



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA – 769008**

Web: www.nitrkl.ac.in

Phone: 0661-2462020

**e- Tender Notice
For Conduct of Computer Based Test**

Ref: NITR/PW/RG/2021/256

Dated: 09/04/2021

Online tenders are invited in two cover system for **Selection of Agency for conducting Computer Based Test for the purpose of Recruitment to different posts in National Institute of Technology – Rourkela.**

Bidders can download complete set of bidding documents from e- procurement Platform

<https://eprocure.gov.in/eprocure/app> from 04/06/2021 (01:00 PM) onwards. Bidders need to submit the bids online by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 25/06/2021 (05:00PM) (Server time).

Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit web site:

<https://eprocure.gov.in/eprocure/app> and
https://nitrkl.ac.in/OldWebsite/Jobs_Tenders/11Miscellaneous/Default.aspx

CRITICAL DATE SHEET

Published Date	04/06/2021 (01:00 PM)
Bid Documents Download Start Date	04/06/2021 (01:00 PM)
Clarification Start Date	NA
Clarification End Date	NA
Pre bid meeting	NA
Pre- Bid Meeting Address	NA
Bid Submission Start Date	04/06/2021 (01:10 PM)
Bid Submission End Date	25/06/2021 (05:00 PM)
Bid Opening Date	28/06/2021 (11:00 AM)
Bid Opening Date(Price)	Will be announced after technical evaluation

Note: “Bidder should submit the EMD & Tender Cost as specified in the tender. The hard copy should be posted / couriered / deposit in person to the Central Dispatch section / Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769008**

OFFICE OF THE REGISTRAR

Web: www.nitrkl.ac.in

Phone: 0661-2462020

Tender Document (e – Procurement)

Tender Notification No	:	NITR/PW/RG/2021/256
Date	:	09/04/2021
Name of the Department	:	OFFICE OF THE REGISTRAR
Nature of Tender	:	Selection of Agency for conducting Computer Based Screening Test for the purpose of Recruitment to different posts in National Institute of Technology – Rourkela
Tender Cost	:	Rs. 1000/- (Non- Refundable)
EMD Amount	:	Bid Security Declaration
Last Date & Time of submission of Tender	:	25/06/2021 (05:00 PM)
Address for submission of Tender	:	Through e-procurement module of CPP Portal
Date & Time of opening of technical bid	:	28/06/2021 (11:00 AM)

Checklist for Bid / Tender Submission

(The following check-list must be filled in and submitted with the bid documents)

Sl. No.	Particulars	Yes/No
1	Have you attached the techno commercial unpriced bid form duly filled in appropriately	
2	Have you attached a copy of the last three years audited balanced sheet of your firm/Agency	
3	Have you attached the copy of the GSTIN certificate	
4	Have you attached the details of the income tax return tax return certificate, general order suppliers and copy of Central / State Sales tax registration Certificate?	
5	Have you attached the copies of relevant work orders from Govt. Depts./PSUs and Central Autonomous Bodies?	
6	EMD: Have you submitted Bid Security Declaration asked for (as specified in BDS). If the bidder requesting Tender Cost exemption, kindly attach copy of the NSIC/MSME (Certificate should be visible, if not visible the bidder will be disqualified)	
7	Have you uploaded filled in Technical forms in Excel sheet	
8	Have you uploaded the PDF of filled in Technical form of Excel Sheet	
9	Have you submitted the Services indicated in the respective schedule of requirements at the address of tender inviting authority within due date(if applicable as mentioned in the specification and requirements)	
10	Have you enclosed the schedule of requirement indicating the made offered without indicating the pricing components along with the techno commercial un priced bid?	
11	Have you submitted the bids both techno commercial un priced and priced bid separately for each tender?	
12	Have you enclosed the statement of deviations from financial terms and conditions, if any?	
	PRICE BID	
1	Have you signed and attached the priced bid form?	
2	Have you attached the schedule of requirements duly priced?	

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Part – 1 Bidding Procedures

Section I: Notice Inviting Tender and Instructions for Online Bid Submission

Online bids are invited on single stage two bids System to select an agency to execute the “Computer Based Test (CBT)-Examination”. Manual bids shall not be accepted.

Tender documents may be downloaded from National Institute of Technology – Rourkela web site www.nitrkl.ac.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>. Contractor are Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/ Contractor are advised to follow the instructions provided in the Instructions to the Contractors/ Tenderer for thee-submission of the bids online through the Central Public Procurement Portal for Procurement at <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Tenderer who has downloaded the tender from National Institute of Technology - Rourkela web site www.nitrkl.ac.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>. <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with National Institute of Technology – Rourkela.

a. **Disclaimer :**

This Tender is not an offer by the **National Institute of Technology – Rourkela** but an invitation to receive offers from vender. No contractual obligation whatsoever shall arise from the tender process until and unless a formal contract is signed and executed by a duly authorized officer of the National Institute of Technology – Rourkela.

b. **Introduction :**

The Ministry of Education (MoE) formerly known as Ministry of Human Resource Development (MHRD), Government of India (GOI) has established National Institute of Technology – Rourkela as an independent autonomous organization under Society Registration Act 1860 for conducting efficient, transparent and international standards tests in order to assess the competency of candidates for admissions to premier higher education institutions.

c. **Aims & Objectives of the tender :**

The National Institute of Technology – Rourkela requires an agency to conduct entrance examination through “Computer Based Test (CBT)-Examination” in selected Cities spread across in India where the Test shall be conducted are given at **Annexure-VII**.

The National Institute of Technology – Rourkela intends to select/ empanel the agency to execute the “Computer Based Test (CBT)-Examination”, its administration, logistics, processing of results and forward raw score & marks to the Institute for composite declaration of results as per requirements of the National Institute of Technology – Rourkela.

The system shall mainly comprise of the following activities:

- Preparation of centers for Computer Based Test (CBT)-Examination.

- Non Aadhaar Biometric registration subject to SOP issued by local Govt. or Face Recognition/ IRIS Scan feature and verification of candidates during examination with video recording of candidates with display of their hall ticket in their hand during the conduct of each examination.
- .Providing the recorded biometric data/ videography of the candidates on conclusion of each examination for official records.
- Conduct of Computer Based Test (CBT) - Examination.
- Compilation of response data in the desired format for evaluation
- Customized report generation

The system should support multiple question papers to be framed by NIT if need be for the same post (in case multiple sessions are conducted for the same post, because of the large number of applications).

The bidder should have provisions to capture the bio-metrics of the candidates and to immediately send them (in real time) to NITR, which we will cross-verify when the selected candidates appear for interview. The bidder must accept responsibility for any mismatches.

The system should provide an on-screen-calculator.

The system should have the provisions to facilitate the candidates to distinguish among these questions. 1) Answered 2) Visited but not answered 3) Answered and marked for review 4) Not answered and marked for review 5) Not visited

The bidder should ensure uninterrupted power supply and high-speed internet connectivity.

The monitoring provided by the bidder should cover all the candidates, the server rooms and their immediate vicinity (e.g.: corridors)

The system should periodically save the candidates responses in their servers for back up.

The system should provide response-wise and candidate-wise analyses.

Instructions for Online Bid Submission

Instructions to Bidders to submit the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.

1. Possession of valid Digital Signature Certificate (DSC) and enrollment / registration of the contractors / bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
2. Bidder should register for the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment / registration, the bidders should provide only valid and true information including valid E-mail id. All the correspondence shall be made directly with the contractors/bidders through E-mail id as registered.
3. Bidder need to login to the site through their user ID / password chosen during enrollment / registration.

4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/ TCS / nCode / eMudra or any other Certifying Authority recognized by Controller of Certifying Authorities (CCA) India on eToken / Smart Card, should be registered.
5. The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
6. Contractor / Bidder may go through the tenders published on the site and download the tender
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
8. Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
9. Bidder may log in to the site through the secured login by the user id / password chosen during enrolment / registration and then by submitting the password of the e-Token / Smartcard to access DSC.
10. Bidder may select the tender in which he / she is interested in using the search option and then move it to the 'my tenders' folder.
11. From my tender folder, he / she may select the tender to view all the details uploaded there.
12. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and ordinarily it shall be in PDF formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders less than 2 MB. If any document is more than 2MB, it can be reduced through zip / rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
14. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under "My Space option" and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing up load time of bids.
15. Bidder should submit the Tender Fee & "Bid Security Declaration" as specified in the tender. The hard copy should be posted / couriered / given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
16. The bidder has to select the payment option as offline or online to pay the Tender Fee as applicable and enter details of the instruments.

17. The details of the DD / any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.
18. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
19. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
20. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.

PRICE BID

21. If the price bid format is provided in a spread sheet file like BoQ_XXXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid / BOQ template shall not be modified / replaced by the bidder ; else the bid submitted is liable to be rejected.
22. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
23. The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e-Tender system. The bidders should follow such time during bid submission.

EVIDENCE FOR ONLINE BID SUBMISSION

24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
25. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
27. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
28. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

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Section II Instructions to Bidders

	A. General	
1	SCOPE OF BID	
		Selection of Agency for conducting Computer Based Screening Test for the purpose of Recruitment to different posts in National Institute of Technology-Rourkela as per Specifications. Throughout these Bidding Documents unless the context otherwise requires: a. 'In writing' means communicated in written form (e.g. by mail, e-mail, fax, telex) with proof of receipt: b. "Institution means National Institute of Technology, Rourkela"
2	ELIGIBLE BIDDERS	
	2.1	A Bidder may be a firm, a company, a Limited Liability Partnership (LLP), a government-owned entity or any combination of such entities in the form of a Joint Venture (JV) under an existing agreement.
	2.2	In the case of a joint venture, all members shall be jointly and severally liable for the execution of the contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the bidding process and during the contract execution in the event the JV is awarded the contract.
	2.3	A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder:
		a Directly or indirectly controls, is controlled by or is under common control with another Bidder; or
		b receives or has received any direct or indirect subsidy from another Bidder; or
		c has the same legal representative as another Bidder; or
		d Has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or
		e Participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid shall result in the disqualification of all Bids in which such Bidder is involved. This, however does not limit the inclusion of the same subcontractor in more than one bid; or
		f Has a close business or family relationship with a professional staff of the Purchaser (or of the project implementing agency) (i) Are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) Would be involved in the implementation or supervision of such contract
	2.4	A foreign firm and individual may be ineligible if as a matter of law or regulations, India prohibits commercial relations with the country of bidder
	2.5	A Bidder shall provide such evidence of eligibility satisfactory to the purchaser, as the purchaser shall reasonably request.
	B. CONTENTS OF BIDDING DOCUMENT	
3	3.1	The Bidding Documents include all the Sections indicated below, and should be read in conjunction with any Addenda if any, issued.
	3.2	Unless obtained directly from the Purchaser, the Purchaser is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the Pre- Bid meeting (if any), or Addenda to the Bidding Document. In Case of any Contradiction, documents obtained directly from the Purchaser shall prevail. Purchaser means and includes NITR or any of its authorized agencies.
	3.3	The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents and to furnish with its Bid all information or documentation as required by the Bidding Documents.

