


GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

SUBJECT: - INVITATION TO BIDS FOR EXPRESSION OF INTEREST

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 Saturday, i.e. 10-12-2022 in two daily national newspapers (English & Urdu) circulated from Islamabad and Rawalpindi. The advertisement published in Urdu newspapers must be in Urdu language.

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


~~(Nasser Ahmed)~~
Section Officer (T-V)

Director (Advertisement), Press Information Department, Zero Point, Islamabad.
Establishment Division's U.O. No. 1/2/2020-T-V (Prt) dated 09-12-2022.

Copy to:-

1	Mr. Muhammad Rizwan, Deputy Director (IT), Public Procurement Regulatory Authority (PPRA), Islamabad.	Draft advertisement as well as Terms of Reference of EOI are enclosed for uploading on PPRA's Website till 26-12-2022 (the closing date of Bid).
2	Director (IT), Establishment Division, Islamabad.	Draft advertisement as well as Terms of Reference of EOI are enclosed for uploading on Establishment Division's Website till 26-12-2022 (the closing date of Bid).

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION

INVITATION FOR EXPRESSION OF INTEREST FOR ACQUISITION OF COACHING SERVICES FROM REGISTERED PRIVATE CSS ACADEMIES/ PREPARATORY SCHOOLS/ COACHING CENTERS FOR COACHING CANDIDATES FROM UNDERPRIVILEGED AREAS/QUOTAS.


Expression of Interest is hereby invited from registered local, well reputed private academies/ preparatory schools/ colleges/ coaching centers duly registered with Government for imparting coaching related to preparation of compulsory and optional papers of Special CSS exam for coaching the prospective candidates of underrepresented areas/quotas reserved for Minorities, Women, Balochistan, Sindh (U), Sindh (R), Ex-FATA, Gilgit-Baltistan and Azad Jammu and Kashmir.

2. The detailed Terms of Reference (TORs)/ forms (bidding documents) may be retrieved from the website of PPRA and Establishment Division: www.establishment.gov.pk or can be obtained at the following address:-

“Section Officer (T-V), Room No.113-A, Cabinet Secretariat, Establishment Division, Islamabad”

3. Interested parties may deliver their Expression of Interest in written form to the address given below latest by December 26, 2022 before closing hours:-

(Email. sot5@establishment.gov.pk)


(Naseer Ahmed)
Section Officer (Training)

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION**

INVITATION FOR EXPRESSION OF INTEREST FOR ACQUISITION OF COACHING SERVICES FROM REGISTERED PRIVATE CSS ACADEMIES/ PREPARATORY SCHOOLS/ COACHING CENTERS FOR COACHING CANDIDATES FROM UNDERPRIVILEGED AREAS/QUOTAS.

Terms of Reference

Expression of Interest (EOI) is hereby invited from registered local, well reputed private academies/ preparatory schools/ colleges/ coaching centers duly registered with Government for imparting coaching related to preparation of compulsory and optional papers of Special CSS exam for coaching the prospective candidates of underrepresented areas/quotas reserved for Minorities, Women, Balochistan, Sindh (U), Sindh (R), Ex-FATA, Gilgit-Baltistan and Azad Jammu and Kashmir.

2. General Conditions:

- i. At least three (03) years of experience in such coaching having promising success ratio of qualified and allocated candidates from above mentioned areas/quotas;
- ii. Having experienced and qualified subject specialists as faculty (list be provided);
- iii. Having competitive fee structure alongwith highlighting the duration of such course;
- iv. Having sufficient capacity in terms of covering largest possible geographical areas to outreach and impart coaching to candidates in above mentioned areas/quotas;
- v. Having the capacity to simultaneously impart coaching to at least one thousand candidates;
- vi. 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;
- vii. Ensuring continuous support to the candidates in terms of assessment, subject help and conducting written and interview tests;
- viii. Should have web-based facility to provide study material in digitized format;
- ix. Interested private academies/ preparatory schools/ coaching centers must be registered with the Government and should have valid registration certificate for competitive examinations coaching from Government;
- x. Must be registered with Tax Authorities as per prevailing latest tax rules;
- xi. Must have valid Registration of General Sales Tax (GST) & National Tax Number (NTN);
- 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 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. **Selection criteria:**

The selection of private academy/coaching center/preparatory school will be made on 'Quality and Cost Based Selection' single stage two envelopes as prescribed under relevant Procurement of Consultancy Services Regulations/Procurement Rules and marks will be awarded as per following criteria:

Criteria	Number of marks
Coaching experience to CSS candidates	30
Success ratio of qualifying candidates	20
Individual subject specialist for compulsory and optional papers	20
Web-based facility to provide study material in digitized format	15
Capacity to cover candidates from under presented areas for coaching through outreach program	15
Total marks	100

5. **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. In order to redress the grievances of the candidates against coaching centres/academies/preparatory schools an online 'Complaint Portal' will be created so that proper coaching be ensured to candidates.
- iii. Establishment Division reserves the right to accept or reject the EOI of any private academy/ preparatory school/ coaching center etc without assigning any reasons.
- iv. Experience of coaching shall be counted from the date of registration of such coaching from a Government.
- v. The deadline for submission of EOI will be fifteen (15) days from publication of this EOI in newspaper.
- iv. EOIs must be submitted within given timeline (before closing office hours) in hard and soft form on the following address:-

(Email. sot5@establishment.gov.pk)

Note:-

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.