institute submitting larger number and diverse range of training materials.

		suitability of the study materials offered.	
6	Similar past or ongoing MoUs with any State or Central Government, the same documents may also be attached	The institute should provide details of any past or ongoing Memorandums of Understanding (MoUs) with state or central government authorities related to UPSC-CSE coaching. The relevant documents should be attached for verification. This criterion indicates the institute's recognition and support from governmental bodies.	Weightage will be given to an institute submitting relevant MoUs.
7	Compliance with all legal and regulatory requirements, including licenses and certifications necessary for providing coaching services	This criterion ensures that the institute operates within the legal framework and maintains the required standards for coaching services. Copies of registration, GST or any other relevant registrations etc. to be enclosed	Weightage will be given to an institute who fulfils all the necessary legal and regulatory obligations

FORMAT FOR FINANCIAL PROPOSAL

Item	In Indian Rupees (Rs.)
Cost of the Financial Proposal	
Including:	
(1) Remuneration for Faculty (lumpsum)	
(2) Training Materials & Resources	
(3) Operational & Administrative Expenses	
<u>Total Cost of the Financial Proposal:</u> <u>(In Figures & Words)</u>	
Indirect Local Tax Estimates - to be discussed and finalized at the negotiations if the Contract is awarded	
<u>Total Estimate for GST:</u>	

We request you to provide a breakdown of costs for each category mentioned above and any additional information or documentation necessary to support your financial proposal. The proposal should adhere to a reasonable and competitive pricing structure while ensuring the highest standards of quality coaching.