

TECHNOLOGY INFORMATION, FORECASTING & ASSESSMENT COUNCIL (TIFAC)

(An Autonomous body under Department of Science and Technology, Govt. of India)
Vishwakarma Bhawan, A-Wing, Shaheed Jeet Singh Marg, New Delhi-110016



TENDER DOCUMENT FOR CONDUCTING ONLINE EXAMINATION (COMPUTER BASED TEST) FOR KIRAN-IPR (2020)

Pre- bid Conference at TIFAC, Vishwakarma Bhawan	March 9,2020
Last Date for Submission of Tender	March 20, 2020
Opening of Technical Bid & Presentation by Bidder at TIFAC, Vishwakarma Bhawan	March 23, 2020
Opening of Financial Bid at TIFAC, Vishwakarma Bhawan	April 3, 2020
Tentative Date of Exam	May/June 2020
Declaration of Result	June 2020

Note: (i) *Queries related to the bid may be sent to the registrar@tifac.org.in.*
(ii) *Bidders should read terms & conditions carefully before submitting the tender.*

Disclaimer: This Tender is an invitation to receive offer from vendors and not an offer by the Technology, Information, Forecasting and Assessment Council (TIFAC). No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized officers of TIFAC with the vendor. This tender is for conducting the online examination for a period of three years. While the pattern, modalities and operations remain the same during these three years, there could be minor changes in specific number of candidates, dates of examinations, number of examination papers, number of examination centers, etc.

Table of Contents

S. No.	Content	Page No.
1.	About TIFAC and the Scheme	1
2.	Purpose and Scope of Work	2
3.	Deliverables and Activities to be performed by Vendors	3-4
4.	Information to Bidders and related Terms and Conditions	4-8
5.	Submission of Tender	8
6.	Evaluation	8-10
7.	Annexure	
	I. Format for Covering Letter (Specimen)	11-12
	II. Declaration/Undertaking	13
	III. Format for Technical Bid	14-15
	IV. Format for Financial Bid	16

1. About TIFAC and the Scheme

Technology Information, Forecasting and Assessment Council (TIFAC) is an autonomous organization set up in 1988 under the Department of Science & Technology (DST), Govt. of India to look ahead in technologies, assess the technology trajectories, and support technology innovation by network actions in select technology areas of national importance. TIFAC continues to strive for technology development in the country by leveraging technology innovation through sustained and concerted programmes in close association with industry and academia.

TIFAC embarked upon the major task of formulating a Technology Vision for the country in various emerging technology areas. The outcome of the Technology Vision 2020 exercise led to the set of 17 documents, including sixteen technology areas and one on services. In more than 25 years of its service to the nation, it has delivered number of technology assessment and foresight reports and is now ready with Technology Vision 2035.

TIFAC has contributed significantly to strengthen innovation ecosystem through knowledge/technology intermediation covering various stages of innovation from idea to market. TIFAC also implements scheme of DST, namely, KIRAN-IPR (erstwhile WOS-C) under Patent Facilitating Centre (PFC).

Patent Facilitating Centre (PFC), was set up by Department of Science & Technology under Technology Information Forecasting and Assessment Council (TIFAC) in 1995 with four fold objectives of creating IPR awareness, facilitation of filing patents to government R&D institutes and academic institutes, providing patent information as vital input to R&D and keeping watch on development in the area of IPR and make it known to policy makers.

PFC, TIFAC implements scheme of DST namely KIRAN (Knowledge Involvement in Research Advancement through Nurturing)-IPR. A large number of women in India are highly qualified in science. Many of them are not able to pursue career in science due to domestic and social reasons. India cannot afford to miss out the skills and talent of such highly educated women. If she aspires to remain competitive in the knowledge society, S&T as a development indicator cannot be identified only with laboratory research. Many lateral and vertical issues need to be addressed for it to become truly a development indicator. The Women Scientists Scheme (WOS-C) has been evolved by the Government of India, Department of Science & Technology (DST) for providing opportunities to women scientists who desire to return to mainstream science and work in the area of Intellectual Property Rights (IPR). WOS-C scheme aims to train women having qualifications in science/ engineering / medicine or allied areas in the area of IPR and their management for a period of one year. The training will allow them to work from their homes and thus maintain a good balance between professional and domestic demands. About 650 women have already been trained under this scheme, out of which 264 have cleared the Patent Agent Examination conducted by the Patent Office of India. Eighty percent of these women are pursuing their career in the area of IPR. Some of them are self employed and have become entrepreneurs. Selection of the candidate is being done through an all India examination and followed by interviews. This examination is of about 2 hours duration having MCQ type of questions. These questions involve tables, diagrams, graphs and scientific notations. This is being planned to be conducted in online mode.