4	CLARIFICATION OF BIDDING DOCUMENTS, SITE VISIT, PRE-BID MEETING	
	4.1	A Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser's address specified in the BDS (Bid data sheet) (herein after referred to as BDS)) or raise its enquiries during the pre-bid meeting if provided. The Purchaser will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of bids within a period specified in the BDS.
	4.2	The Bidder is advised to visit and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for procurement or Service. The costs of visiting shall be at the Bidder's own expense.
	4.3	The Bidder is advised to submit any questions in writing to reach the Purchaser not beyond one week preceding the meeting.
5	Amendment of Bidding Document	
	5.1	At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by corrigendum. In case of e-procurement, corrigendum /amendment shall be published on https://eproure.gov.in/eprocure/app .
	5.2	Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents from the Purchaser. The Purchaser shall also promptly publish the addendum on the Purchaser's webpage.
	5.3	The Purchaser may, at its discretion to give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, extend the deadline for the submission of bids.
C. PREPARATION OF BIDS		
6	LANGUAGE OF BID:	
	The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the BDS (Bid Data Sheet) or English. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language specified in the BDS (Bid Data Sheet), in which case, for purposes of interpretation of the Bid, such translation shall govern.	
7	Documents Comprising the Bid The tender/Bid Shall be submitted online in two parts, viz., Techno-commercial Bid and Financial Bid.	
	7.1	TECHNICAL BID The following documents are to be scanned and uploaded as part of the technical Bid as per the tender document:
	a	Scanned copy of Tender Forms (Techno Commercial Un-Priced Bid) and Tender Acceptance Letter.);
	b	Scanned copy of the completed Schedules
	c	Scanned copy of Bid Security or copy of proof for submission of Tender Document Fee/ Earnest Money Deposit etc.;
	d	Scanned copy of written confirmation authorizing the signatory of the Bid to commit the Bidder;
	e	Scanned copy of documentary evidence establishing the Bidder's qualifications to perform the contract if its bid is accepted and the Bidder's eligibility to bid;
	f	Scanned copy of i. Documentary evidence, that Services to be supplied by the Bidder are of eligible origin and ii. Conform to the Bidding Documents, and iii. any other document required in the BDS;
	g	EMD – Bid Security Declaration (Attached in Tender Document) to be uploaded in Technical bid with signed and sealed of the firm.

		h	Mandate Form For Electronic Fund Transfer/RTGS Transfer
		i	- The details of similar works as per Annexure – II - The details of work under executed or awarded as per Annexure – III - The Performance Report of works referred in Annexure II & III as per Annexure – IV - Organizational Structure and information as per Annexure V - The details of Technical and Administrative manpower to be employed for this work as per Annexure VI - To provide State/ City wise No of Centers and total availability of Nodes in the City and a duly authenticated list of Centers with No of Nodes in each city as per Annexure VII. - Physical Infrastructure such as availability of Exam Centers, technology, hardware, software etc. as desired and scope of work under Section 5.
		j	Techno-commercial Specification. The Technical specifications format is available in .pdf format in this E-Tender document at https://eproure.gov.in/eprocure/app . Bidders are advised to download TECHNICAL.xls and fill their specifications in the prescribed column and upload the same in the Technical bid along with other required documents. The hard copy of the filled in Technical specifications (Excel) to be scanned and to be uploaded in PDF.
	7.2		Financial BID The Financial bid comprises of: i. Price BID in the form of BoQ_CBT.xls. The Price bid format is provided as BoQ_CBT.xls along with this Tender Document at https://eprocure.gov.in/eprocure/app . Bidders are advised to download this BoQ_CBT.xls and quote their offer/rates in the prescribed column. Bidders can quote Basic Price in INR, but it is also mandatory to quote taxes/levies in INR only, in the prescribed column and upload the same in the commercial bid.
	7.3		The Bidder shall furnish in the Tender Forms information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.
8			Price Schedules (Bill of Quantity-BOQ) shall be prepared using the relevant forms, Bidding Forms and BOQ provided. The forms must be completed without any alterations to the test, and no substitutes shall be accepted. All Blank spaces shall be filled in with the information requested.
9			Alternative Bids Unless otherwise specified in the BDS, alternative bids shall not be considered
10	10.1		Bid Prices and Discounts The prices and discounts quoted by the Bidder in the Tender Forms and in the Price Schedules (BOQ) shall conform to the requirements.
		a	All lots (contracts) and Service must be listed and priced separately in the Price Schedules (BOQ).
		b	The price to be quoted in the Tender Forms shall be the total price of the bid, excluding any discounts offered.
		c	The Bidder shall quote any discount and indicate the methodology for their application in the Tender Forms.
		d	Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject of variation on any account, unless otherwise specified in the BDS(Bid Data Sheet)
	10.2		Bids are being invited for individual lots (contracts) or for any combination of lots (packages). Unless otherwise specified in the BDS, prices quoted shall correspond to 100% of the Services specified for each lot and to 100% of the quantities specified for each Services of a lot.
11			Documents Establishing the Eligibility and Qualifications of the Bidder To establish Bidder's eligibility, Bidders shall complete the Tender Form (Techno Commercial Un-Priced Bid & Priced Bid).
12	12.1		Period of Validity of Bids

		Bids shall remain valid for 90 days from the date of opening of price bid or the period specified in the BDS after the bid submission deadline date prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
	12.2	In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses there to shall be made in writing.
13	13.1	Bid Security (EMD) The Bidder shall furnish the "Bid Security Declaration" and the format has been attached in Tender Document.
	13.2	Non-submission of "Bid Security Declaration" the bid shall be rejected by the Purchaser as non-responsive.
	13.3	Subjected to Bid Security Declaration, the bidder may be forfeited.
	13.4	The Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the contract and furnished the required performance security.
	13.5	The Bid Security of the bidder may be forfeited.
	a	If withdraws from the bid during the period of bid validity.
	b	If successful Bidder fails to: 1. Sign the Contract; or refuses or express inability to execute the work order or 2. Furnish a performance Security or 3. Fails to comply other requirement/ instruction
D.SUBMISSION AND OPENING OF BIDS		
14		Sealing and Marking of Bids: The Bidder shall submit the bids electronically, through the e-procurement system (https://eprocure.gov.in/eprocure/app). Any document submitted through any other means will not be considered as part of the Bid except for the Originals as asked for in this tender.
15		Deadline for Submission of Bids: The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
16		Late Bids: The e-Procurement system would not allow any late submission of bids after due date and time as per server system. After electronic online proposal submission, the system generates a unique identification number which is time stamped. This shall be treated as acknowledgement of the proposal submission.
17		Withdrawal, Substitution, and Modification of Bids: A Bidder may withdraw, substitute, or modify its bid on the e-procurement system before the date and time specified but not beyond, No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Tender Forms or any extension thereof Modification/Withdrawal of the Bid sent through any other means shall not be considered by the Purchaser.
18	18.1	Bid Opening: The Purchaser shall open the bids as per electronic bid. Opening procedures specified in Central Public Procurement Portal (CPPP) at the date and time specified. Bidders can also view the bid opening by logging on to the e-procurement system. Specific bid opening procedures are laid down at https://eprocure.gov.in/eprocure/app under the head "Bidders Manual Kit". The tenderer/bidder will be at liberty to be present either in person or through an authorized representative at the time of opening of the Bid or they can view the bid opening event online at their remote end. Price Bids or only those tenderers shall be opened whose technical bids qualify.
	18.2	The withdrawn bid will be available in the system therefore will be considered, if bidder once withdraws the bid then he will not be able to participate in the respective tender again. Modification to the bid shall be opened and read out

		with the corresponding bid. Only bids that are opened and read out at bid opening shall be considered further.
	18.3	The Purchaser shall prepare a record of the bid opening that shall include; the name of the Bidder; whether there is a withdrawal, substitution, or modification; the Bid Price including any discounts and alternative bids; and the presence or absence of a bid security. The Bidders' representatives who are present in the office of the Purchaser to witness the bid opening shall be requested to sign the record. The Omission/refusal of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be made available on the e-procurement system.
E. Evaluation and Comparison of Bids		
19	19.1	Confidentiality: Information relating the evaluation of bids and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with the bidding process until information on Contract Award is communication to all Bidders.
	19.2	No Bidder shall contact the purchaser on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Purchaser it should be done in writing.
	19.3	Any effort by a Bidder to influence the purchaser in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.'
20	20.1	To assist in the examination, evaluation, comparison of the bids, and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids.
	20.2	If a Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification its bid may be rejected.
21	21.1	Determination of Responsiveness: The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.
	21.2	A substantially responsive Bid is one that meets the requirements of the Bidding Documents without material deviation, reservation, or omission.
	21.3	The Purchaser shall examine the technical aspects of the bid submitted in accordance with instructions specified in tender document, in particular, to confirm that all requirement enumerated in the 'Schedule of Requirements' Section-VI have been complied with, without any material deviation or reservation or omission.
	21.4	If a bid is not responsive to the requirements of Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by correction of the material deviation, reservation or omission.
22		Margin of Preference: Unless otherwise specified in the BDS, a margin of preference shall not apply
23	23.1	Evaluation of Bids: The Purchaser shall use the criteria and methodologies listed in this Clause. No other evaluation criteria or methodologies shall be permitted. <u>Techno - Commercial Evaluation:</u> - Detailed technical - commercial evaluation shall be carried out by a Tender Committee constituted for this purpose by the NITR along with other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. - Technical evaluation will be based on the criteria given below: - Prior experience of the vendor in conducting "Computer Based Test (CBT)-Examinations" - Capability of the vendor to develop the required software - Availability of adequately trained personnel in the Company to conduct the examination in the required number of centers and Cities, and

		(d) The bidder should have successfully executed at least 5 (Five) similar academic projects (conduct of CBT) in India on all India basis, out of which at least one project should be Conduct of Computer Based Examination with capability of at least 5000 candidates scheduled in a single shift. The bidder should have proven capability of at least 5,000 audited nodes per single session as on date on submission of bids in the cities desired. The vendor must submit city-wise list of nodes vetted and available as on date of submission of bids. (e) Standing of the agency and its financial position. (f) Security and software quality certification. 3 The Tender Committee will call the bidders for presentation on modus operandi and clarifications, if any to assess the understanding of the bidder regarding the scope and magnitude of the work. Financial Evaluation: The Financial Bid of only those Bidders who have been found to be technically eligible will be opened. The Financial bids of ineligible bidders will not be opened. The Financial Bids shall be opened in the presence of representatives of technically eligible Bidders, who may like to be present. NITR shall inform the date, place and time for opening of the Financial Bid to the technically eligible bidder(s). The amount quoted for “Examination Conducted in India” (please refer to financial Bid Table 1 at Annexure-VIII) will be considered for evaluation of the financial bid. The financial bid should contain only price bid. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
	23.2	All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished as a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as “Not Applicable”. However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Tenders made by fax and those received late will not be entertained. The Responses should be typewritten or (legible) handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head. The bidder should enclose “Bid Security Declaration” & Tender cost (Non-refundable) of INR 1000/- (Rupees One Thousand only) using the below options- (i.) Fund transfer through (NEFT) to A/c No: 30004497436; A/c Name: “Miscellaneous Fund, NIT Rourkela” & IFS Code: SBIN0002109 on or before due date of submission of bid. The bidder should upload the copy of transaction details/UTR No. while submitting the Tender Fee. or (ii.) Demand Draft in favor Of “Director National Institute of Technology Rourkela”. Payable at Rourkela from any Scheduled Commercial Bank except Co-operative & Gramin bank. Tender Fee [if DD made] should reach physically through speed post/ register post/ courier in an envelope & super scribed with subject, “Tender Reference Number” addressing to Registrar NIT Rourkela-769008, Odisha; on or before due date of submission of bid. The tenders without “Bid Security Declaration” & Tender cost (Non-refundable) of INR 1000/- shall be summarily rejected.

		The successful bidder shall be required to deposit performance security of 3 % of the contract value to the Institute within 15 days from the date of issue of Purchase/ Work Order, in shape of Demand Draft (DD)/Bank Guarantee in favor of "Director, NIT Rourkela and payable at Rourkela" from any Scheduled Commercial Bank except Co-operative and Gramin bank. And Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the suppliers. Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned, NITR may also independently seek information regarding the performance from the clients. The Bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless NITR calls it for. Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc. Prospective bidders may seek clarification regarding the project and/ or the requirements for prequalification, in writing through mail within a reasonable time.
	23.3	To evaluate a Bid, the Purchaser shall consider the following:
	a	Evaluation will be done for Services (contracts), as specified in the BDS; and the Bid Price.
	b	price adjustment due to discounts offered;
	c	converting the amount resulting from above, if relevant, to a single currency
	d	Price adjustment due to quantifiable nonmaterial nonconformities in;
	23.4	The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.
	23.5	The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted. These factors may be related to the characteristics, performance, and terms and conditions of Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids.
24		Comparison of Bids: The Purchaser shall compare the evaluated prices of all substantially responsive bids established to determine the overall lowest evaluated bid.
25	25.1	The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid meets the qualifying criteria.
26		Institutes Right to Accept any Bid and to Reject any or all bids: The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.
F. AWARD OF CONTRACT		
27		Award Criteria: The Purchaser shall award the Contract to the Bidder whose bid has been determined to be the overall lowest evaluated bid and is substantially responsive to the Bidding Documents, provided the Bidder is determined by the Purchaser to be qualified to perform the Contract satisfactorily.
28		Purchasers Right to vary Quantities at Time of Award: At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the requirement originally specified, provided this does not exceed the percentages specified in the BDS, and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.
29		Notification of Award

	29.1	Prior to the expiration of the period of bid validity, the Purchaser shall, notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the "Letter of Acceptance") shall specify the sum that the Purchaser will pay to the service provider in consideration of the supply or Service (hereinafter and in the Conditions of Contract and Contract Forms called "the Contract Price").
	29.2	The notification of award shall constitute a binding Contract followed by work order or any other information.
	29.3	No query from unsuccessful bidder after award of contract shall be entertained.
30	30.1	Signing of Contract: Promptly after notification, the Purchaser shall send the successful Bidder the work order or other communication to be treated as contract. A formal agreement may be signed within one month of work order but if not signed, the work order & other communication be treated as invalid contract.
	30.2	Within fifteen (15) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.
31	31.1	Performance Security: Within fifteen (15) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security of 3 % of the contract value should be deposited to the Institute in shape of Demand Draft (DD)/Bank Guarantee in favor of "Director, NIT Rourkela and payable at Rourkela" from any Scheduled Commercial Bank except Co-operative and Gramin bank in accordance with the General Conditions of Contract (GCC), using for that purpose the Performance Security Form included in Section-X, Contract Forms, or another Form acceptable to the Purchaser. If the Performance Security furnished by the successful Bidder is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Bidder to be acceptable to the Purchaser. And Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the suppliers.
	31.2	Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose bid is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

Section III. BID Data Sheet (BDS)

The following specific data for the Services to be provided shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). In case of inconsistency, the provisions herein shall prevail over those in ITB.

