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**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY**  
**THIRUVANANTHAPURAM – 695 011, KERALA ,INDIA**



(एकराष्ट्रीयमहत्वकासंस्थान, विज्ञानएवंप्रौद्योगिकीविभाग, भारतसरकार)  
(An Institution of National Importance, Dept of Science and Technology, Govt. of India)

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SCTIMST/DAA/2020-21/2

08.03.2021

## **TENDER NOTICE**

Sealed tenders are invited under Two Bid System (Techno-commercial and Financial) from Established / Reputed agencies based in India for conducting Online Entrance Examination (Computer Based Test) of SCTIMST, Trivandrum.

Last date and time for submission of completed tender Documents –29.03.2021

More details & tender document: [www.sctimst.ac.in/Tenders/](http://www.sctimst.ac.in/Tenders/)

Sd/-  
DIRECTOR



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, तिरुवनन्तपुरम – 695 011, केरल, भारत  
**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY**  
**THIRUVANANTHAPURAM – 695 011, KERALA, INDIA**  
(एक राष्ट्रीय महत्व का संस्थान, विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार)  
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DAA/CBT(Online Examination)/2021

Date: 08.03.2021

### **NOTICE INVITING TENDER**

Sealed tenders are invited under Two Bid System (Techno-commercial and Financial) from Established / Reputed agencies based in India for conducting Online Entrance Examination (Computer Based Test) of SCTIMST, Trivandrum.

#### IMPORTANT INFORMATION

| EVENT  | DATE   |
|--|--|
| Starting Date for downloading tender documents                     | <b>08.03.2021 at 11 a.m.</b>   |
| Last date and time for submission of completed tender Documents    | <b>29.03.2021 at 3.00 p.m.</b>   |
| Date, time and venue for Opening of tender (Techno-Commercial Bid) | <b>29.03.2021 at 03.30 p.m. (NH Wadia Hall, 5<sup>th</sup> Floor, AMCHSS, SCTIMST, Medical College PO, Thiruvananthapuram, Kerala – 695011.)</b> |
| Date and Time of Opening of Financial Bid                          | <b>Will be intimated after evaluation of Techno-Commercial Bid</b>   |
| Tender Document Fee  | <b>INR 5,000/-</b>   |

The detailed tender document with specifications and terms & conditions are available on SCTIMST website [www.sctimst.ac.in](http://www.sctimst.ac.in). For more clarifications, contact 0471 2524 269 (email id: [regoffice@sctimst.ac.in](mailto:regoffice@sctimst.ac.in)).

sd/-  
Director

## TABLE OF CONTENTS

| S.NO | CONTENTS  | PAGE NO. |
|------|---|----------|
| 1    | SCOPE OF WORK   | 3        |
| 2    | GENERAL INFORMATION & INSTRUCTIONS TO BIDDERS         | 10       |
| 3    | GUIDELINES FOR SUBMISSION OF TENDER                   | 13       |
| 4    | EVALUATION & COMPARISON OF BIDS                       | 14       |
| 5    | RIGHTS TO ACCEPT OR REJECT TENDERS                    | 16       |
| 6    | STANDARD OF PERFORMANCE                               | 16       |
| 7    | INTELLECTUAL PROPERTY RIGHTS                          | 17       |
| 8    | PERIOD OF CONTRACT                                    | 17       |
| 9    | CONFIDENTIALITY                                       | 17       |
| 10   | SUSPENSION  | 18       |
| 11   | PERFORMANCE SECURITY                                  | 18       |
| 12   | RISK CLAUSE   | 18       |
| 13   | PENALTY CLAUSE  | 19       |
| 14   | TERMINATION OF CONTRACT                               | 20       |
| 15   | ACCOUNTABILITY  | 21       |
| 16   | DISPUTE SETTLEMENT                                    | 21       |
| 17   | RESIDUAL WORKS  | 21       |
| 18   | CONFLICT OF INTEREST                                  | 22       |
| 19   | DISCLAIMER  | 22       |
| 20   | ANNEXURES/Forms (Form-G , IT Returns for Last 3years) | 23       |

## SCOPE OF WORK

The Scope of Work would include providing of infrastructure (Man-Machine) for the conduct of entrance examination to the following courses as per the time frame tabulated (**Tentative**) below:

| <i>Sl.No.</i> | <i>Name of the course</i> | <i>Month of Exam</i> | <i>No. of cities in India(*)</i> | <i>Total Expected no. of candidates</i> | <i>No. of Shifts</i> |
|---------------|---------------------------|----------------------|----------------------------------|---|----------------------|
| 1.            | Various courses           | May 2021             | 10                               | 200                                     | One                  |
| 2.            | Various courses           | November 2021        | 10                               | 1000                                    | Maximum 4            |