Purpose and Scope of Work

This tender document is for conducting Online Examination (Computer Based Test) for KIRAN-IPR, processing for examination on behalf of TIFAC, New Delhi. Yet another purpose is to enter into a contractual relationship with an experienced and qualified Vendor entity which is willing as well would be able to meet the expectations of TIFAC with respect to conducting examination. The Vendor and TIFAC will be required to work together to conduct this examination. The Vendor shall provide the technology and the operational solutions for the conduct of online examination for KIRAN-IPR inclusive of arranging venues, issuance of admit cards, invigilation and infrastructure as required including result preparation. TIFAC will provide the question papers set for the KIRAN-IPR examination to be held at the relevant point of time. The total number of candidates taking the Online Examination for KIRAN-IPR is expected to be around two to five thousand for each year, these numbers are only indicative. This examination may not be held every year; however, the rates and the terms and conditions shall remain the same for a period of three years from the date of execution of the contract.

Scope of work is to provide end to end solution for conducting and processing of examination in online mode as follows but not limiting to the same:

- i. Computer based exam in the predefined cities, this exam is to be conducted at all centres at the same time (together) and will be conducted in one session.
- ii. MCQ type questions with facility of jumbling within the questions and the answers (Question papers would be set up by TIFAC)].
- iii. Questions will contain scientific equations, chemical structures, circuit diagrams or other such characters related to science and engineering, platform provided for online exam should be able to handle it.
- iv. Duration of the exam will be 2 to 3 hours.
- v. Medium of examination will be English only.
- vi. Train TIFAC personnel for generating question papers in their required format.
- vii. Providing a help desk for answering exam related queries to the candidates.
- viii. Changing the exam centre of the candidates if the request is received from the candidates in consultation with PFC and ensuring that the change in exam centre is well communicated to the candidates as well as PFC.
- ix. Generation of online admit cards and providing information to candidates about admit cards, mock tests, results, etc.
- x. Tracking how many candidates have downloaded the admit card and inform candidates repeatedly via sms or email to those who have not downloaded.
- xi. Allocation of Exam centres.
- xii. Creation of Mock Exam.
- xiii. Providing the results (candidates response, raw resources, audit trail & system generated reports).
- xiv. Providing support in addressing RTI queries by providing the required data.

Prospective bidders may seek clarification regarding the project and/ or the requirements for if not clear to them, in writing through email (registrar@tifac.org.in) within a reasonable time from In-charge (F&A), TIFAC. However, they are expected to attend the pre bid conference for having detailed information and understanding of requirement of this exam.

3. Deliverables and Activities to be Performed by Vendor

Successful conduct and processing of online examination for KIRAN-IPR including designing online examination plan and process in consultation with TIFAC. All activities to be performed have been categorized in three stages i. Pre Examination, ii. Conduct of Online Examination and iii. Post Examination

i) Pre Examination

- a) To provide specifications for hardware and software required at all stages of the KIRAN- IPR online exams for TIFAC at online examination centres and for devices and systems to be used for authentication and audit trail mechanisms required.
- b) To prepare and provide documentary manuals for all processes for safe and secure conduct of examination to be followed along with rules for contingency and exception handling/ emergency procedures.
- c) Complete security management processes (physical and technical for all online examination centers, servers, desktops, LAN etc).
- d) To provide training/ manpower for generation of encrypted confidential data that will be used for test delivery across various centres for the conduct of exam.
- e) To provide and setup secured software for authoring and complete examination management process.
- f) To provide a help desk for answering exam related queries to the candidates.
- g) To provide information to candidates about admit cards, mock tests, result, etc..
- h) To track how many candidates have downloaded the admit card and should inform repeatedly via sms or email to those who have not downloaded.
- i) To change the exam centre of the candidates if the request is received from the candidates in consultation with PFC. The agency should ensure that the change in exam centre is well communicated to the candidates and PFC also.