Sl. No.	A. General
1.	The reference number of the Invitation for Bids is NITR/PW/ RG/2021/256 Dated : 09/04/2021
2.	The Purchaser is NIT, Rourkela through Registrar. Kind Attention To : Registrar, N I T R o u r k e l a

Sl. No.	B. Contents of Bidding Documents
3.	For Clarification of bid purposes only, the Purchaser's address is REGISTRAR, National Institute of Technology, Rourkela – 769 008 Attention : Registrar, Address : National Institute of Technology, Rourkela, City : Rourkela ZIP Code : 769008 Country : India Telephone : +91661 246 2021: E-Mail : registrar@nitrl.ac.in
4.	Web page : https://eprocure.gov.in/eprocure/app

Sl. No.	C. Preparation of Bids
5.	The language of the bid is: English. All correspondence exchange shall be in English. Language for translation of supporting documents and printed literature is English.
6.	Alternative Bids shall not be considered.
7.	The prices quoted by the Bidder shall not be subject to adjustment during the performance of the Contract.
8.	The prices shall be quoted : Indian Rupee The Bidder is in Indian Rupees (INR),
9.	The bid validity period shall be 90 Days from the date of opening of price bid.
10.	EMD / Bid security It is mandatory to submit the “Bid Security declaration” form as mentioned in Annexure I, failing which the bid will be summarily rejected.

Sl. No.	D. Submission and Opening of Bids
11.	For bid submission purposes only, the address is Registrar, National Institute of Technology, Rourkela – 769 008. Attention : Deputy Registrar (F&A) StreetAddress :National Institute of Technology, Rourkela, City : Rourkela : ZIP/PostalCode 769008 : Country India The deadline for bid submission is : Date and Time : 25/06/2021(05:00 PM)
12.	The bid opening shall take place at: Purchase & Works Section, National Institute of Technology, Rourkela-769 008. StreetAddress : National Institute of Technology, Rourkela Floor/ Roomnumber : Admininstrative Block City : Rourkela Country : India Date and Time : 28/06/2021 (11:00 AM)

Section IV. Additional Information/ Criteria

1. A Declaration by the firm that it has never been black-listed must be attached along with the Bid, failing which the Bid shall be rejected.
2. A Declaration by the firm stating that there are no legal cases pending/ finalized against it in any Court of Law/Tribunal etc, CBI enquiry pending against the firm related to the conduct of examinations.
3. Profile of each Bidder and past experience in conducting of computer based exam.
4. List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder is providing service or having the similar type of contracts and a certificate regarding the satisfactory performance of the contract.
5. True copy of Permanent Account Number.
6. Copy of the last three years audited balance sheet of your Agency.
7. Details of Goods and Service Tax (GSTIN) along with a copy of certificate to be attached.
8. Certificate in respect of capability and experience in Human Resource Development job includes conducting of examination, skill test, interview, preparation of categorywise list as per merit etc. Further, the bidder should have capability and experience in the job as described herein before in Government/Quasi Government organizations/PSU / Central or State Autonomous bodies. The Agency must have successfully completed recruitment work for Govt. Departments/Central PSUs/State PSUs/ Statutory Corporation/Autonomous Bodies for an order value of Rs. 5 lakhs or more per order and at least Five (5) such orders should have been executed successfully during the last Five (5) Financial years. The Agency must have experience for conducting large public examinations at multiple venues through engagement of experts in the concerned fields and in other allied matters including submission of merit list as per Govt. Guidelines, if there be any.
9. Willingness to execute all orders which are placed to meet emergency requirement on priority basis.
10. The Agency must have at least Five (5) years of experience in conducting computer based recruitment as on 31.03.2021.
11. Must have sufficient infrastructure for conducting computer based exam (minimum 200 Terminal, i.e. Computer with Internet and Print facility) competent and technically/professionally qualified manpower of required number for conducting selection process involving minimum 5,000 applicants.
12. An Unregistered Partnership / Firm or Society shall not be eligible to apply.
13. Co-operative societies for hand delivery of energy bills, security agencies, manpower hiring agencies, self-help group, housekeeping agencies, outsourcing agencies, consortium etc. are not eligible to take part in the Tender process.
14. The Agency should be fully complied with Information Technology Act or any other related Law – ISO Certification if any [Certified copy to be attached].
15. The Agency should meet all the cyber security standards laid down by the Government of India.
16. The Agency should not have filed any cyber case related to hacking / data theft. A declaration with case details should be submitted in case of any pending cases.
17. The Agency would be bound by Manual for Procurement of Services, GFR, Indian Contract Act and other orders/rules issued by Government of India from time to time.

Organizational Level:

1. The bidder should be a company/ agency registered in India. The registered bidder should be operating in India for a minimum of 5 years with an objective of offering relevant Computer Based Entrance Examination Services.
2. The bidder should participate as a single entity, no consortium or group companies will be allowed.

3. The Bidder should be registered with appropriate tax authorities such as Income Tax, Service Tax/GST etc. and should submit valid certificates of registration with these authorities.
4. The bidder must have successfully executed at least 5 (five) (conduct of CBT) projects on all India basis, out of which at least one project should be Conduct of Computer based Examination with capability of at least 5,000 candidates scheduled in a single shift. The documentary evidence in form of workorder/contract and performance report must be enclosed on the client's letterhead. Any experience as a consortium partner will not be considered.
5. The bidder must have (owned/ outsourced) primary data center with DR site infrastructure for data Security. Data Center should be certified as per the Meity, Government of India Guidelines.
6. The bidder must be able to conduct computer-based examination in multiple subjects in English. The test delivery system should be able to handle this aspect of multiple subjects very well.
7. The bidder's CBT software should be STQC certified or the processes meet ISO 9001 & 27001 standards. The CBT software should meet the cyber security audit requirements as specified by CERTIN.
8. The Bidder should have infrastructure in all the major cities in India with validated nodes/computers, appropriate technology, hardware and software, dedicated connectivity, trained proctoring staff, adequate security measures and due diligence etc.

FINANCIAL QUALIFICATION:

1. The average turnover of the bidder should be minimum 30 crores in last 3 consecutive financial years. The turnover should be of the bidder and not of the group companies or consortium. The turnover refers to a company and not the composite turnover of its subsidiaries/sister concerns etc. for 2017-18, 2018-19 and 2019-20.
2. The bidder's Average Turnover during last three financial years should be Rs. 10 crores or more in India from Computer Based Examination (Attach documentary evidence such as audited Balance Sheet etc.).
3. The bidder should be profit making entity for four years out last five financial years ending 31st March 2020. The bidder should submit certified copies of their company Balance Sheet and Profit and Loss Account duly audited for the last five financial years till 31st March 2020.
4. The net worth of the Agency should be positive as on 31st March, 2020.
5. National Institute of Technology Rourkela reserves the right to accept or reject any bid partly or fully or cancel the bidding without assigning any reason thereof and in such case no bidder/ intending bidder shall have any claim arising out of such action.

RESPONSIBILITY OF THE BIDDER

(a) Important points to be looked after by the selected bidders:

1. The selected bidder shall arrange Mock test, for the project team involved in the conduct of examination at the centres on the preceding day of the NITR test (i.e. one day before the NITR test). Invigilators and supervisors must be adequately experienced.
2. The selected bidder shall ensure that under no circumstances any computer node used by examinees shall go to sleep mode during the entire examination.
3. The selected bidder shall ensure that the soft copy of Centre Master having Centre No. And Centre details provided to the NITR for conducting the examination shall be final. No change shall

be made by the selected bidder in the list. However, the NITR reserves the right to cancel/ change anycentre.

- 4 The selected bidder shall allow the NITR or its representative(s) including an agency identified by it for installation of CCTV and Jammers to maintain due integrity in the conduct of examination.
- 5 Apart from CCTV and Jammers, Online Proctoring of candidate should be done during entire session of examination (including sound and video).
- 6 The selected bidder shall allow the observer of NITR for mock test & check the facilities available at the exam center before one day of the examination date. The selected bidder is required to provide various details as per Annexure – XI (List is tentative only).
- 7 For fair and smooth conduct of examination, NITR is authorized to take any step as deemed fit in the test centre(s) and the selected bidder unconditionally agree to it.

(b) **PRE-EXAMINATION**

The selected bidder is expected to design the examination plan and examination processes as required by NITR. Broadly, the requirements will be as follows:

- Complete Security management processes:
 - Physical Security
 - InformationSecurity
 - Server Security
 - NetworkSecurity
- Candidate handling process:
 - Validation and verification of identity
 - Attendance through biometric (photograph and thumb impression) or Face Recognition/IRIS Scan feature can be used subject to COVID SOP.
- Machine/seat allocation randomly and handling of security parameters
- Any other processes related to conduct of Examination
- The selected bidder shall prepare and provide Standard Operating Procedure (SOP) and documetry manuals for all processes for safe and secure conduct of examination along with rules for contingency and exception handling/ emergency procedures.
- The selected bidder shall provide specifications for Hardware and Software required at all stages of the examination at:
 - ExamCenters
 - Devices and systems to be used for authentication and audit trail mechanisms required for Exam.
- The selected bidder shall provide consulting, training and manpower support to handle the entire Examination. The required Hardware, Software, networking shall be installed by the Bidder on lease/rent basis, whose cost would be covered under the commercial bid.
- The selected bidder, as per the requirements and directives from NITR, shall setup systems at the required Exam Centers in India as listed below and ensuring that at least 10% of the systems are available as backup pershift.
 - New Delhi
 - Bhubaneswar
 - Rourkela
- The selected bidder shall ensure that all Exam Centers have the prescribed Hardware, Software, and LAN connectivity for conducting Examination.
- The selected bidder shall ensure that UPS, Generator along-with ventilated rooms facilities are mandatory available at each Exam Centre in each lab for un-interrupted power.
- The selected bidder shall ensure proper ventilation and appropriate cooling system in examination rooms/halls and each examination rooms/ halls are well lighted for reading and writing.
- The selected bidder shall carry periodic audit at Exam Centers for

- ❖ Hardware, Operating System, Processor Speed, RAM, Network and Key Board etc.
- ❖ Software - Screen resolution and LAN connectivity, Browser.
- ❖ Working condition of UPS, Generator etc.

The selected bidder shall ensure suitable drinking water and separate hygienic toilet facilities for both Boys and Girls at each examination center.