**\*No. of Cities may likely to be increased or decreased depending upon the no. of candidates registered.**

### Role and Responsibilities of the Outsourcing Agency:

- a) To prepare and provide documentary manuals of all processes, for safe and secure conduct of examination, to be followed along with the rules for contingency and exception handling / emergency procedures.
- b) To provide Online Examination (Computer Based Test - CBT) delivery software as per customization of SCTIMST.
- c) Question paper software owned by the vendor shall be made available to SCTIMST who prepares the questions for uploading. To provide training / manpower for generation of encrypted confidential data (question paper/answer key) that will be used for test delivery across various centres. This should be made available to SCTIMST atleast one week before the scheduled entrance examination.
- d) To provide a Technical Staff and required Hardware and Software to setup Division of Academic Affairs, SCTIMST, a Command Centre for Monitoring, Administration and Control of all activities at all stages during Online Examination. Technical staff to assist Division of Academic Affairs in downloading the answer sheets and in the generation of the results in the prescribed format at SCTIMST on the same day of examination.
- e) To identify and book the required number of secured Test Centres in various cities as per requirement of SCTIMST, after receiving intimation regarding city locations and approximate number of candidates and provide details of the venue viz consent of the Venue-in-charge, capacity per shift, details of the contact person, etc. in writing within a month along with details of the facilities offered at each centre.
- f) The location of the examination centres / venues should be easily accessible to the candidates and well connected to public transport. As far as possible it should be in a centrally located within the city limits. Centres must be accessible by 'differently abled candidates'.
- g) While providing computers and relevant software with necessary security systems, the bidder shall keep in view the requirement of 'differently abled candidates'.
- h) To provide facility of mock test for candidates through website and any support required in this regard is to be provided through call centre (telephone / email) from 9.00 AM to 06.00 PM on all working days at least one week before the scheduled entrance exam.
- i) To ensure the functioning of Online Test delivery system by conducting adequate mock drills of actual test delivery system at all examination centres before and a final mock drill to be

conducted a day before actual examination on all centres at same time just like simulating the examination day. All computers including buffer computers to be used on examination day shall be logged in through dummy roll numbers and report shall be submitted to the Division of Academic Affairs, SCTIMST.

- j) To obtain permission from local authorities including Police, if necessary.
- k) Provide results as per the format provided by SCTIMST and share the results immediately after examination process is completed.
- l) The Examination for the candidates in all centres to be scheduled at the same time and date. List of Examination centres to be provided along with the number of computer systems at each location to be mentioned with details of configuration and availability of number of systems including buffers (server and monitor).
- m) The complete work will be under the supervision of SCTIMST and will exercise full control over the activities awarded to the bidder. The Bidder will ensure the adherence of the time schedule as well as meeting of hardware and technical requirements for the implementation, commissioning & successful conduct of computer based test (Online Entrance Exam).
- n) Tentative List of cities in India where the examination to be conducted is mentioned in
  - i. Annexure – IV
- o) Covid19 precautions to be taken on the exam centres as per the Central / State government orders prevailing at the time of examination.

**The computer based examination has to be conducted by the Bidder on a turn-key basis and is required to perform the following tasks:**

- Ensuring requisite number of Computer infrastructure including power backup (uninterrupted power supply) infrastructure, adequate software including Security software for the smooth conduct of the examination.
- By deploying technically qualified, experienced, adequate manpower to manage the entire examination process. There should be at least 2 technical persons directly from the bidder managing the LAN (Local area network) and 1 person as centre administrator at the test centre.
- To obtain connectivity and provide Examination centre across India as per the schemes of different Entrance Examination for different courses as tabulated above and manage them as per requirement.
- To develop, host and manage examination web pages for different Entrance Examinations for different courses and other related links.
- To address the security issues- Providing security software and securing the network systems to establish a highly secured and sanitized system for the entire process.
- To conduct computer based test (CBT) in a smooth and fair manner in a shortest span of time
- To authenticate, evaluate the answer responses of the candidates and prepare analytical reports.
  - Performance analysis of candidates.
    - Overall performance
    - Distribution of score of candidates > 90 percentile
  - Psychometric analysis
    - Item analysis (Item score and overall score correlations)

## **Specification Requirements.**

### **ONLINE WEB BASED PORTAL**

This activity involves the development, maintenance of dedicated customized online web based page which will have the following modules:

- Examination Module
- Result/Report Generation Module
- All the modules to be integrated with each other.
- The online Web based Portal will have the feature to be integrated with the Online Test Delivery Portal and analytical module.