ii) Conduct of Online Examination

- a. Candidate handling at examination centre as per standard process agreed by TIFAC and Vendor. Biometric data capturing of candidates appearing for the exam.
- b. To ensure adequate air-conditioning at examination centres.
- c. UPS (for each computer system with sufficient backup) and generator facility at the exam centres in case of power failure.
- d. To ensure suitable drinking water and toilet facilities.
- e. To ensure availability of proper security, frisking (of all candidate and staff) at the examination centres.
- f. To provide facility to candidates for mock test ó through website and support.
- g. Completion of registration process of the candidates before start of examination (digital photo, bio-metric finger print, signature on attendance sheet, etc) at the examination center.
- h. Deployment of manpower at each centre (50% female staff) like the IT manager, invigilators, support staff, peon, security guards, etc .
- i. There should be one invigilator in each room r for every 40 to 50 candidates.
- j. No candidate should be disallowed to give the exam for want of documents. In such unusual cases biometric capture should be done by capturing candidate's photograph and thumb impression.
- k. The accessibility of the exam centre to be good so that candidates should not face any problems reaching the exam venue.

- l. To maintain complete log of all activities of candidates during the course of examination to enable complete audit ability of the assessment process.
- m. Getting the feedback from candidates after the completion of examination through online feedback form.
- n. Printing of candidate response sheet at the end of the exam as per requirement of the organization.

iii) Post Examination

- a) Preparation of result based on master key provided by TIFAC in soft copy as well as in printed form in confidential manner.
- b) All data in soft form as collected during the examination process including, bio-metric, attendance sheet, answer logs, raw resource, audit trails etc.

4. Information to Bidders and related Terms and Conditions

In this tender document, Vendor, Bidder, Bidding Agency mean one and the same.

1. The tenders should be submitted in printed form. The name and signature of bidder's authorized person should be recorded on each page of the tender document. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head. There should be no overwriting or cutting or interpolation. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
2. All relevant information as specified in the Technical and Financial Bid including the contingency plans should be furnished by the bidders. The bidder is advised to attach any information that is necessary in regard to the capabilities in order to establish that the bidder is capable in all respects to successfully complete the envisaged work. Incomplete information or deliberately suppressing the information may result in the bidder being summarily disqualified.
3. If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, TIFAC reserves the right to reject such a tender at any stage.
4. All explanatory remarks and clarifications, which the bidder may desire to make, must be incorporated in the offer form, failing which the remarks / clarifications shall be ignored and the tender dealt with as it stands.
5. Bidders must keep their offer open for a minimum period of 90 days from the date of opening of the tender, within which the bidders cannot withdraw their offer. However, subject to the period being extended further, if required, by mutual agreement from time to time.
6. The tender document has to be downloaded from TIFAC web site (www.tifac.org.in)
7. The technical and financial documents should be kept separately in sealed envelopes and both of these envelopes should be kept in one envelope super-scribing "Tender for Online Examination (Computer Based Test)" so as to reach this office by **3 p.m. on March 20, 2020**. Late tenders shall not be accepted. The technical & financial bid shall be opened as per

schedule in the presence of bidders who may like to be present.

8. Pre-bid conference will be held on March 9, 2020 from 10.30 am at TIFAC, Vishwakarma Bhavan.
9. At any time before the submission of bids, TIFAC may amend the tender by issuing an addendum which will be placed on TIFAC website only. This will be binding on all the bidders. If amendment is substantial, bidders may be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids may be extended by TIFAC.
9. Even though agency may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work, etc.
10. Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any third party. Such offers will not be valid quotations. Offers sent through telegram/telex, and offers not submitted in the standard formats given in the tender document will be summarily rejected.
11. The successful bidder has to sign an agreement evolved by TIFAC on non-judicial stamp paper which shall include clauses related to liquidated damages on account of delays, errors, cost and time over-run etc. In case the bidder fails to execute the contract, TIFAC shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
12. Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such deed, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed.
13. The bidder should enclose Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft drawn in favour of TIFAC and payable at Delhi along with the Technical Bid. The agencies /organizations/ companies registered with the Department of Micro Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization (CPO) are exempted to submit Bid security. In place of Bid security, the agencies/organizations/companies need to submit a Declaration Proforma attached as Annexure II duly signed and sealed along with Technical bid, failing which tender document will not be considered.
14. Earnest money will be returned to unsuccessful bidders within 30 days without interest after award of contract or setting aside the tender, as the case may be.
15. Earnest money will be forfeited if the bidder unilaterally withdraws the offer within the period of its validity.
16. In case, the successful bidder declines the offer of contract for whatsoever reasons, his EMD will be forfeited.
17. The successful bidder will have to deposit a Performance Security Deposit of Rs.50, 000/- (Rupees Fifty thousand only) by way of Fixed Deposit Receipt (FDR) from a commercial bank and hypothecated in favour of TIFAC and valid for 60 days beyond the expiry of period of contract. In case of extension of contract fresh performance security deposit will have to be deposited.
18. In case of breach of any terms and conditions attached to this contract the Performance

Security Deposit of the agency (that has been awarded the contract) will be liable to be forfeited by TIFAC besides annulment of the contract.