- Considering the COVID 19 pandemic situation the selected bidder must ensure that all the Government of India SOP, respective State Government and other laid down procedures are followed strictly in all the Test Centres. Provision of Sanitizer, face mask etc are mandatory in all the Test Centres.
- The selected bidder shall host and manage the examination process through intranet-based solution at Exam Centers.
- The selected bidder shall securely install and implement Question Papers for “Computer Based Test (CBT)-Examination”.
- The selected bidder shall ensure checking of original photo id card and admit card of the candidates at the entrance gate of the examination center.
- The selected bidder shall ensure that the candidates have pasted passport size photograph and Signature of the candidate is taken on the specific space in the attendance sheet and Verification of the signature and photograph in attendance sheet is done vis-à-vis the signature and photograph in the admit card or alternatively Face Recognition/IRIS Scan feature can be used for the purpose.
- The selected bidder shall ensure complete biometric registration and verification process of the candidates (digital photo, finger print etc.) and allow candidates to appear for exam at Exam Centre through randomly allotted seat/machine. The biometrics taken at this stage shall be used later for authentication purposes.
- The selected bidder shall arrange/provide adequate displays and provide required instructions/information to the candidates appearing for exam at Exam Centers.
- The selected bidder shall ensure availability of proper security, touch less frisking using HHMD at the examination centers. Separate frisking facilities for Female candidates. Only Female staff will frisk the female candidates. However, female frisking process should be conducted in a three- side covered enclosure.
- All pre-examination phase processes shall be carried out by the selected bidder in consultation with NITR.

(c) Test Centers:

Each of the identified centers will be vetted and certified by authorized NITR personnel and the service provider. A test center may have one or more test centers; however, offices of service provider must not be considered for test centers. Internal training facilities or other infrastructures specially for conducting “Computer Based Test (CBT)-Examination” may be used.

- (d) The selected bidder shall deploy adequately trained manpower and ensure required hardware and software for smooth conduct of examination at each Exam center in consultation with NITR.

The selected bidder shall make necessary arrangements for following at Each Exam Center:

(a) Minimum number of personnel to be deployed:

Exam Center Administrator/ Centre Superintendent	One
IT Manager	One per 250 nodes (minimum 1 in a cent
Deputy Centre Superintendent	For more than 250 nodes : one for each additional 250 nodes ; (minimum 1 in a center)
Invigilators	One per 30 nodes (minimum 2 in a room)
Support Staff	Minimum One per 100 students (Suitability need to be justified with centers) and locations
Security Guards	Minimum One per 100 students (Suitability need to be justified with centers)
Assistant/ Support Service	Minimum Two per 100 students

The above staff should be increased proportionately on the basis of size of the center in terms of nodes for exam. In addition, service provider should provide a City Head for each of the cities of examination.

(b) Minimum Candidate System Pre-requisites:

Screen Resolution	1024 X 768
Screen Size	At least 15 inch monitor
Operating System	Windows 7 or any other comparable Operating System.
Browser	Internet Explorer 7.0 or above as supported by above Operating Systems
Browser settings	Java Script enabled Under „Settings“ of „Temporary Internet Files“, set „Check for newer versions of stored pages“ to „Every visit to the page“ Proxy disabled (Direct Internet) USB disabled, Keyboard disabled during exam after login

(c) Minimum Exam Centre Server Prerequisites:

Processor	CPU Speed: 1.5 GHz or above.
RAM	4GB or higher
Screen resolution	1024 X 768
Operating system	Compatible for candidates systems as clients, must meet the performance criteria
Performance Criteria	Must support at least 100 clients without any perceivable degradation in performance. All mouse/key clicks are to be recorded for each client with time stamp for audit purposes. Response time for question/page loading must be less than one second. All responses to be acted upon in real time.

The Examination shall be computer based with questions in English being provided onscreen on a random basis, without any manual intervention.

- Sufficient time of 15-20 minutes shall be allotted before the exam for providing orientation to the candidates on the structure of the exam, time limits and guidelines for answering the question papers.
- Computer based exam software should support standard features such as display of details of candidates, detailed instruction upon login, start and closure of examination at scheduled time, virtual numeric scientific keypad, time left, flag questions for review, marking/unmarking of question, display of status of questions with different color and symbols, switching between sections, provision for enlargement of font, navigation to unanswered questions and prompt for submission.
- When the software or web application is running, all other applications like browsers, OS based application like calculator, photos should be in disabled state.
- Computer Node/System MAC address should be captured and it should be assigned in some soft of order to the candidate roll no.
- When the software or web application is running, the rdp protocol or other remote application should be in disabled state.

(g) Infrastructure:

1. The selected bidder shall complete biometric registration process subject to COVID SOP and/or videography of the candidates before start of each examination (digital photo and biometric fingerprint) and after that allow candidates to appear for test at Examination Centers.

2. The selected bidder shall arrange/provide adequate displays and required instructions/ information to the candidates appearing for test at Examination Centers.
3. While the exam will be conducted on local LAN, data of test progress should be transferred to central server every 10 minutes (or as specified by NITR) for monitoring purposes. The selected bidder should provide reports to NITR to view the test progress at all the centers during the examination.
4. The service provider would arrange for the necessary servers to conduct the examination at each test center. One main server and one backup server will be available for every 250 candidates at a test center.
5. The service provider must have the requisite MOU's with the colleges / examination venues and who would arrange for the client systems necessary for the conduct of examination at each test center. There should be at least 10% reserve pool of client systems of the total number of registered candidates in a session at each test center.
6. There must be adequate spacing between two adjacent seats. Service provider should arrange for partition of appropriate size between adjacent seats.
7. At the test center, main server, backup server and client systems would be provided with functional UPS with generator backup. Uninterrupted power should be made available for the period of each session and for 30 minutes prior to and after each session on the day of examination.
8. The selected bidder shall maintain audit trails of all activities of the candidate (click by click) during the course of the examination.
9. The selected bidder shall obtain candidate's feedback through online Feed Back Form, after the examination is over.
10. The selected bidder shall provide one / two blank A4 sheets to the candidates as per requirement and should be collected back and handed over to NITR.
11. The selected bidder shall have a contingency plan for candidate management/Shifting in case of any emergency.
12. The selected bidder shall monitor and supervise Exam Centre activities on monitoring console to be installed by the selected bidder in NIT Rourkela. The data should be real time data generated from each Exam Centre during the examination.
13. At the end of the exam, transfer/export of candidate response (attempted answers) and audit trails shall be done by the selected bidder on secured channel from local server to Central server of the selected bidder within 6 P.M from each exam center. Other data such as attendance sheet, fingerprint, photograph, seating plan etc. (if any) should be sent to NITR within 3 days of conclusion of the examination

(h) Post Examination Phase:

1. The selected bidder shall calculate marks obtained by each candidate as per the requirement and marking scheme to be provided by NITR and prepare the merit list as per the requirements of NITR.
2. The candidate's responses, biometric, photograph, audit trails should be uploaded automatically from the local server to the selected bidder's data center in a secured manner. Post uploads, there should not be any traces left of any data pertaining to candidate whatsoever on the exam server.
3. The selected bidder should be able to hand over the raw responses/data to NITR immediately (same day) after the candidate's response upload from local exam server. The software should have capability to take the answer key post examination. The data also need to be uploaded to a server at the Master Control Facility (to monitor the live conduct of examination) of service provider. After confirmation of proper transfer of data to the server, the TAs of service provider in presence of Agency Representative from NITR should demonstrate complete automatic deletion of the responses and audit trails in hard disc of the main and backup server.
4. Candidate response with the provisional answer keys shall be hosted for candidate access after the date of last examination of the particular exam assignment.
5. The selected bidder shall provide biometric data/video footage of all the candidates captured during examination, in the desired format, for verification purposes during subsequent stages of the admission procedure. Post examination Biometric verification process is beyond the scope of present tender.
6. A detailed process manual will be prepared by the service provider and handed over to the authorized representative of for approval.

7. The selected bidder shall provide Post Examination Analytics Report (as per the algorithms/ formats provided by the NITR) in the following manner:
 - a. Item analysis of MCQ responses of the candidates (difficulty index and discrimination index etc) as per requirements of NITR.
 - b. performance Analysis;
 - c. Psychometric Analysis of Question Papers.
 - d. Analyze audit logs and provide summary of audit logs like number of clicks, time log, MAC , IP address e tc.
 - e. To provide analysis report regarding proxy candidates, unfair means report etc.

Note:

1. The selected bidder will have to carry/ demonstrate complete System Test Run (STR) with test data to NITR before implementation of the software. The selected bidder should also be able to demonstrate click by click audit trail for any type of enquiry.
 2. The selected bidder should also be able to demonstrate Application server logs to capture all errors, warnings and exceptions that are generated in applications along with the time at which they occurred.
- ☐ MIS generation/ customized reports: The selected bidder shall provide adequate information as per the requirement of NITR.

ASSESSMENT PLATFORM LEVEL

1. The proposed examination and question paper in English generation software should be in-house developed by the bidder and the bidder must own the complete source code of the software being used for conducting the Computer based exam. They must have the copyright of the source code and all its components. Bidders having CMMI development certificate will be given preference.
 - (a) The bidder should have all the necessary components and dependency of source code of computer based examination system in place so that any change required in any of the components of the software can be undertaken by their in-house technical team. Required skills should be made available to make necessary configuration changes. The major/minor configuration changes in software requested by NITR must be met immediately. The bidder should have at least regular 100 technical employees employed in-house in India for Conduct of exam, development of software, maintenance of software, networking and data security. The proof of ESI/PF registration or self-declaration shall be submitted.
 - (b) Different versions of Software code should be managed appropriately in a standard version control system within the organization.
 - (c) Software code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster.
 - (d) The bidder should own the test cases and regression testing code to produce, to prove that they have done necessary testing of the software to scale up to conduct large scale assessments. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster- Recovery.
 - (e) The bidder should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the exam.
 - (f) The bidder should have in-house quality assurance group and a strong quality management system to do quality check of the software.
 - (g) Proper security provision for source codes shall be maintained.

2. The proposed software should be Govt. Of India compliant CERT-IN certified for IT security.
3. The bidder's software should have a facility to allow question paper (in English) securely at a designated place decided by authorized personnel of NITR.
4. The bidder must use 256 bit encryption for Question paper storage and transfer.
5. The system should support question randomization with option shuffling ensuring that no two adjacent question papers are alike.
6. The final question paper would be password protected by NITR and NITR will never share the password.
7. "The bidder should provide web application to monitor, from the control center at NITR, the pre-examination, during examination and post examination activities for all the centers in India" At any time before the submission of bids, NITR may amend the tender by issuing an addendum in writing or by standard electronic means. If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended if required by NITR. NITR has right to cancel or modify the tender. Even though bidders may satisfy the above requirements, they may be disqualified if they have
 - a. Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
 - b. If confidential inquiry reveals facts contrary to the information provided by the bidder.
 - c. If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
 - d. If bidder is engaged in any activity such as conducting of coaching classes etc. which can influence conduct of professional exam. The selected bidder shall have to give an undertaking on stamp paper that there is no linkage of any kind between the bidder and any coaching institutes/centres etc

Other Important Instructions:

1. The successful bidder shall obtain declaration from their personnel (employed by them for the work in the concerned examination) that none of them have any near relations (such as children, brother, sister, nephew and nieces of self and spouse) as well as anyone on whom they may have any special interest, is appearing in the concerned examination.
2. The successful Bidder would be required to follow defined Software Change Management processes to manage changes in the software. Such a process would include Change Request Management, Impact Analysis, Change Approval, Change Implementation, Version Control, Version labelling, Testing, QA Certification and Deployment into production.
3. The successful Bidder must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.
4. The successful Bidder would be required to have an in-house quality assurance and product testing team with a robust quality management processes that are followed to test and certify the system used to conduct the exam. The bidder should maintain documented test cases and maintain evidence of successful test execution covering all test cases. Rigorous testing must be done for major as well as minor and patch releases.
5. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster- Recovery.
6. The successful Bidder would be required to design a high-performance system and conduct performance tests to verify successful achievement of high concurrency, fast response time, and long-stress duration required of the system used to conduct the exam. Results of such performance tests should be made available for each major release of the system used to conduct the exam.