**Note: The advertisement for online application, scrutiny & release of hall ticket will be done by SCTIMST.**

**The module wise specific details as given below**

#### **Examination Module: -**

Minimum personnel deployment at each examination centre must be as per the following requirement: -

**Each Exam Centre of capacity of 100 + 20 buffer should have the minimum following personnel to be deployed by the bidder**

|                            |                             |
|----------------------------|-----------------------------|
| Test Centre Administrator  | 1 (One for each centre)     |
| IT Manager                 | 1 for each 200 candidates   |
| Invigilators               | 2 per 25 systems or per lab |
| Support Staff              | 2 per 100 candidate         |
| Electrician                | 1 for each centre           |
| Security Guards            | 2 per 100 students          |
| Peons/Multi-Purpose Worker | 2 per 100 students          |

**Above requirement should be increased proportionately on the basis of candidates allotted to that centre.**

- SCTIMST shall not be the principal employer of any staff engaged by the bidder.
- All the staff engaged in any capacity with the conduct of the online examination shall give an undertaking that neither he/she nor his/her relatives are appearing in the examination.
- Payment of wages, medical, statutory contributions towards, ESI, EPF or any other allowances to / in respect of the personnel engaged by the bidder would be the sole responsibility of the bidder.
- The examination conducted would be multidisciplinary / multiple subject as per scheme of examination. Henceforth the test delivery system should handle this aspect of multidisciplinary / multiple subjects as well.

- To host the test and manage the test delivery process through intranet based solution at Examination Centres. **The computer systems and servers shall be of latest configuration** and LAN must be scaled enough to handle the traffic in real time with proper backup and redundancy at each level. There must be active-active server for each server in use in online examination at each examination centre.
- To securely transmit, download, install and implement confidential data received from SCTIMST. The Question Papers installation and implementation shall be as per requirement of SCTIMST and instruction from SCTIMST at the execution time in real time situation.
- To arrange frisking of candidates at examination centre to disallow any electronic gadgets, pen, paper (other than admit card), bag, purse etc. as per the guidelines of SCTIMST.
- To complete registration process of the candidates before start of examination (**digital photo and bio-metric finger capture etc**) and allow candidates to appear for test at Test Centre.
- To arrange/provide adequate displays and provide required instructions/information to the candidates appearing for test at online examination Centres.
- To arrange/provide pen & blank paper sheets for rough work to the candidates appearing for test at online examination Centres and to ensure return of such sheets.
- To maintain complete log of all activities of candidate during the course of examination to enable complete audit ability of the assessment process.
- To obtain feedback from candidates after examination is over through online Feed Back Form as per the required format from SCTIMST.
- To devise system for monitoring and supervision of Test Centre activities (Centre level/ Candidate's level) at designated office.
- To transfer/export the data in encrypted format including raw scores data at the instruction of Examination section.
- To provide softcopy of candidate response sheet at the end of the test as per requirement of SCTIMST.
- The bidder should generate the raw data of candidate response to the questions with time tag he/she answered and should be hashed.
- To send post examination confidential data of examination as per instructions of the Dean / Registrar, SCTIMST.
- Soft copy of examination activities, scripts, cctv footages etc, in a separate device / storage device procured by the bidder shall be handed over to Division of Academic Affairs, SCTIMST.
- No copy of data would be retained by Bidder after proper handover with checking of data to designated authority of SCTIMST.
- Contingency plan for student management / shifting in case of any emergency.

### **Result/Report Generation Module**

**This module should offer the following features and facilities to effectively carry out the post examination activities.**

- The answer sheet of the candidate to be made available to the Division of Academic Affairs at SCTIMST.
- Technical Staff of the bidder posted at SCTIMST to process the answers with the key handed over by the Division of Academic Affairs, SCTIMST.
- Technical Staff of the bidder posted at SCTIMST to generate the answer sheet and results and to hand over the soft copies of the same to SCTIMST in the format provided by the Division of Academic Affairs for updating it in the Institute database and website after all verifications.
- Generation of reports like social category wise, merit list and cut-off list, etc as per the instructions from SCTIMST.

#### **Question Bank Module**

- An expert team from SCTIMST will prepare a blue print of question paper consisting of MCQs with single best response. The encrypted question paper should be password protected set by the authority before uploading. Password will be given 2 hours before the start of the examination
- Workflow facility for reviewers to review the question and approve/reject. Send it back to author to incorporate change. Provide user the feature to create verification and sealing of rule templates, ensure that the same question does not get repeated in the same question paper.
- There should be provision for conducting the MOCK Test for those candidates who are going to make a request for it.

#### **Delivery of Question Paper**

- The candidates can open the question only at scheduled time after due authentication
- The question paper to be made available directly on screen with no option of saving it as separate file.