19. The bidding agency shall ensure a single point of contact (technical and administrative) with TIFAC for a period of three years, from the date of this contract and shall be solely responsible for the execution and delivery of the work.
20. The payment shall be made in Indian Rupees only on or after completion of each stage; in three stages i. Pre Examination, ii. Conduct of Online Examination and iii. Providing Post Examination Deliverables by the Vendor to TIFAC after successful completion of work without error and delays.

S. No.	Stage	Payment to be made
i.	On completion/providing Pre Examination Deliverables	20%
ii.	On completion of Conduct of Examination	50%
iii.	On completion/providing Post Examination Deliverables	30%

21. The bidding agency should be based in India and operating in India for the last 3years offering similar services. The agency should have conducted minimum 3 National level CBT exams in minimum 10 states. They should have a minimum turn-over of 2 Crore (Rupees Two Crore only) in each of the last 3 financial years.
22. There will be two types of examination centres, namely, Fixed Centres and Floating Centres. A fixed centre will be the one where exam will be held definitely and floating centre is that centre where examination may or may not be held based on the feasibility of conducting the examination in that city. The bidder should have ready infrastructure in the pre-defined cities of India (as given in Annexure-III) in order to conduct exam in a single session.
23. The bidding agency should own the copyright or should have appropriate license to use the source code being used for conducting the computer based online examinations. The agency should be able to make changes as and when required in any of the components of the software/source code being utilized for the purpose of conducting the said computer based online examinations throughout the term of three years as required and indicated by the conducting institutes in accordance with the requirements and/or changes made by TIFAC for the KIRAN-IPR examination paper or format of the examinations or in any other manner. If source code is taken or licensed from other agency they should have rights- both technical and legal to modify the same.
24. At first place Vendor should ensure that there shall not be any infringement of IPR in the process including preparation, conducting and providing results of the exam. The bidder indemnifies TIFAC from any liability arising out of any act of infringement of any form of IP.
25. Bidder agrees to confidentiality requirement of process such as information relating to the examination, evaluation, comparison and post qualification of bids and recommendation of contract award shall not be disclosed to bidders or any other person not officially concerned with such process until publication of contract.
26. Agency should be certified for compliance with established Information Security Standards

such as ISO 27001. Duly signed copy of ISO 27001 certificates should be submitted along with the Technical Bid. The bidding agency shall ensure that such certificate is valid through the subsistence of the term of three years as stated herein. Any renewal of such certificate shall be the sole responsibility of the bidding agency without any recourse to TIFAC in any manner whatsoever.

27. The agency should have its own infrastructure for conducting the exam in terms of software platform.
28. The bidding agency should have authorized and globally accepted software certification, preferably CMMi Level 5.
29. The bidder should have an in-house quality assurance and product testing team with proven and robust quality management processes required for conducting the computer based online examinations.
30. The bidder must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.
31. The bidding agency should ensure that the exam is insured.
32. The bidding agency should also have some of its own exam centres and should inform about the hired ones.
33. The bidder should design a high-performance system and conduct performance tests to verify successful achievement of high concurrency, fast response time, and long-stress duration requirements of the system used to conduct the examinations. Results of such performance tests should be made available to TIFAC as and when required. Sometimes these tests may have to be conducted within short notice and with strict deadlines. These tests shall be conducted by the bidding agency prior to each of the TIFAC online examinations each year.
34. 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 and the infrastructure must be carried out.
35. There should be suitable emergency management plans towards any crisis situations/redundancy of servers, nodes, additional centre locations, and candidate's data. The bidder has to clearly indicate these plans in the technical proposal.
36. The agency should have measures to handle the exam in leak proof manner and there should not be technical glitches. In case these things happen, the agency should be able to handle these situations with a backup plan.
37. The bidder should be able to support the entire solution (across India) on a 24 x 7 basis with a maximum response time of 3 hours.
38. TIFAC shall award the tender to an agency that fulfils each of the criteria mentioned above and further set out more particularly in the Technical Bid and the Financial Bid.
39. In case of discrepancy between the rate quoted in figure and words, the rates quoted in words

will be considered correct.