7. The successful Bidder would be required to design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries, and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the exam.
8. Suitable emergency management plans towards any crisis situations/redundancy of servers, nodes additional center locations; students' data etc. should be maintained by the Bidder.
9. The successful Bidder should be able to support the entire solution (in cities within India where the exam would be conducted) on a 24 x 7 basis with a maximum response time of 3 hours.
10. Question Paper will be loaded from central server to local server with password based authentication. Just 5 mins before the commencement of exam, the question paper will be available to local server.
11. At any time before the submission of bids, NITR may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments.
12. If the amendment is substantial, successful Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by NITR.
13. Not properly completing the contract or financial failures/weaknesses.
 - (a) If confidential inquiry reveals facts contrary to the information provided by the bidder.
 - (b) If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
 - (c) If bidder is engaged in any activity such as conducting of coaching classes etc. which can influence conduct of professional exam. The selected bidder shall have to give an undertaking on stamp paper that there is no linkage of any kind between the bidder and any coaching institutes/centres etc.
14. Outsourcing of any job at any stage of the screening process for recruitment (if assigned to the agency on being enlisted) by the agency without permission of National Institute of Technology Rourkela authority is strictly prohibited.
15. The agency should have a system / manual check on verifying the candidate with that of the one in Hall Ticket.
16. Willingness to execute all orders which are placed to meet emergency requirement on priority basis may be obtained.
17. The bidder should have all relevant facilities and logistics available to execute the work.
18. The bidder must show and submit suitable emergency management plan during any crisis situations/redundancy of servers, switches, nodes additional center locations, students' data.
19. The bidder should not have been blacklisted by central / state government departments / undertakings.
20. The software or web application should be in Operating System of Windows 7 or any other comparable Operating System.
21. Preferably, Browser used for that application should be Safe Exam Browser.
22. Internet should be disabled for candidate system.
23. Once exam started, keyboard should be disabled. Only Mouse click will be allowed.
24. All Questions to be supplied by NITR shall be kept confidential.
25. Just after examination schedule is over, a copy/ transcript of the answer sheet in e-mode shall be provided to purchaser & a copy to the examinee.

Section V – Other Conditions related to the Tender

1. BID DOCUMENTS:

1.1 The Bid Documents include:

Documents to be uploaded with the Technical Bid	Documents to be uploaded with the Financial Bid
1. Notice Inviting Tender 2. Scope of Work 3. Conditions of Contract 4. Certificate of Incorporation. 5. Articles of Memorandum of Association or Partnership Deed/Proprietorship Deed. 6. Registration Certificate(s). 7. Certificate in respect of capability and experience in Human Resource Development job including conducting of examination, skill test, interview, preparation of categorywise list as per merit etc. in Government/Semi Government organizations. 8. Current IT Return 9. Experience Certificates 10. The turnover certificates for last 5 years. 11. Audited Balance-sheet of last 3 years. 12. GST No. 13. Other documents asked for in the tender form 14. Any other document as the bidder may wish to submit in support of the bid.	1. Price Schedule

1.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.

1.3. A clause-by-clause compliance on the purchaser's Technical qualifications and Financial qualifications demonstrating substantial responsiveness to the Technical Bid is to be made by the bidder. A bid without clause-by-clause compliance of Technical qualifications and Financial qualifications shall not be usually considered. In case of deviations a statement of deviations and exceptions to the provision of the Technical qualifications shall be given by the bidder in Technical Bid. The Registrar, NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA will be the competent authority to accept or reject such deviations. Such decisions will be taken by the Competent Authority keeping in view the materiality of such deviations. There will be a committee having technical and finance members to assist the Registrar to consider such deviations. Once decided such decisions will be binding on all the bidder.

2. PAYMENT

1. The payment to the service provider shall be made in Indian Rupees as per following schedule:
 - a) Payment of the cost of service as mentioned in the Price Schedule will be effected immediately after completion of the job, and after completion of any other obligation arising out of the tender subject to relevant certificate from the Purchaser on the bills.
 - b) 50% shall be paid on successful completion of screening test and receipt of data, documents pertaining to screening test.
 - c) The balance 50% of the cost shall be paid within 2 weeks after successful completion of processing of the result, submission of the result to NITR and handing over of the final reports to NITR as per the desired format of NITR.

Note : In case of examination which would be spread over multiple dates, the payment timeline would be counted from the date of last examination of the particular exam assignment.

- i. The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain penalty clauses related to liquidated damages on account of delays, errors, cost and time over runsetc.
- ii. Incase of non-fulfillment of the service provider's specific obligation as under the contract, which non- fulfillment leads to data loss/ non-compliance of event based log/ data saving. The service provider shall indemnify NITR to the extent of any loss suffered by NITR as a result of such data loss/ non- compliance of event based log/ data saving. However, the total liability of the service provider under this clause as well as under any other clause of the contract shall be limited to total amount payable by NITR to the service provider (under the terms of the contract), provided, however, that this limitation shall not apply to any liability for damages arising from willful misconduct or negligence.
- iii. No interest will be paid to the successful bidder on the security deposit.
- iv. If the bidder fails or neglects any of the bid obligations under the contract it shall be lawful for NITR to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.
- v. If any examination has to be conducted either on the buffer date or any of the unused weekends due to any technical or non technical problems from the service provider's side, then the service provider has to bear the cost of the conduct of the examination as quoted in the commercial proposal. In addition to this, penalty equivalent to 5 (five) times of total amount admissible in respect of that center/venue will be deducted from the payments due to the Service Provider.

If the re-examination happens due to NITR decision or issues then NITR has to bear the cost of the conduct of the examination as quoted in the commercial proposal as per the pro-rata basis.

- vi. In case the Bidder fails to fulfill the obligations as per the terms and conditions of the contract, the NITR may impose penalty to the extent of 100% of the total payment due for that Computer Based Examination. In addition, the Performance Security may also be forfeited.
- vii. In case of any kind of fault or break in service of any live node/terminal during the Computer Based Examination, in addition to any other penalty, the NITR reserves the right to impose penalty equivalent to total amount payable per such node/terminal.

- viii. In case of any deficiency of service provided by the Technical Administrators in conducting the “Computer Based Test (CBT)-Examination” at a Test center that would lead to unacceptable delay (beyond one hour) in completing the examination, the liability of the service provider shall be limited to twice of total payable by NITR to the service provider for that particular test center where the deficiency has been verified and confirmed by NITR.
- ix. If the Bidder fails to deliver any or all of the Service(s)/ Systems or perform the Services within the time period(s) and in the manner specified in the Contract/Agreement, NITR shall, without prejudice to its other rights and remedies under and in accordance with the Contract/Agreement, deduct from the Contract price, as liquidated damages, a sum equivalent to 0.5% per week or part thereof of Contract Price subject to maximum deduction of 5% of the order value of the delayed Service(s) or unperformed Service(s).
- x. If the Bidder fails to complete the entire works/Service(s) before the completion date or the extended date or if the Bidder repudiates the Contract before completion of the Services, NITR may without prejudice to any other right or remedy available to NITR as under the Contract recover from the Bidder, as ascertained and agreed liquidated damages and not by way of penalty.
- xi. In case the bidder fails to execute the contract for reasons solely attributable to the Bidder, the NITR shall have the liberty to get it done through any other agency in addition to imposing damages and penalty to the Bidder.
- xii. If the delay adversely affects conduct of examination the security deposit/ performance security will be forfeited and other legal action would be initiated as per terms and conditions of contract.

3. PROCESSING NORMS:

NITR and selected bidder acknowledge and agree that the provision of Services under this tender may require the selected bidder to interact with the customers and suppliers of NITR relating to the Services as special agent for and on behalf of NITR and/or to process transactions, in accordance with the general or special guidelines, norms and instructions (“Processing Norms”) provided by NITR and agreed by the Parties. The selected bidder shall be entitled to rely on and act in accordance with any such Processing Norms agreed by the parties and the selected bidder shall incur no liability for claims, loss or damages arising as a result of selected bidder’s compliance with the Processing Norms. NITR agrees to indemnify, defend and hold Bidder and its affiliates, their officers and employees involved in the Services, harmless from any and all claims, actions, damages, liabilities, costs and expenses, including but not limited to reasonable attorney’s fees and expenses, arising out of or resulting from the selected bidder’s compliance with Processing Norms. Further, NITR shall be responsible for all activity occurring under its control and shall abide by all applicable local, state, national and foreign laws, treaties and regulations in connection with their use of the Service, including those related to data privacy, international communications and the transmission of technical or personal data.

4. FORCE MAJEURE:

If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date .

of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the purchaser as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

5.ARBITRATION:

- a. All dispute, difference shall be resolved first by conciliation either by Director, NITR or his authorised representative in terms of Arbitration & Conciliation Act 1996.
- b. In the event of failure of conciliation, the matter may be referred to arbitration for resolution of dispute in accordance with Arbitration & Conciliation Act 1996. The arbitrator shall be mutually appointed by the parties. The proceeding shall be as per Arbitration & Conciliation Act 1996.
- c. The venue of the arbitrator proceeding shall be campus of National Institute of Technology Rourkela.

6. OWNERSHIP OF TECHNICAL ERROR

1. The Institute will not be responsible for any technical error / power failure / software issues at the Examination Centre / Processing Centre and the agency is responsible in such cases and the Agency should conduct re-examination in such cases without any extra payment other than that mentioned in PO.
2. The agency has to bear the cost involved in re-examination in such cases due to any technical error / power failure / software issues at the Examination Centre / Processing Centre.

7. ACT AGAINST MALPRACTICES:

The Agency will be liable for any legal action including blacklisting as deemed to be fit by the Institute along with a 10% penalty of PO value, if the Agency is found to be in any way in liason with any candidate for any kind of malpractices such as impersonation, copying, mis-use of technology etc.

8. INFORMATION SECURITY AND DATA PRIVACY:

The selected bidder will be responsible for providing secure systems. The selected bidder is expected to adhere to Information Security Management procedures as per acceptable standards with best practices.

The selected bidder shall be responsible for guarding the Systems against virus, malware, spyware and spam infections using the latest Antivirus corporate/Enterprise edition suites which include antia malware, anti-spyware and anti-spam solution for the entire system. The vendor shall have to maintain strict privacy and confidentiality of all the data it gets access to.

9. Integrity:

Institute strictly adheres to its policy against corruption and requires that bidders and their agents, subagents, sub contractors, suppliers etc. shall not indulge in any kind of corrupt practices, fraudulent practices, collusive practices, coercive practices, obstructive practices or other kinds of corruption declared as crimes under Indian law.

- a) If bidder or their agents, subagents, sub-contractors, suppliers etc. are found, directly or indirectly, involved in such practices, bid or agreement and execution thereof at any stage may be rejected or cancelled as the case may be by the Institute and besides it Institute may initiate legal actions including civil and criminal proceeding. For the purpose of this provision the terms are defined as follows:
 - b) Besides actions under clause (a) Institute may also take action to blacklist such bidder either indefinitely or for a specified period.
1. For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes Institute staff and employees of other organizations taking or reviewing procurement decisions.
 2. For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.
 3. For the purpose of this sub-paragraph, “party” refers to participants in the procurement process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish bid prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.
 4. For the purpose of this sub-paragraph, “party” refers to a participant in the procurement process or contract execution.