#### **Establishment of the Server and software- Test Delivery Centres**

**This activity involves the setting of server for the control, delivery of the entire online test.**

**The server should have the following features:**

- The physically secure and located each test centres
- Well protected from any threats through firewall
- Instant connectivity
- Minimum server configuration must include parallel on-line backup server such that the backup server continues to function normally in the event the first server fails.

#### **Establishment of Test Centres:-**

- This activity involves the activation of test centres at pre-decided (to be provided by the bidder after discussion with SCTIMST) locations to conduct the computer based test. The test has to be conducted in 1 day in Single Shift/Multiple Shift. The test centre must be available to conduct re-test on the same day or another day if needed. The test centre and the test centre server should have the following features
- Hardware facilities at each centre to be identical with respect to the configuration of computer terminals. Centres with less than 100 computers will not be considered.
- Internet connectivity
- Proper power backup
- Security with respect to the software, data and infrastructure
- Administrative arrangements
- Internet explorer 9.0 or above; Edge / Chrome version as supported
- The Sufficient no. of Jammers to be setup to block inward and outward communication from Mobile phone high-banded smart / Spy Camera/ Wi-Fi & Bluetooth devices etc. in the examination centre i.e. CDMA / GSM / 2G / 3G / 4G / Spy Camera / Wi-Fi / Bluetooth etc..



**Minimum Candidate System Requirements: -**

|                          |  |
|--------------------------|--|
| <b>Screen Resolution</b> | 1024 X 768   |
| <b>Processor</b>         | CPU Speed: 2.0 Ghz or above  |
| <b>RAM</b>               | 4 GB or above  |
| <b>Operating System</b>  | Windows 7.0 & above Professional Service Pack 3 or higher or any other OS for conducting computer based examination.   |
| <b>Browser</b>           | Internet Explorer 9.0 or above as supported by above Operating Systems   |
| <b>Browser settings</b>  | Java Script enabled<br>Pop-up blocker disabled<br>Under „Settings“ of „Temporary Internet Files“, set „Check for newer versions of stored pages“ to „Every visit to the page“<br>Proxy disabled (Direct Internet)<br>USB disabled, Keyboard disabled during exam after login |

**Minimum Exam Centre Server Requirements: -**

|                             |  |
|-----------------------------|--|
| <b>Screen Resolution</b>    | 1024 X 768   |
| <b>Processor</b>            | CPU Speed: 8.0 Ghz or above  |
| <b>RAM</b>                  | 8 GB or above  |
| <b>Operating System</b>     | Compatible for candidates systems as clients, must meet the performance criteria   |
| <b>Performance Criteria</b> | 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.<br>Response time for question/page loading must be less than one second.<br>All responses to be acted upon in real time. |

- The system offered should conform to the uniqueness of the institute in conduct of all aspects of the examination including softwares.
- The above requirements are indicative. The decision of SCTIMST shall be final.

**Installation of Jammer:-**

- To ensure that sufficient no. of Jammers is supplied to block inward and outward communication from Mobile phone / Spy Camera/ Wi-Fi & Bluetooth devices etc. in the examination centre i.e. CDMA / GSM /2G / 3G / 4G / Spy Camera / Wi-Fi / Bluetooth etc.

**Isolated Signal bandwidth to jammed:**

1. 851-894 Mhz
  2. 925-965 Mhz
  3. 1800-1990 Mhz
  4. 3G: 2100-2170 Mhz
  5. Wi-Fi/Bluetooth: 2345-2400 Mhz
  6. 4G: 725-770 Mhz
  7. Any other working Frequencies.
- The installation of jammers should be made at least one day in advance from the scheduled date of examination and or in such a way that the Jammers are required to be functional for 2 hours before the scheduled time of commencement of the examination and ½ hour after the completion of the examination.
  - Each centre should be provided with one jammer staff exclusively.
  - To organize and provide required manpower to install and manage the Jamming Devices at the Centres.
  - To provide uninterrupted service of Jammers along with back-up solution/ buffer stock and ensure proper working of Jammers during the conduct of examination at each examination centre.

- Adequate Number of buffer jammer should be made available in case the primary one is found non-functional.
- During the period of examination, Jammer facility shall not be interrupted due to any technical fault/power failure etc. and the Bidder shall take due care of proper functioning of Jammers with adequate power backup during the conduct of online examination.
- To install industry standard Mobile / Cell Phone (including spy- Camera) Jammers at the Examination Centre.
- To ensure up-gradation of jammer service to include additional spectrum or technologies during contract period at no extra cost.
- To block the required band widths / signals without fail.
- If the examination is conducted in two or more shifts in a day at a centre, the jammers will have to be installed for the entire day and their performance will have to be ensured during the duration of examination.

