

Purchase & Store Section
JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025

NIT- 19/RCA/PSS/RO/JMI2025

Date:- 04.06.2025

On behalf of the Vice-Chancellor, Jamia Millia Islamia (JMI), New Delhi, India, online bids (two bids system) are invited from reputed Civil Services Coaching institutions on two cover bid systems for conducting Test Series for the aspirants of Civil Services (Main) Examination 2025 for General Studies Paper I, II, III and IV and Essay Paper at Residential Coaching Academy (RCA), Centre for Coaching & Career Planning, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025. The contract will be awarded for 04 months & may be extended, depending upon the performance. Bid documents with other terms & conditions can be downloaded from the CPP Portal's Website: <http://eprocure.gov.in> and be uploaded along with notified EMD as per the following:

EMD Amount	Venue for submission of EMD	Last Date of uploading bids/Time	Bid Opening Date
Rs. 25000/-	Residential Coaching Academy, Centre for Coaching & Career Planning, Jamia Millia Islamia, Jamia Nagar, New Delhi - 110025	09/06/2025 till 6.00 pm	10/06/2025 at 3.00 pm

1. The following are the details of the conducting tests in the BIDS;

Tests with Evaluation (03hrs)

General Studies (GS) (03hrs. each) 2 rounds of 4 Tests (GS1, GS2, GS3 and GS4)
Optional subject (If applicable) (03hrs. each) 2 rounds of 2 Tests (Paper 1 & Paper 2)
Essay (03hrs.) 2 Tests

2. **Cost and Earnest Money**

- (i) Earnest Money (EMD) i.e. Rs.25000/- deposited in favour of “**Registrar, Jamia Millia Islamia**, payable at **New Delhi-110025**” valid for a period of 90 (ninety) days from the date of submission of application for tender.
- (ii) Bids should be submitted on line at CPPP portal.
- (iii) The **Financial Bid** will be opened only if the **Technical Bid** of the respective Institute/institution/coaching is found acceptable as per the laid down norms.

3(A) Technical Bid

- (i) The coaching institute applying for the bid must have conducted a similar test series for the Civil Services Examination in the Central/State Govt. Universities/Institutions, and there should have been at least 300 selections in UPSC CSE (proven) from the institute in the last three years.
- (ii) The coaching institute should have at least 100 finally selected candidates (proven) in the UPSC Civil Services Examination, 2024.
- (iii) The coaching institute must have a proven minimum academic strength of 50 faculties/resource persons to make questions and evaluation answer scripts. The coaching institute must have specialists/ subject experts for every test, including optional ones with not less than 3 years of experience in teaching.

- (iv) The coaching institute must be based in NCT of Delhi and ready to provide logistical needs. The coaching institute shall deliver the Question cum Answer Booklets, Question Papers, other supportive study material at RCA. The institute will also collect the answer booklets for evaluation from RCA on the date of test and deliver the evaluated copies within time frame.
- (v) The coaching institute must have the provision of conducting test series online/offline both, followed by discussion and remedial sessions for the tests to be conducted.
- (vi) The coaching should specify their special strategy for RCA, including Essay and Ethics paper (GS-4).
- (vii) The coaching institute is required to produce authentic documents to prove the above-stated criteria when applying for a Bid through a notary affidavit.
- (viii) The coaching should provide supportive study material and classes for a few areas which are less covered on the basis of the student's requirements and test performance.
- (ix) The coaching institute should commit to providing the model answers of the test conducted on the same day of the test scheduled. It should also commit to provide a timely evaluation of test papers within 4 days with one-on-one feedback and also provide a minimum of four resource persons for each test.

3 (B) Financial Bid

- (i) Financial Bid may be considered if the bidders are successful on technical grounds.
- (ii) The bidders have to quote separately both for **BID(A)** and **BID(B)**
- (iii) Earnest Money i.e Rs. 25000/- (refundable), payable to the Registrar, Jamia Millia Islamia, New Delhi .
- (iv) The price quoted should be inclusive of all applicable taxes.
- (v) The Bidder should have the following documents in possession:
 - (v)1 Permanent Account Number (PAN)
 - (v)2 Income Tax Return (ITR)/Clearance of the Institution of the last three years
 - (v)3 GST Registration/Tax Identification Numbers (TIN)
- 4. Technical Bid, Price Bid and undertaking should be duly signed and uploaded.
- 5. The Coaching Institute shall give financial bids on a per-copy basis. A minimum of 400 copies would be guaranteed by the Residential Coaching Academy, Jamia Millia Islamia, for conducting the Test Series, which may go up.
- 6. The Vice-Chancellor, JMI will be the final authority for settlement of any dispute.

Note:

- I. The Bidder should provide information of technical criteria (i) to (ix) stating the information provided is true on ₹ 100/- affidavit.
- II. The bidder should not be blacklisted by the RCA-JMI or University or Govt. in the past.
- III. The quality of the test papers and evaluation of the answer copies is to be ensured for RCA-JMI. If students do not find the quality of the paper or evaluation to be upto their satisfaction, then RCA has the right to stop the test series or cancel the award of the tender.

Registrar
JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025
+91-11-26981717