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, NITR shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, NITR shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

5. “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of NITR who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of NITR, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical

consultant/ adviser of NITR in relation to any matter concerning the Project;

6. “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
7. “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
8. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by NITR with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest ;and
9. “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

Part - 2

SCOPE OF WORK

Section VII. Schedule of Requirements

Contents

1.	Scope of Work
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SCOPE OF WORK (SOW)

Sl.	Description of the work
i	Issuance of the admit card to the eligible candidates (list to be supplied by the purchaser).
ii	Facilitation to upload respective question paper post-wise on the examination portal of the agency by the question setter before the examination
iii	To conduct Computer Based Screening Test at three (3) locations (New Delhi, Bhubaneswar & Rourkela) without any influence, partiality or favouritism whatsoever.
iv	Providing copy of the question paper and attempted answers to the candidates and purchaser after the exam through email
v	Evaluation of the answers and preparation of computerized statement showing marks obtained by the candidates and to prepare merit lists (category-wise) for each post advertised as required by the purchaser or their representatives
vi	All the documents prepared by the Agency along with all the confidential information of the examination (centre-wise consolidated report with all the details like name of the post, date of examination, number of candidates appeared etc.) are to be submitted to the purchaser immediately after completion of the overall process of examination and no such details shall be retained by the agency afterwards.
vii	The entire process should be completed within 45 days from the date of issue of engagement offer or within any date as decided by the purchaser
viii	The Agency shall, during the entire period of contract, place in position a core team consisting of minimum three key personnel who are professionally qualified in the respective field and well experienced in conducting computer based examination for recruitment. The Agency on being enlisted, shall furnish the details of the core team with their name, designation, qualification and contact no. to the purchaser after successful bidding. The core team so engaged shall remain unchanged throughout the period of the entire process of examination.
ix	Any changes/clarification w.r.t. the scope of work will be done through mutual discussion with the service provider and the purchaser

Section IX General Conditions of Contract

1	Definitions: The following words and expressions shall have the meanings hereby assigned to them:	
	a	“NITR” means National Institute of Technology, Rourkela established under societies Registration Act.
	b	“Contract” means the Contract Agreement entered into between the Purchaser and the Service Provider, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
	c	“Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
	d	“Contract Price” means the price payable to the Service Provider as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
	e	“Day” means calendar day.
	f	“Completion” means the fulfillment of the Related Services by the Service Provider in accordance with the terms and conditions set forth in the Contract.
	g	“GCC” means the General Conditions of Contract.
	h	“The Project Site,” term where applicable, means the place of work named in the Special Conditions of Contract (SCC).
	i	“Purchaser” means faculty, department and other entities of the competent for purchasing Services, as specified in the SCC.
	j	“Related Services” means the services incidental to the supply of the services and other such obligations of the Service Provider under the Contract.
	k	“SCC” means the Special Conditions of Contract.
	l	“Subcontractor” means any person, private or government entity, or a combination of the above, to whom any part of the services to be supplied or execution of any part of the Related Services is subcontracted by the Service Provider .
	m	“Service Provider ” means the person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.
	n	“The Project Site,” where applicable, means the place named in the SCC.

2	Contract Documents: Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.	
3	Corrupt and Fraudulent Practices: The Institute requires compliance with its policy against the corrupt and fraudulent practices as set forth in Section-V. The Purchaser requires the Service Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.	
4	Interpretation:	
	4.1	The Contract constitutes the entire agreement between the Purchaser and the Service Provider and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.
	4.2	Amendment No amendment or other variation of the Contract shall be valid unless it is reduced to writing, dated, expressly refers to the Contract, and is signed by the duly authorized representative of each party thereto.
	4.3	Non-waiver
		a Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
		b Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
	4.4	Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
5	5.1	Language: The Contract as well as all correspondence and documents relating to the Contract exchanged by the Service Provider and the Purchaser, shall be written in the language specified in the SCC. Supporting documents and printed literature that are part of the Contract may be in any language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, such translation shall govern.
	5.2	The Service Provider shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Service Provider.
6		Joint Venture, Consortium or Association: If the Service Provider is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with Authority to bind the joint venture, consortium, or association. The composition or

		the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.
7	7.1	Eligibility: The Bidder should not have been declared insolvent by the competent court.
	7.2	The Bidder should not be disqualified for contract under the law of the India.
	7.3	The Bidder should not be adjudged defaulter of Tax Payment under Income Tax Law or any other Law for the time being in-force.
8	8.1	Notices: Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term “in writing” means communicated in written form with proof of receipt.
	8.2	A notice shall be effective when delivered or on the notice’s effective date, whichever is later.
9	9.1	Governing Law: The Contract shall be governed by and interpreted in accordance with the laws of India, unless otherwise specified in the SCC.
10	10.1	Settlement of Disputes: The Purchaser and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
	10.2	If the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Service Provider may give notice to the other party of its intention to settle the issue by arbitration, as hereinafter provided, as to the matter in dispute, no arbitration in respect of the matter be commenced unless such notice is given in accordance with this Clause for the final settlement of the matter.
11		Taxes and Duties:
	11.1	If any tax exemptions, reductions, allowances or privileges may be available to the Service Provider in India, the Purchaser shall use its best efforts to enable the Service Provider to benefit from any such tax savings to the maximum allowable extent or country or origin, the supplies shall provide benefit from any such tax sowing to the purchaser.
12	12.1	Performance Security: 3 % of the contract value should be deposited to the Institute within 15 days from the date of issue of Purchase/ Work Order, in shape of Demand Draft (DD)/Bank Guarantee in favor of “Director, NIT Rourkela and payable at Rourkela” from any Scheduled Commercial Bank except Co-operative and Gramin bank. And Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the suppliers.
	12.2	The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Service Provider’s failure to complete its obligations under the Contract.
	12.3	Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Service Provider including warranty obligation.
	12.4	Bid security shall be refunded to the successful bidder within 30 days of receipt of performance security.

13		Copyright: The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Service Provider herein shall remain vested in the Service Provider, or, if they are furnished to the Purchaser directly or through the Service Provider by any third party, including Service Provider of materials, the copyright in such materials shall remain vested in such third party.	
14	14.1	Confidential Information: The Purchaser and the Service Provider shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Service Provider may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event, the Service Provider shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Service Provider under GCC Clause 20.	
	14.2	The Purchaser shall not use such documents, data, and other information received from the Service Provider for any purposes unrelated to the contract. Similarly, the Service Provider shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.	
	14.3	The obligation of a party under GCC Sub-clauses 14.1 and 14.2 above, however, shall not apply to information that:	
		a	Now or hereafter enters the public domain through no fault of that party;
		b	can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
		c	Otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
	14.4	The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.	
	14.5	The provisions of GCC Clause 14 shall survive completion or termination, for the period of three years whatever reason, of the Contract.	
15		Subcontracting: Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.	
16	16.1	Specifications and Standards: Technical Specifications	
		a	The Services and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Schedule of requirements.
		b	Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements.

17	17.1	Inspections at the Examination Center: 1.1 The purchaser or his representative shall have the right to inspect and test the quality of services (including examination venues) as per prescribed test schedules for their conformity to the specifications. Where the purchaser decides to conduct such tests in the premises of the supplier or its subcontractor (s), all reasonable facilities and assistance shall be furnished to the inspectors at no charge to the purchaser.	
	17.2	Should any inspected or tested services fail to conform to the specifications, the purchaser may reject them and the supplier shall either replace the rejected services or make all alterations necessary to meet specification requirements free of cost to the purchaser.	
	17.3	The agency shall provide the needed consumables such as rough paper, pen, mask, sanitizer and any other items to the candidates due to the present pandemic COVID-19 situations. All COVID-19 appropriate behavior have to be followed in the examination centers and it is the sole responsibility of the service provider to maintain the same.	
18		Liquidated Damages: The agency shall ensure services indicated in the scope of work. For any deviation there from or for any job not performed or left out or for any delayed performance, the agency shall be liable for liquidated damages at 0.5% per week or part thereof delay subject maximum up to 5% of the contract value.	
19	19.1	Termination for Default: The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate the Contract in whole or in part:	
		a	if the Service Provider fails to deliver any or all of the Services within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause32;
		b	if the Service Provider fails to perform any other obligation under the Contract; or
		c	if the Service Provider, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in GCC Clause 3, in competing for or in executing the Contract
	19.2	In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 33.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Services or Related Services similar to those undelivered or not performed, and the Service Provider shall be liable to the Purchaser for any additional costs for such similar Services or Related Services. However, the Service Provider shall continue to perform under the Contract till it is not terminated.	
	19.3	Termination for Insolvency The Purchaser may at any time terminate the Contract by giving notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.	
	19.4	Termination for Convenience	

		a	The Purchaser, by notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.
20		Assignment: Neither the Purchaser nor the Service Provider shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.	

Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC

GCC Clause Ref. No.	SCC
GCC 1.1 (i)	The Purchaser's country is: India.
GCC 1.1 (k)	The Purchaser is: THE DIRECTOR, NIT Rourkela KIND ATTENTION TO : Registrar, OFFICE OF THE REGISTRAR
GCC 1.1 (j)	The Project Site(s)/Final Destination(s) is/are: OFFICE OF THE REGISTRAR, NIT Rourkela.
GCC 5.1	The language shall be: English
GCC 8.1	For notices, the Purchaser's address shall be : Attention : Registrar Street Address : OFFICE OF THE REGISTRAR, NIT, Rourkela Floor/Room number : - City : Rourkela ZIP Code : 769008 Country : India Phone : 0661-2462021 Electronic mail address : registrar@nitrkl.ac.in
GCC 9.1	The governing law shall be the law of India.
GCC 10.2	The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be as follows : <i>Contracts with Supplier for arbitral proceeding</i> In the case of a dispute between the Purchaser and a Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of India by the arbitrator appointed mutually by the parties.
GCC 13.1	NA
GCC 15.1	The prices charged for the Services supplied and the related Services performed shall not be adjustable.
GCC 16.1	GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows : Payment for Services supplied from within India : As per Payment schedule for Services supplied from within India shall be made in Indian Rupees,
GCC 18.1	A Performance Security shall be required @ 3 % of contract value
GCC 18.3	If required, the Performance Security shall be in the form of : Bank Guarantee/Bank Deposit Receipt/Demand Draft If required, the Performance security shall be denominated in Indian Rupees.
GCC 25.2	Incidental services to be provided are: Selected services covered under GCC Clause 25.2 and/or other should be specified

	with the desired features. The price quoted in the bid price or agreed with the selected Supplier shall be included in the Contract Price.
GCC 26.2	The Inspections and tests shall be conducted at the Department where the equipment is installed. For the rest please refer to GCC 26.1.
GCC 27.1	The liquidated damage shall be: 0.5% per week or part thereof delays.
GCC 27.1	The maximum amount of liquidated damages shall be: 5% of the contract value.
GCC 28.3	The period of validity of the Warranty shall be NA from date of acceptance/ satisfactory installation of the equipment. For purposes of the Warranty, the place(s) of final destination(s) shall be the Department where the equipment is installed. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract (if any). If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either: (a) make such changes, modifications, and/or additions to the Services or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4, or (b) pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.5% per week of actual value of the equipment (maximum 5%).

Part-4

Bidding Forms & Contract Forms

Section X: Bidding Forms

Table of Forms

1.	Tender Form (Techno commercial un-priced Bid)
2.	Tender Form (Price Bid)
3.	Bidder Information Form
4.	EMD(Bid Security Declaration)
5.	Mandate Form For Electronic Fund Transfer/RTGS Transfer

(i) Tender Form

(Techno commercial un-priced Bid)

(On the letter head of the agency submitting the bid)

Tender No.

To

The _____

Dear Sir,

1. I/We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders;
2. I/We meet the eligibility requirements and have no conflict of interest;
3. I/We have not been suspended nor declared ineligible in India;
4. I/We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods:*[insert a brief description of the Goods and Related Services]*;
5. I/We offer to supply the Services as listed in the schedule to this tender hereto/portion thereof as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 120 Days from the date of opening of the tender.
6. I/we shall be bound by a communication of acceptance issued by you.
7. I/We have understood the Instruction to bidders and Conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
8. A crossed Bank Draft in favor of the Director, National Institute of Technology, Rourkela for Rs. _____ (Rupees _____ .only) as Earnest Money is enclosed. The Draft is drawn on _____ .Bank payable at Rourkela.
9. The following have been added to form part of this tender.
 - (a) Samples of Services quoted for, as per instructions provided in the schedule of requirement.
 - (b) Schedule of requirements, quoting the make only duly signed and stamped.(without indicating price)
 - (c) Income Tax Return.

(d) Copy of last audited balance sheet.

(e) Copy of Valid GST /TAN/TIN.

(f) Copy of relevant major purchase order valuing more than Rs. (_____) estimated cost/- executed during last two years for Govt. Depts., PSUs & Central Autonomous bodies.,

(g) Proof of manufacturing unit, dealership certificate / general order suppliers.

(h) Statement of deviations from financial terms & condition, if any.

(i) Any other enclosure. (Please Give Details)

10. We undertake to execute all order which have been placed to meet emergent requirement on priority basis.

11. Certificate that the bidder is:

- a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/ constituted attorney of the sole proprietor,
- b) A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,
- c) A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All correction/deletions should invariable be duly attested by the person authorized to sign the bid document.)

12. We do hereby undertake that, until a formal notification of award, this bid, together with written acceptance thereof shall constitute a binding contract between us.

13. If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;

14. We are not participating, as a bidder or as a sub-contractor, in more than one bid in this bidding process, other than alternative bids submitted,

15. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.