### **Test Administration**

**This activity involves the administration of the test at each test centre. This involves the following activities**

- Invigilation and verification
- Verification of the candidate identity with the Hall ticket
- Identity check with photo ID card (Govt. of India approved) to avoid impersonation.
- Signature of the candidate in the attendance sheet
- Supply of Stationeries to the candidates
- To complete registration process of the candidates before start of examination **(digital photo and bio-metric finger print capture etc)** and allow candidates to appear for test at Test Centre
- Allotment of computer terminal to the candidate on successful verification
- Candidate can start the terminal with specific user ID and password
- No books, mobile phones, electronic gadgets, etc will be allowed inside the centre
- Attendance sheets containing the photographs and signatures at each centre
- PWD candidate should be arranged provision to attend the exam at ground floor.
- All centres should be compatible with fire safety norms
- Facility of transporting the sick / injured candidate should be arranged to the nearby hospital.

**Note: The test centre Administrator along with at least 1 technical person per LAN (Server) should be from the bidder for each test centre.**

### **Test Publishing**

- This involves defining the process and design how the test paper will appear to the candidate. This includes the following steps/features: The language is in English only.
- Test paper will be displayed on the submission of the USER ID and password by the candidate
- First window will explain the instructions for the test
- Main question paper will start at fixed time
- The digital clock along with the photograph will be fixed on the screen and the test will close automatically on completion of the test timing.

### **Publicity for conduct of examination. (To be managed by SCTIMST)**

**The publishing of advertisement/notices (in Newspapers etc) and information regarding the Conduct of Examination / release of hall ticket shall be done by SCTIMST.**

- ☐ To provide the final results to the candidates as per SCTIMST rules/regulations.

## GENERAL INFORMATION TO BIDDERS

### Submission of offers

**The BIDDERS shall submit their proposals/offers in two parts**

#### **(i) Techno-Commercial Bid and (ii) Financial Bid**

- i) The Tender is a “Two Bid” document. The **Techno-Commercial Bid** should contain all the relevant information and desired enclosures in the prescribed format along with **Tender Document Fee** as mentioned in the **Annexure-II along with Annexure-I**. The **Financial Bid** should contain only price Bid Form as mentioned in the **Annexure- III & III(A)**. **In case, any bidder encloses the financial bid within Techno-Commercial bid, the same shall be rejected summarily.**
- ii) All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in 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.
- iii) The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting or interpolation. Correction, if any, shall be made by neatly crossing out, initialling, dating and rewriting. The name and signature of bidder’s authorized person should be recorded 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.
- iv) Bidders must keep their offer valid for a minimum period of 180 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.
- v) 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. SCTIMST may also independently seek information regarding the performance from the clients.
- vi) The bidder is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the Institute calls for it.
- vii) **Incorrect or misleading information:** If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, SCTIMST reserves the right to reject such tenders at any stage.
- viii) 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.

- ix) Even though bidder 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.
- x) **Tender should be sent by Registered Post/Speed Post/By Hand within last date so as to reach us before closing date i.e by 03.00 P.M on 29th March 2021.**
- xi) Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of SCTIMST. Such Tender will not be treated as valid quotations. Tender sent through other than the above mode mentioned and Tender not submitted in the standard formats given in the tender document will be summarily rejected.
- xii) The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made and the successful bidder has to sign an agreement on appropriate non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.
- xiii) Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed.
- xiv) The Director, SCTIMST reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Director, SCTIMST shall be final. The work can be awarded to one or more agencies if need arises. Initially the contract will be for two years.

#### **Important Instructions**

- i. The bidder should be registered in India. The registered bidder should be operating in India for a minimum of 3 years with an objective of offering relevant IT solutions and Service that are subject matter of Bid document.
- ii. The bidder shall be single point of contract with SCTIMST and shall be solely responsible for the execution and delivery of the work.
- iii. The bidder must have successfully executed similar project(s) on all India basis. The proof in form of work/contract/satisfactory client report shall be enclosed. (Bidder's past achievement in this regard shall be considered for technical evaluation).

#### **Note: Similar nature of work means conduct & processing of CBT online entrance examination**

- iv. The bidder should own the source code of the software being used for conducting the exam. The organization should be able to make changes as required in any of the components of the software.
- v. The organization should comply with the defined software development cycle processes in the development and maintenance of the system used for conducting the exam.
- vi. The bidder should 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.
- vii. The bidder must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.

