

**Residential Coaching Academy**  
**(Centre for Coaching and Career Planning)**  
**Jamia Millia Islamia**  
**New Delhi-110025.**

**Bid for conducting Test Series of Civil Services**

1. Bids are invited from the reputed Civil Services Coaching Institutes, on two cover bid system for conducting Test Series for the aspirants of Civil Services (Main) Examination 2020 at Residential Coaching Academy, Centre for Coaching & Career Planning, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025.
2. In all 08 Tests of General Studies [Civil Services (Main)] will be conducted for around 120-140 students and 04 tests of few optional subjects like Geography, Sociology Political Science, History, Anthropology, Public Administration and Philosophy etc.

3. **Schedule of the Bids:**

Publishing Date	-	29.10.2020
Bid submission start date	-	29.10.2020 (6:00 p.m.)
Bid submission end date	-	05.11.2020 (6:00 p.m.)
Bid opening date	-	06.11.2020 (4:00 p.m.)

4. **Cost and Earnest Money**

- a. Tender Fee - Rs. 1000/- (non refundable & non-transferable)
- b. Earnest Money - Rs. 1,00,000/- (Rupees One Lakh only)

Tender Fee & Earnest Money Deposit (EMD) both separately in the shape of Bank Draft drawn in favour of "**Registrar, Jamia Millia Islamia, New Delhi-110025**" valid for a period of 90 (ninety) days from the date of submission of application for tender on any scheduled bank payable at New Delhi.

- c. Bids shall be submitted/posted at: Residential Coaching Academy, Centre for Coaching & Career Planning, Jamia Millia Islamia, New Delhi-110025.

5. The Financial Bid will be opened only if the Technical Bid is found acceptable. The Technical Qualification are as follows:

- a. The coaching institute must have conducted test series for Civil Services Examinations in a central/state Universities/Govt.



institutions. At least 700 students of such institute must have been selected in the last three years. Bidder should submit supporting documents as evidence duly signed by the Centre/Institution Head;

- b. The institute should have at least 250 finally selected candidates in Civil Services Examination 2019 conducted by the UPSC. Duly signed list of the selected students is to be provided with their Registration Number;
  - c. The institute must have a proven minimum academic strength of 75 faculty/resource persons to make question and evaluate answer script. Bidder should submit supporting documents duly signed by the Centre/Institution Head; and
  - d. Coaching institute should preferably be Delhi based. The bidder should submit their Registration details in this regard.
6. The bidder should not be black listed from any authorities.
7. The Coaching Institute shall give financial bid on per copy basis. A minimum of 400 copies would be guaranteed by Residential Coaching Academy, Jamia Millia Islamia for conducting Test Series, which may go up.

#### **8. Eligibility Requirements:**

- a. The bidder should not be black listed from any authorities.
- b. The Bidder should have the following documents:
  - i. Permanent Account Number (PAN);
  - ii. Last three years Income Tax Return (ITR)/Clearance; and
  - iii. GST Registration/Tax Identification Number (TIN), as applicable;
- c. Technical Bid, Price Bid and undertaking should be duly filled in and signed.
- d. The two bids (Technical and Financial) should be kept in two separate sealed envelopes clearly mentioning, '**Technical Bid**' & '**Financial Bid**'. These two envelopes must be kept in one big sealed envelope mentioning, '**Bid for conducting Test Series of Civil Services**' alongwith the sender's name and address.