40. The rates quoted by the Vendor shall not be subject to any variation/review during the contract period.
41. Bidder agreed to provide unconditional support in handling RTI queries at all stages of examination and after the examination as and when requested by TIFAC.
42. All claims and disputes arising under or relating to this shall be referred to the sole Arbitration of the Secretary of Department of Science and Technology or that of his nominees as per Arbitration and Conciliation Act 1996 or any statutory modifications or reenactment thereof. The venue of the arbitration shall be Delhi and cost of the Arbitration shall be shared equally between the Parties.
43. All legal proceedings arising out of any dispute between the parties shall be subject to the jurisdiction of courts situated in Delhi (India) only.
44. TIFAC reserves the right to accept any bid under this tender or to reject any bid or all bids without assigning any reason.
45. TIFAC reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of Executive Director, TIFAC shall be final.

5. Submission of Tender

The Tender Document has to be downloaded from the website (www.tifac.org.in) and submitted in proper form along with all relevant documents. The sealed quotations are required to be sent to In-Charge (F&A), TIFAC, Vishwakarma Bhawan, A-Wing, 1st Floor, Shaheed Jeet Singh Marg, New Delhi 6 110 016, latest by **3 P.M. on March 20,2020** superscripted as **“Tender for Online Examination (Computer Based Test)”**

The bidder shall submit their tender in two parts (i) Technical Bid and (ii) Financial Bid

The tender is a “Two Bid” document. The Technical Bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The Financial Bid should be sealed separately and must contain only the financial details. In case, any bidder encloses the Financial Bid within Technical Bid, the same shall be rejected summarily.

Formats for Covering Letter (Specimen), Declaration/Undertaking, Technical Bid and Financial Bid for this tender document are enclosed as Annexure I, II, III and IV respectively. Technical and financial bidder shall quote rates and fill other details as specified in Annexure III and IV.

6. Evaluation

Technical evaluation (100 points)

Eligibility

- 1) Prior experience of vendor in conducting online Exam : Agency should have conducted exam

for minimum of 10 lakh candidates in last 3 years.

2) Capability of vendor to develop the requisite software and security & software quality certification: ISO-27001 and CMMi level 3 for Development and Service.

3) Capability of vendor to conduct online exam (CBT) with 10,000 candidates in single session in multiple states (min 10 states): Agency should have conducted minimum 3 exams.

S.No	Criteria	Marks
a	Prior experience of vendor in conducting online Exam (Quantitative Assessment)	20
	10-20 lakh	5
	20-50 lakh	10
	50-75 lakh	15
	75 lakh and above	20
b	Capability of vendor to develop the requisite software and security & software quality certification	15
	ISO-27001, ISO 20000, ISO 9001 certification	5
	CMMi level (organization)	5
	CMMi level 3 Development	3
	CMMi level 5 Development	5
	CMMi level (organization)	5
	CMMi level 3 Service	3
	CMMi level 5 Service	5
c	Capability of vendor to conduct online exam (CBT) with 10,000 candidates in single session in multiple states (min 10 states)	15
	3-5 exams	5
	5-10 exams	10
	10 & above	15
d	No of cities covered atleast 10 states	10
	10-20 cities	5
	20-50 cities	8
	50 & above cities	10
e	Details of infrastructure for successful completion of work (Qualitative Assessment by Committee)	10
f	Availability of adequately trained personnel in organization to conduct exam (Qualitative Assessment by Committee based on list of trained manpower submitted)	10
g	Presentation by bidder	20
	Total	100

Bidders obtaining 70 points after first level scrutiny based on submission of documents and presentation will be declared as technically qualified for opening of financial bids.

b) Financial Evaluation: Financial Bid will be opened on the given date in the presence of

representatives of the shortlisted technically qualified bidders. The name of bidder, bid price of each bid shall be announced by TIFAC during opening of financial bid. The agency quoting the lowest rate would be awarded contract for conducting online exam for WOS-C. As per Government regulation L2 & L3 would be put in panel.

Annexure-I

Format for Covering Letter (Specimen)

To,

The In-charge (Fin & Admin),
Technology Information, Forecasting and Assessment Council (TIFAC)
A-Wing, First Floor, Vishwakarma Bhawan, Shaheed Jeet Singh Marg
New Delhi 6 110 016

Sub:- Sealed Tender (under Two Bid system) for Online Examination

Dear Sir,

In response to your Invitation for Quotations for Online Examination. I/We, submit our quotation with following particulars, hereby, submit a Quotation:

Sl.No.	Description	Particulars	Page No.
1	Constitution & Nature of Firm (State whether sole proprietor/partnership firm/limited company)		
2	Year of Establishment		
3	Particulars of Registration with various Government bodies & Statutory Tax Authorities Registration Number under applicable act Please attach a copy of Registration Certificate		
	Place of Registration		
	Validity Date		
4	Registered Postal Address		
5.	Telephone No. Mobile No Email		
6	Name and address of Directors, in case of Company		
	Name and address of Sole Proprietor		
	Name and address of Partners; in case of partnership firm		

7.	GST Registration No.		
8.	Copies of ITR (last three years) FY 2016-17, 2017-18, 2018-19		
9	Have you or your constituent partner (s) been debarred /black listed for tendering in any organization? If so, give details		
10	Details of Earnest Money Deposit (EMD)Rs. 50,000/-		
	Bankers Checque/ Demand Draft No.		
	Date		
	Name of the Issuing Bank		
11	Whether ISO-27001, ISO 20000, ISO 9001 certified If Yes, please attach a copy of certificate duly self attested	Yes/No	

Having acquired the requisite information related to the work mentioned in the subject and the Quotation invited by TIFAC, I/We, the undersigned hereby offer conducting Online Examination for TIFAC in accordance with the terms and conditions as indicated in the said documents.

Thanking you,

Yours faithfully,

(Name)

Signature

Date:

Signed as proprietor/partner/Director who holds power of Attorney on behalf of firm

Name & Address of Firm with seal

DECLARATION /UNDERTAKING

It is hereby declared that our company/ firm is registered with Department of Micro, Small and Medium Enterprises (MSME) or registered with Central Purchase Organization (CPO) and exempted for submission of Bid security/earnest money. In case we withdraw or modify our bid during the period of validity or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, we will be suspended for the period of three years from being eligible to submit Bids for contracts with the entity that invited the Bids.

Name & Address

Place:

Date:

Signature of authorized signatory & Seal

Annexure III

Format for Technical Bid

S.No.	Description	Details			
1	No. of Employees to be working in this project				
2	Details of Employees working in the project				
	Designation	Name	Qualification	Professional Experience	
3	List of Clients/work of similar nature executed successfully in the past 3years				
4	Performance Report for works referred in S.No 3				
	Name and location of Project	Estimated Cost	Tender Cost	Start Date	Date of Completion
5	Infrastructure Details				
6	Performance Report by Client: (Attach Copy)				
	a) Quality of work (Excellent/Very Good/Good/Fair/Poor)				
	b) Approach to problem solving: (Excellent/Very Good/Good/Fair/Poor)				
	c) Resourcefulness: (Excellent/Very Good/Good/Fair/Poor)				
7	Company has capability to Conduct online examination simultaneously in: Fixed centres: Ahmedabad, Bangalore, Bhuvneshwar, Chennai, Delhi, Guwahati, Hyderabad, Kolkata, Lucknow, Mumbai, Nagpur, Patna, Port Blair, Pune,Trivandrum. Floatin Centres: Agartala, Agra, Allahabad, Bhagalpur, Bhilai, Bhopal, Chandigarh, Darbhanga, Dehardun, Gangtok, Gorakhpur, Hisar, Indore, Jabalpur, Jaipur, Jamnagar, Jodhpur, Kharagpur, Kochi, Manipal, Panaji, Raipur, Rajkot, Ranchi, Shimla, Siliguri, Surat,	Mention names of cities where company does not have capability and also provide list of major cities where your company can conduct online exam, in this column.			

	Vijayawada, Vishakhapatnam, Itanagar, Dispur, Gandhinagar, Imphal, Shillong, Aizawl, Kohima, Silvassa, Daman, Srinagar, Jammu, Leh, Kargil, kavaratti, Pondicherry.	
8	Turnover during last three years	Please enclose copy of Balance Sheet

8. Time Frame

Tentative Date of Examination: Any day in 2020 for first year and on mutually convenient dates for second and third year with a notice of about one to two months.

Date:

Signature:

Phone:

Mobile:

Landline:

Place :

(Signature of Authorized person on behalf of company along with seal)

Annexure IV

Format for Financial Bid

Number of Candidates appearing in the exam	Rate in INR per candidate (in figures) excluding taxes	Rate in INR per candidate (in words) excluding taxes
Upto 1000		
1001-10000		
More than 10000		

Note: Total amount billed would be on the basis of actual number of candidates to be called for examination. It will be total number of candidates called multiply by above charges per candidate.

**All applicable taxes need to be shown separately.*

Date:

Signature:

Phone:

Mobile:

Landline:

Place :

(Signature of Authorized person on behalf of company along with seal)