- viii.** To ensure that Uninterrupted Power Supply (UPS) facility are available at each Test Centre to IT infrastructure and to ensure that Generator facility are available at each Test Centre and to ensure adequate Air-conditioning in exam rooms for test.
- ix.** The bidder should have an in-house quality assurance and product testing professionals with a robust quality management processes that are followed to test and certify the system used to conduct the exam. The organization 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.
- x.** 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.
- xi.** 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 required of the system used to conduct the exam. Results of such performance test should be made available for each major release of the system used to conduct the exam.
- xii.** 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.
- xiii.** Suitable emergency management plan toward any crisis situations for server management, node management, additional locations, student/applicant data. In case of failure of the system leading to failure of the examination, the whole examination will be conducted again with cost of the second examination to be borne by the bidder concerned.
- xiv.** At any time before the deadline for submission of bids, SCTIMST may amend the tender document by issuing an addendum / corrigendum in the SCTIMST website only.
- xv.** 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 by SCTIMST.

**GUIDELINES FOR SUBMISSION OF TENDER**

The Tender should **INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:**

**1. PART-I: TECHNO-COMMERCIAL BID IN ONE SEALED COVER.**

- a) Annexure- I (Declaration) duly signed.
- b) Prescribed Format mentioned in the **Annexure- II** along with annexures.
- c) A Separate Demand Draft of **INR 5000 /-( Rupees Five Thousand only)** towards the cost of the Tender Document Fee to be drawn in favour of **“The Director, SCTIMST”**, payable at Trivandrum shall be enclosed along with the Tender.  
(This amount is non-refundable.)

**2. Part-II: FINANCIAL BID IN ONE SEALED COVER.**

- a) Prescribed format mentioned in the **Annexure- III**

**BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN ANOTHER SEALED COVER INDICATING THEREON:**

- A. Name of work and Tender No. : \_\_\_\_\_
- B. Due date & time for submission of the tender : \_\_\_\_\_
- C. Name of the firm : \_\_\_\_\_

The final sealed cover should be addressed to:

**The Dean (Academic),  
Division of Academic Affairs  
5<sup>TH</sup> Floor, AMCHSS, SCTIMST  
Medical College PO.,  
Thiruvananthapuram, Kerala– 695011.**

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO-COMMERCIAL BID. THE PRE QUALIFICATION DOCUMENTS INCLUDING TENDER FEE/ E.M.D. AS REQUIRED IN THE TENDER INVARIABLY BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

**NOTE: -TENDERS SUBMITTED WITHOUT FOLLOWING TWO-BID SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED**

## EVALUATION OF THE BIDS

### TECHNO-COMMERCIAL BID EVALUATION: -

The committee will evaluate and award the marks as detailed below. The committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation

### Criteria for Techno-Commercial Bid evaluation

| Sl. No                            | Description  | Marks Allotted  |
|-----------------------------------|--|-----------------|
| <b>1</b>                          | <b>Turn Over of the organization</b>   | <b>10 Marks</b> |
|                                   | Organization Turnover (Average Turnover of last 3 years) from business in INDIA.   |                 |
|                                   | Up to 24.9 Cr  | 2               |
|                                   | 25 – 49.9 Cr   | 4               |
|                                   | 50 – 74.9 Cr   | 6               |
|                                   | 75 and above   | 10              |
|                                   | <b>Note:</b> Organization must be profitable in atleast last 3 financial years   |                 |
| <b>2</b>                          | <b>Software/Solution</b>   | <b>10 Marks</b> |
|                                   | The organization should have in-house technical personnel to develop and maintain software and data used to conduct the exam and should follow well defined Software Change Management processes to manage changes in the software | 5               |
|                                   | Capability to upload question paper after the encryption is done at the client location  | 5               |
| <b>3</b>                          | <b>Approach &amp; Methodology</b><br><b>[Based on software demonstration to the committee]</b>   | <b>10 marks</b> |
| <b>4</b>                          | <b>Work experience</b>   | <b>35 Marks</b> |
|                                   | Past experience of similar nature in terms of no. of assignments (Conducting Online Examinations- LAN based CBT mode, in Exam centres all over India)  |                 |
|                                   | <b>No of Assignments for different customers in India</b>  |                 |
|                                   | No. of assignment with Unique customers <10  | <b>5</b>        |
|                                   | No. of assignments >=10  | <b>10</b>       |
|                                   | Any past experience in conducting entrance examination for any government body/Autonomous in at least 30 cities and upwards of 1,50,000 candidates   | <b>10</b>       |
| <b>Single shift capability</b>    |  |                 |
| 15,000 to 25,000 candidates       | <b>10</b>  |                 |
| <b>Double Shift Capability</b>    |  |                 |
| Conduct of upto 30,000 candidates | <b>15</b>  |                 |
| <b>5</b>                          | <b>Test Capability</b>   | <b>20 Marks</b> |
|                                   | <b>Infrastructure Capability</b>   |                 |
|                                   | 15,000—25,000 nodes  | 5               |
|                                   | Above 25,000 nodes   | 10              |
|                                   | <b>Man Power Capability</b>  |                 |
| Less than 200 employees           | 5  |                 |
| Above 200 employees               | 10   |                 |
| <b>6</b>                          | <b>Audit and Security</b>  | <b>15 Marks</b> |
|                                   | ISO 27001:2013 & ISO 9001:2015   | 5+5             |
|                                   | CMMi- Level 5 (uninterrupted for atleast in last 3 years)  | 5               |