Name of the Bidder*	:	
GSTIN Number of the Bidder		
NSIC/MSME REGISTERED BIDDERS DETAILS (IF APPLICABLE) [THE SCANNED COPY OF THE CERTIFICATE TO BE UPLOADED IN THE Tender Fee SECTION]		
MSME Registration Number & Validity of the Certificate		
NSIC Governments Registration Number & Validity of the Certificate		
Name of the person duly authorized to sign the Bid on behalf of the Bidder*	:	
Title of the person signing the Bid	:	
Signature of the person named above	:	
Date Signed	:	

*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

**: Person signing the Bid shall have the power of attorney given by the Bidder to be attached with the bid schedules.

Yours Faithfully

(Signature of Bidder)

Dated this day of _____

Address:
.....
.....
.....

Telephone No.: _____

E-mail: _____

Company Seal

Tender Form
(Priced Bid)
(On the letter head of the agency submitting the bid document)

To

The _____

Ref: Tender No.: Dated:

Sir,

Having examined the bidding documents and having submitted the techno-commercial unpriced bid for the same, we, the undersigned, hereby submit the priced bid for supply of goods and services as per the schedule of requirements and in conformity with the said bidding documents.

1. We hereby offer to supply the goods/services at the prices and rates mentioned in the enclosed schedule of requirement.
2. We do hereby undertake that, in the event of acceptance of our bid, the supply of goods/services shall be as stipulated in the schedule of requirement and that we shall perform all the incidental services.
3. The prices quoted are inclusive of all charges net F.O.R. for NITR. We enclose herewith the complete financial bid as required by you. This includes:
 - a. Price Schedule (Bill of Quantity-BOQ)
 - b. Statement of deviations from financial terms and conditions
4. We agree to abide by our offer for a period of 120 days from the date fixed for opening of the bid documents and that we shall remain bound by communication of acceptance within that time.
5. We have carefully read and understood the terms and conditions of the bid documents and we do hereby undertake to supply as per the terms and conditions. The Financial Deviations are only those mentioned in the statements of deviation from financial terms and conditions.
6. We have paid, or will pay the following commission, gratuities, or fees with respect to the bidding process or execution of the contract: [insert complete name of each]

Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission gratuity.

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to paid, indicate "none")

7. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
8. We understand that you are not bound to accept the lowest bid or any other bid that you may receive.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of attorney.

Or

A company under the Company Act 1956/2013 and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document.)

We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance, shall constitute a binding contract between us.

Signature of Bidder____

Dated this day of_____

Details of enclosures_____

Full Address: _____

Telephone No.: _____

Mobile No.: _____

E-mail: _____

Bidder Information Form

(The bidder shall fill in this Form in accordance with the instructions indicate below. No alternations to its format shall be permitted and no substitution shall be accepted.)

Date : [insert date (as day, month and year) of Bid Submission]

ADVT. No. : [insert number of bidding process]

Alternative No.: [insert identification No if this is a Bid for an alternative]

Page _____ of

_____ pages

1. Bidder's Name [insert Bidder's legal name]
2. In case of JV, legal name of each member: [insert legal name of each member in JV]
3. Bidder's actual or intended country of registration: [insert actual or intended country of registration]
4. Bidder's year of registration: [insert bidder's year of registration]
5. Bidder's address in country of registration: [insert bidder's legal address in country of registration]
6. Bidder's authorized representative information name: [insert authorized representative's name] Address: [insert authorized representative's address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email address: [insert Authorized Representative's email address]
1. Attached are copies of original documents of [check the box(es) of the attached original documents] ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. ☐ In case of JV, letter of intent to form JV or JV agreement. ☐ In case of Government-owned enterprise or institution, documents establishing: • Legal and financial autonomy • Operation under commercial law • Establishing that the Bidder is not dependent agency of the purchaser 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

(For E-Tender)

PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM

The form has to be submitted in the Letter Head of the Firm/Company/Enterprises along with appropriate Sign and Seal

The Director,
National Institute of Technology,
Rourkela – 769 008

Sub: Acceptance to the Process related & Terms and Conditions for the E-Tendering.

Ref: The Terms & Conditions for e-Tendering mentioned in Tender.

No.: _____

Sir,

We hereby confirm the following,

The undersigned is authorized representative of the company. We have carefully gone through the NIT Rourkela, Tender Document and the rules governing the tender along with this document. We have examined and have no reservations to the bidding documents, including addendum (if any). We offer to supply the Services in conformity with the Bidding Documents and in accordance with the conditions of contract specified in this tender document. We will honour the Bid submitted by us during the tender. We give undertaking that if any mistake occurs while submitting the Bid from our side, We will honour the same.

Bid Securing Declaration: - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this Bid Document, We will be suspended/blacklisted/banned for contracts with National Institute of Technology Rourkela

We are aware that if NIT Rourkela has to carry out e-Tender again due to our mistake, NIT Rourkela has the right to disqualify us for this tender when refloated. We confirm that NIT Rourkela shall not be liable & responsible in any manner whatsoever for my/our failure to access and submit offer on the E-tendering site due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, digital signature certificate or any other unforeseen circumstance etc. Our bid shall be valid for the period from the date fixed for the bid submission deadline & it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender.

If our bid is accepted, we commit to provide a performance security at 3% of contract value in Demand Draft/Bank guarantee/Fixed Deposits for due performance of the contract as per NIT Rourkela policy and warranty-guarantee as per tender specification or agrees as per contract. We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you

may receive. We accept that competent authority in NIT Rourkela will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept to lowest or any other tender and full authority to postpone the tender issue date, submission/opening date or to alter any other condition of tender/cancellation of this tender, as per policy/committee recommendation of NIT Rourkela at any stage without assigning any reason thereof for which no claim for whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this tender document and we are fully agreeable to the terms and conditions herein. The decision of competent authority of NIT Rourkela with respect to this tender-Result will be fully agreeable binding on us.

This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/ Enterprises to sign.

Signature

Name

Designation

Contact Details

Date with stamp and seal of organization

TO BE PRINTED IN LETTER PAD OF THE FIRM/AGENCY

BID SECURITY DECLARATION

Tender Ref. No.:_____Dated:_____

Tender ID: _____

**The Registrar,
National Institute of Technology, Rourkela
Sundargarh, Odisha-769008**

The undersigned, declare that I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified/suspended from bidding for any tender /contract in your Institute (NIT Rourkela) for a period of Five Years from the date of notification of present tender, if I am /We are in a breach of any obligation under the bid conditions as under, if I/We

- a) Withdraw/modify/amend, impair or derogate the tender/bids, during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i.) fail or refuse to execute the contract, if required, or
 - (ii.) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration) Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)
Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

To

The Director,

National Institute of Technology,

Rourkela – 769 008, Odisha

Sub	:	Authorization for release of payment/dues from National Institute of Technology, Rourkela through Electronic Fund Transfer/RTGS Transfer.
-----	---	---

1. Name of the Party/Firm/Company/Institute
2. Address of Party
3. City_____Pincode_____
4. E-mail_____Mobile No.:_____
5. Permanent Account Number _____
6. Particular of Bank
7. :

Bank Name:		Branch Name:	
PIN Code:		Branch Code:	
IFSC Code: (11 digit alpha numeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particular given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, National Institute of Technology Rourkela responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:_____

Date:_____

Signature & Seal of the Authorized Signatory of the Party

Section XI. Contract Forms

This section contains forms which, once completed, will form part of the Contract. The form for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.

Table of Forms

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2.	Contract Agreement	63 – 64
3.	Bank Guarantee	65 - 66

Tender Acceptance Letter

(To be given on Company Letter Head)

Dated:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.:

Name of Tender/Work

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

as per your

advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like section(s), schedule(s), etc. which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instruction indicated]

THIS AGREEMENT made

the [insert: number] day of [insert: month], [insert: year].

1. [Insert complete name of Purchaser], a National Institute of Technology, Rourkela of the Ministry of Human resource and development of the Government of India (hereinafter called “the Purchaser”), of the one part, and
2. [Insert name of Supplier], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at [insert: address of supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain Goods and Services, VIZ., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supplier for the supply of those Goods and Services.

The Purchaser and the Supplier agree as follows:

1. In this Agreement words and expression shall have the same meaning as are respectively assigned to them in the Contract document referred to.
2. The following document shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contracted documents.
 - (a) The letter of Acceptance
 - (b) The Tender Forms
 - (c) The Addenda Nos. _____ (if any)
 - (d) Special Conditions of Contract
 - (e) General conditions of Contract
 - (f) The Specifications (including Schedule of Requirement and Technical Specifications)
 - (g) The completed Schedule (including Price Schedule (BOQ))
 - (h) Any other document listed in GCC as forming part of the Contract
3. In consideration of the payments to be made by the Purchaser to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respect with the provision of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *[insert the name of the Contract governing law country]* on the day, month and year indicated above.

For and on behalf of the Purchaser Signed: *[insert signature]*

in the capacity of *[insert title or the other appropriate designation]*

in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the supplier]*

In the capacity of *[insert title or other appropriate designation]*

In the presence of *[insert identification of official witness]*

BANK GUARANTEE

[The bank, as requested by the successful Bidder, shall fill this form in accordance with the instructions indicated as far as possible]

[Guarantor letterhead or SWIFT identifier code] **Beneficiary:** [insert name and Address of Purchaser]

Date: _____[insert date of issue]

PERFORMANCE GUARANTEE No.: [insert guarantee reference number]

Guarantor: [insert name and address of place of issue, unless indicated in the letter head]

We have been informed that_ [insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture] (hereinafter called "the Applicant") has entered into Contract No. [Insert reference number of the contract] dated [insert date] with the Beneficiary, for the supply of_ [insert name of contract and brief description of Goods and related Services] (hereinafter called "the Contract")

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of [insert amount in figure] (_____) [insert amount in words]⁵, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the..... Day of20..... and any demand for payment under it must be received by us at this office indicated above on or before that date.

⁵ The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, and denominated either in the currency (ics) of the Contract or a freely convertible currency acceptable to the Beneficiary.

⁶ Insert the date twenty-eight days after the expected completion date as described in GC clause 18.4. The Purchaser should note that in the event of an extension of this date for completion of this date for completion of this Contract, the Purchaser would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the pen ultimate paragraph.

“The Guarantor to agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary’s written request for such extension, such request to be represented to the Guarantor before the expiry of the guarantee.”

The guarantee is subject to the Uniform Rules for Demand Guarantee (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

Signature(s)

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

FINANCIAL INFORMATION

- I. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/Profit & Loss Account for the last three years i.e.2017-18, 2018-19, and 2019-20 as certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

Table-1: Total Turnover

S. No.	Details	(1) 2017-18	(2) 2018-19	(3) 2019-20
i)	Gross annual turnover			
ii)	Profit / Loss			
iii)	Financial Position: a) Cash b) Current Assets c) Current Liabilities d) Working Capital (b-c) e) Current Ratio: Current Assets / Current Liabilities (b/c)			

Table-1: Turnover from Computer Based Test Only

S. No.	Details	(1) 2017-18	(2) 2018-19	(3) 2019-20
i)	Gross annual turnover			

- II. Please attach- Up to date Income Tax Return (ITR) Acknowledgement.
 - Audited Balance Sheet.
 - Certificate of net worth from the Chartered Accountant (CA).
- III. Note: Attach additional sheets, if necessary.