### **CRITERIA FOR OPENING OF FINANCIAL BID:-**

The financial bid shall be opened only those bidders who have been found to be technically eligible i.e Bidders with Techno-Commercial Bid score of 60 and above will be qualified. The financial bids shall be opened in the presence of representatives of technically eligible bidders, who may likely to be present. The Institute shall inform the date, place and time for opening of financial bid.

Unopened financial bids of unsuccessful bidders should be returned. Earnest Money Deposit submitted by the unsuccessful bidders shall be released after opening of the financial bid of the successful bidder.

### **Evaluation and Comparison of Bids:-**

**There will be 70 % weightage for Techno-Commercial Bid and 30 % for Financial Bid**

#### **Financial Bid Evaluation:**

The Financial bid of those bidders, who qualify in the Techno-Commercial bid evaluation, will only be opened. The financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

#### **Quality and Cost based Selection (QCBS)**

The individual bidder's financial bid scores will be normalized as per the formula below:

**$F_n = F_{min}/F_b * 100\%$**  (rounded off to 2 decimal places)

Where,

**F<sub>n</sub>**= Normalized commercial score for the bidder under consideration

**F<sub>b</sub>**= Absolute financial quote for the bidder under consideration

**F<sub>min</sub>**= Minimum absolute financial quote

**Composite Score (S) =  $T_s * 0.7 + F_n * 0.3$**

The Bidder with the highest Composite Score(S) would be awarded the contract.



### **RIGHTS TO ACCEPT OR REJECT Tenders:**

A. The Tender is liable to be rejected inter-alia:

- a) If it is not in conformity with the conditions mentioned in the Tender document.
- b) If it is not properly signed by the bidder.
- c) If it is received by email or any other mode or other places in SCTIMST other than the address mentioned above.
- d) If it is received after the expiry of the due date and time.
- e) If the D.D towards the cost of the Tender Document fee is not enclosed / less than the prescribed amount.
- f) If it is not accompanied with valid documents.
- h) If the affidavit accepting the terms and conditions of the Tender is not submitted along with the Tender.

B. This office reserves the right to:

- a) Accept / Reject any of the Tenders in full or part thereof.
- b) Revise the requirement at any time or at the time of placing the order.
- c) Add, modify, relax or waive any or all of the conditions stipulated in the Tender specifications wherever deemed necessary.
- d) Reject any or all the Tender in part or full without assigning any reasons thereof

### **STANDARD OF PERFORMANCE**

The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques. The Bidder shall adhere to professional, engineering and consulting standards recognized by international professional bodies while observing sound management, technical and engineering practices. It shall apply appropriate advanced technology and safe and effective methods during execution of this Project and shall always act in respect of any matter relating to this agreement, as faithful advisors to SCTIMST. The Bidder shall always support and safeguard the legitimate interests of SCTIMST, in any dealings with the third party.

The Bidder shall abide by the provisions of the legislation(s), related to the Information Technology, prevalent in this country.

The Hardware, Software and other services provided under this contract shall conform to the standards laid down in the Scope of Work and Technical Specifications requirements and procured through proper channel. The Online Examination Application Software before installation will be subjected to 'Quality Assurance Test' prescribed by SCTIMST.

The security of the system should be foolproof and shall be treated as “**not foolproof**”, where unauthorized persons being able to access/infiltrate in to the system. The system may be the application software or a process adopted by vendor/bidder.

### **INTELLECTUAL PROPERTY RIGHTS**

No software or services covered by the contract shall be developed, sold, disposed or done by the Bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing of any patent right, trademark or similar right, or of any charge, mortgage or lien.

The Bidder shall warrant that there is no infringement of any patent or intellectual proprietary rights caused by the supply of IT Infrastructure and Software and the documents, which are subject matter of this project.

### **PERIOD OF CONTRACT**

The tendered rates and the period of contract shall be for a period of One (1) year from the date of tender is awarded.

### **PRICES**

The prices quoted for the items/services shall under no circumstances vary during the period of contract.

### **SUBCONTRACTS**

The award of contract to provide services shall not partly or fully be subcontracted with any one without the prior written consent of Director/Dean, SCTIMST.

### **FINAL DECISION MAKING AUTHORITY**

The Director, SCTIMST reserves the right to accept, or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by SCTIMST to the bidder(s).