(Signature with date and seal of Bidder)

ANNEXURE-II

DETAILS OF SIMILAR WORK EXECUTED

S No	Name of work/ Project & Location	Owner / sponsoring organization	Total No of Candidate Handled	Total No of Shifts taken for completion	Date of commencement as per contract	Actual date of completion	Litigation / Arbitration pending in progress with details	Name, Designation and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

(Signature with date and seal of Bidder)

ANNEXURE-III

DETAILS OF WORK UNDER EXECUTION OR AWARDED

S No	Name of work/ Project & Locati on	Owner / sponsoring organizatio n	Total No of Candidate Handled	Total No of Shifts taken for completion	Date of commencemen t as per contract	Actual date of comple tion	Litigation/ Arbitration pending in progress with details	Name, Designation and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

(Signature with date and seal of Bidder)

Performance Report of Works referred in ANNEXURE II & III

(Furnish this information for each individual work done by the bidder for whom the work was executed)

1. Name of Work/ Project & Location: _____

2. Owner or Sponsoring Organization: _____
 - Address : _____
 - Contact Person : _____
 - Designation : _____
 - Telephone No(s) : _____
 - E-mail : _____

3. Agreement No. : _____

4. Estimated Cost : _____

5. Tendered Cost : _____

6. (a) Date of Start : _____
- (b) Stipulated date of completion : _____
- (c) Actual date of completion : _____

7. Amount of compensation levied
 For delayed completion or any other : _____
 Damages, if any

8. Performance reports/assessment by clients (Supported by documentary evidence, if any)
 - (a) Quantity of work- Excellent/Very Good/Good/Fair: _____
 - (b) Resourcefulness- Excellent/Very Good/Good/Fair: _____

(Signature with date and seal of Bidder)

STRUCTURE OF THE ORGANIZATION

1. Name and address of the bidder: _____

2. (a) Telephone No. : _____
(b) Fax No. : _____
(c) Email Address : _____
3. Legal Status (Attach copies of original document defining the legal status).
(a) An Individual/Consortium : _____
(b) A Proprietary/ Partnership Agency : _ A Trust: _____ A Limited Company or Corporation: _____
4. Particulars of Registration with various Government bodies & Statutory Tax Authorities:
(Attached attested photocopy)
(a) Registration Number : _____
(b) Organization/Place of registration : _____
(c) Date of validity : _____
5. Number and titles of Directors & Officers with Designation to be concerned with this work with Designation of individuals authorized to act for the organization:

6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reason for not completing the work:

7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reason for not completing the work.

8. Have you or your constituent partner(s) been debarred /black listed for tendering in any organization at any time? If so, give details.

9. Area of Specialization and interest:

10. Any other information considered necessary but not included above.

(Signature with date and seal of Bidder)

ANNEXURE-VI**DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THIS WORK****TABLE-1:**

Category	Total Number of regular employee	Number available for this work	Minimum Qualification	Remarks
Technical				
Administrative				

TABLE-2:

S No	Designation	Total number of employees in the category	Number available for this work	Minimum Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks

(Signature with date and Seal of Bidder)

Table-1: State wise list of Cities in India.**Note:**

1. Provide State/ City wise No of Centers (with capacity of 250or more nodes) and total availability of Nodes in the City. Add cities other than given in the state having centers capacity of 250or more nodes.
2. In case of centers having capacity less than 250 nodes in India, please specify the No of Centers and No of Nodes in a separate column.
3. Attach duly authenticated, State/City wise list of Centers with No of Nodes in each Center which shall be used for the work being bidden with following details:

State	City	Code	Capacity 250or more nodes		Capacity less than 250 nodes	
			No. of Centers	Total Capacity	No. of Centers	Total Capacity
DELHI/NEW DELHI	DELHI (CENTRAL)	DL01	-----	-----	-----	-----
ODISHA	BHUBANESWAR	OD01	-----			
	ROURKELA	OD02	-----		-----	

The Successful bidder shall submit the following details as and when required by NITR-
Contact Person, Designation, Organization, Telephone No(s), Email and Postal Address, No of Nodes.

FINANCIAL BID(Price Bid)

Note:

1. The rates shall be inclusive of all taxes.
2. The financial bid (Total Rates in Indian Rupees per candidate) will be considered based on the examination conducted in India.
3. Not to be filled in Techno-commercial Cover. Price to be submitted in Price BOQ only
4. Item wise cost per candidate for examination conducted in cities in India, notwithstanding number of shifts.

Validate Print Help See BoQ					
Tender Inviting Authority: REGISTRAR NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA- 769008					
Name of Work: Tender for Selection of Agency for conducting Computer Based Test for the purpose of Recruitment of different posts in National Institute of Technology, Rourkela.					
Tender Notice No: NITR/PW/IRG/2021/256 DATED:- 09/04/2021					
Notes: 1) The rates shall be inclusive of all taxes. 2) The financial bid (Total Rates in Indian Rupees per candidate) will be considered based on the examination conducted in India. 3) Not to be filled in Technical Cover. Prices to be submitted in Price BOQ Only. 4) Item wise cost per candidate for examination conducted in cities in India, notwithstanding number of shifts.					
Name of the Bidder/ Bidding Firm / Company :					
PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)					
NUMBER	TEXT	TEXT	NUMBER	NUMBER	TEXT
Sl. No.	Item Description	Units	RATE in Figures for per candidate inclusive of all taxes. in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT in Words
1	2	3	4	5	6
1	Biometric registration(Capturing of Finger print and Facial/Video image) and verification of candidate (As per SOP of Local Government) [Total Quantity: 15000 Nos. (approx.)]	Nos		0.00	INR Zero Only
2.1	Centre Administrative/ Centre Superintendent and Deputy Centre Superintendent	Lumpsum		0.00	INR Zero Only
2.2	Invigilators	Lumpsum		0.00	INR Zero Only
2.3	Supporting staff, Security Guards etc	Lumpsum		0.00	INR Zero Only
2.4	Centre expenses	Lumpsum		0.00	INR Zero Only
3	Other Operational Cost	Lumpsum		0.00	INR Zero Only
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words				INR Zero Only	

(Signature and seal of Bidder)

Name in Capital letter: _____

(in the capacity of: _____)

Duly authorized to sign Bid for and on behalf of _____

ANNEXURE - IX
(For Both Sections)

To ,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference Number: _____

Name of Tender/ Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned, Tender/ Work “from the web site(s) namely: _____
_____ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from page No. _____ to _____ (including all documents like annexure(s), Schedule(s), etc .), which form part of the contract agreement and I/We shall abide by the terms/conditions/clauses contained herein.
3. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality/entirety.
5. I/We do hereby declare that our firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. I/We certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/organization shall without giving any notice or reason therefore or summarily reject the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature and seal of Bidder with Official Seal)

Items as may be required for this Contract

- ☐ Pen for Invigilators/Centre Head: Red and Blue Ball Point Pen
- ☐ Ink Stamp Pad for putting Thumb Impression by candidates
- ☐ Fevi Stick for Pasting Photographs by candidates
- ☐ Staplers for stapling Photographs pasted by candidates and Performa
- ☐ Printing of Attendance Sheets - .pdf files (Centre/Shift wise will be provided by NIR)
- ☐ Printing of List of Candidates - .pdf files (Centre/Shift wise will be provided by NITR)
- ☐ Identity Cards by authorized person for all staff at Centre – Invigilators, Water man, Security Staff, Registration Staff
- ☐ Following Pro-forma (to be provided by the Agency)
 - Feedback on the Examination Centre (to be filled by the Observer after completion of examination)
 - Annexure II : Document Handling over certificate
 - Pro-forma I : Details of different functionaries involved Examination Centre
 - Pro-forma II : No Relation Certificate
 - Pro-forma 3A : Certificate of Successful activation
 - Pro-forma 4 : Sample Attendance Sheet
 - Pro-forma 5 : Consolidated Absentee –Cum- Attendance Statement
 - Pro-forma 6 : Record of Admit Card Returned
 - Pro-forma 7 : Centre Head’s Certificate of Scrutiny and Verification of Attendance
 - Pro-forma 8 : Certificate of Conduct of Examination
 - Pro-forma 9 : De-Mapping and Re-Mapping of Candidate from Allotted Seat to Other Seat
 - Pro-forma 10 : Log of using the Washroom during Examination
 - Pro-forma 11A : Certificate of Functioning Signal Silencer/Jammer
 - Pro-forma 11B: Certificate of Temporary shutdown of Signal Silencer/Jammer
 - Pro-forma 12 : Certificate of Live Video Feed from CCTV
 - Pro-forma 13 : Certificate on Frisking and Gender Sensitivity
- ☐ Envelopes for 250 Candidates:
 - (a) A4 Size – One for Performa for 250candidates
 - One for Attendance Sheets
 - (b) Three Full Size – One for putting Admit Card collected from candidates
 - One for putting Rough Sheets collected from candidates
 - One for putting above A4 Size envelopes

Other Responsibility of Service Provider forming part of Work Order

The exam service provider shall work closely with the auditors for smooth, transparent and timely conduct of the exam. Following are the responsibilities of the exam service provider:

- 1) Provide detailed understanding of the technical architecture, process followed in conduct of exam, data flow and data understanding to the auditor before the start of exam
- 2) Provide timely details of the exam centers coordinators (contact number, authorization, etc.) to auditors
- 3) Provide timely access to exam center premises for pre exam audit
- 4) Timely mitigate (before exam start) the critical observations identified by auditors during pre-exam center audit to the satisfaction of NITR
- 5) Provide electronic data as identified in the section below. Point 1 (click by click of candidate audit log) of the below data requirement section is to be provided at end of every exam day. All remaining data should be provided within 3 weeks after the close of the last shift of the exam. Please note that in case some of the data is not available, all efforts should be made to collect and share the data
- 6) The observations related to pre, during or post exam should be mitigated to the satisfaction of NITR
- 7) The data should be made available to NITR in a secure manner. All processing of the data provided by the exam service provider would be performed by NITR at their premises.
- 8) Provide access to the auditor “during exam” at the exam center as Independent observers
- 9) For sample machines in exam center identified by the auditors, provide access to download application logs, or other system settings after the exam is over
- 10) All the data outlined in the section below should be captured electronically and to be extracted in presence of the auditors for the purpose of validation

Following electronic data is to be provided by exam service provider:

- 1) Raw dump of click by click activity log of candidate during the exam with time stamp. The dump should include all activities captured by the application, for example, exam start activity, questions explored, options selected, response submitted for questions, break time, resume of exam, visit to various question paper sections/questions, exam end time, incidents during exam, etc.
- 2) Raw dump of click by click activity log of IT Manager/personnel on the server (at exam center) used for conducting the exam, with timestamp. This data should be shared from both primary and backup server and should include all the activities, for example, set up of the exam, question paper download time, conduct of exam, marking of attendance, time for end of exam and exam data upload to a central server, deletion of exam data from the computers, other user activities performed on the servers (application logs, application / services running, operating system event logs, remote logins, etc.).
- 3) Dump of services and applications running on the attendance/registration system, and IT manager computer
- 4) Raw incident log dump of the exam application on node used for delivery of the exam (should include all events for example, hardware events, network events, software events, etc.)
- 5) Seating plan of candidates (exam center, room number, seat number, node IP, node MAC, similar details in case of change of node, etc.)
- 6) Final score computed for the candidates
- 7) Feedback received from candidates

Help Page to Web load the documents in E-Tender Portal
For Cover Wise Uploading The Tender Documents

AFTER LOGGING IN TO THE BIDDER'S LOGIN

COVER WISE TO BE UPLOADED DOCUMENTS

COVER – 1

Cover No	Cover Type	Document Type	Description	Remarks
1.	Fee	.pdf	Scanned Copy of Tender cost in the form of DD/ Online Fund Transfer/ Certificate (MSME/NSIC)	Tender fee Amount specified in the Tender Document

3	PreQual/Technica	.pdf	Declaration by the agency that it has never been black-listed	Self-declaration by the agency duly signed & stamped
		.pdf	True copy of Permanent Account Number	Scanned copy of PAN CARD of the agency
		.pdf	Details of Goods and Service Tax (GSTIN) along with a copy of certificate	GSTIN Registration certificate
		.pdf	Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three years i.e. 2017-18,2018-19,and 2019-20	Scanned copy of Financial Information Annexure-I
		.pdf	Details of similar work executed	Scanned copy of Details of Similar work Executed Annexure - II
		.pdf	Details of work under execution or awarded	Scanned copy of Details of work under execution or awarded Annexure - III
		.pdf	Performance report of works referred in Annexure II & III	Scanned Copy of Performance Report of Works Annexure - IV
		.pdf	Structure of the organization	Scanned Copy of Structure of the Organization Annexure - V
		.pdf	Details of technical &	Scanned copy of Details

			administrative personnel to be employed for this work	of technical & administrative personnel to be employed for this work Annexure - VI
		.pdf	State wise list of cities in India.	Scanned Copy of State wise list of cities in India Annexure – VII
		.pdf	Checklist for Bid/Tender Submission	Duly filled and signed and stamped Checklist forbid Tender Submission available in the page no.3

COVER – 2

4	Finance (Price Schedule)			
		.xls	BOQ	Duly filled in Price Bid in Excel format.(As per the financial bid mentioned in Annexure-VIII)