### **CONFIDENTIALITY**

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the SCTIMST's business or operations without the prior consent of SCTIMST.

SCTIMST also reciprocally agrees with the Bidder that all information concerning trade secrets, know-how, technical data, research, products, development, inventions, processes, engineering techniques, strategies, internal procedures, employees and business opportunities, its customers either present or prospective and services rendered by the Bidder to such of its customers along with the information pertaining to its businesses and the proprietary information of the Bidder described herein as “confidential information”, belonging to the Bidder and which may come into the possession or custody of SCTIMST in the course of providing services by the Bidder hereunder shall not be disclosed or divulged to any third parties or make use or allow others to make use thereof either for its own benefit or for the benefit of others directly or indirectly.

### **SUSPENSION**

SCTIMST may, after giving a written notice of suspension to the Bidder, and considering the representation, if any, submitted to him within a period of 15 days from receipt of such notice, suspend all payments to the Bidder, if the Bidder fails to perform any of its obligations (including the carrying out of the services) provided that such notice of suspension:

- Shall specify the nature of the failure and
- Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

SCTIMST may engage some other agency for the completion of suspended work.

### **PERFORMANCE SECURITY**

The Successful Bidder shall furnish performance security of 3% of the total order value as demanded by SCTIMST, valid up to 60 days after the date of completion of the contract.

The proceeds of the performance security shall be payable to SCTIMST, as compensation for any loss (es) resulting from the failure of the Bidder to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by SCTIMST, for failure.

The Bidder has to deposit this security in the form of Bank Guarantee of a Nationalized Bank, in favour of the Director, SCTIMST, which is valid for the entire period. The Performance Security will be discharged by SCTIMST and returned to the Bidder not later than 60 days following the date of completion of the Bidder's performance obligations.

### **RISK CLAUSE**

1. The bidder shall at all times have standby arrangements for carrying out the work under the contract in case of any failure of the existing arrangement. SCTIMST has reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected agency at its choice for which the bidder has no right to question about it.

2. The bidder will also maintain a suggestion book at the all entrance examination centres for comments on the services rendered by it and hand over the same after signing in it to the institute.
3. The bidder shall meet institute representative regularly to take feedback regarding the security services.
4. The contractor shall not assign or sublet this Agreement or any part thereof to any third party without the previous approval of the Director of this institute.

### **CONSORTIUM**

No consortium will be entertained by SCTIMST. The bidder shall hold the full responsibility of the contract. Any consortium formed by the bidder at his end which was formed either to gain entry into the agreement with SCTIMST or during the project for the execution of the agreement will be at the sole risk and responsibility of the bidder and would lead to rejection of tender or termination of contract with penalty.

### **PENALTY CLAUSE**

1. If any of the stages specified, either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the bidder and not in any way attributable to the delay on the part of SCTIMST, a penalty @ 1% of the bid value of the delayed stage of the work, 1% per day (subjected to maximum 10% for 10 days) may be imposed and accordingly the time for the next stage be reduced by SCTIMST, to account for the delay.
2. If the delay adversely affects conduct of examination the performance security will be forfeited and other legal action would be initiated as per terms and conditions of bidder. SCTIMST may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the bidder.
3. If the service providing bidder does not provide the air Conditioning facilities and required numbers of invigilators in labs as well as other facilities mentioned in the tender document at Centre/s, the penalty will be imposed to it on the basis of feedback received from the candidates and it may up to 10% of quoting rates (per candidate rate) for each deficiency.
4. If confidentiality is not maintained double the contract amount will be imposed as penalty besides criminal action will be taken as per laws of the land.
5. Penalty will be imposed for providing wrong answer key by the bidder and result download due to wrong matching of data.
6. Penalty will be imposed for the error/loss of data during download/upload.
7. Any other penalty imposed by the Director, SCTIMST as deemed fit.

### **TERMINATION FOR DEFAULT**

Either Party may, without prejudice to any other course of action for material breach of contract, by written notice immediately. If the breach is not curable and by a written notice of 60 days to the other party, if the breach is curable and is not cured within the said notice period, terminate the agreement in whole or in part.

- The defaulting party fails to perform any or all of the obligations within the time period(s) specified in the agreement or any extension thereof granted, by the other party.

In the event of SCTIMST terminating the contract in whole or in part, SCTIMST may procure, upon such terms and in such a manner as it deems appropriate, items or services similar to those undelivered, and the Bidder shall be liable to SCTIMST for any excess costs for such similar items or services. However, the Bidder shall continue with the performance of the contract to the extent not terminated.

The Bidder shall stop the performance of the contract from the effective date of termination and hand over all the documents, data, equipment etc. to SCTIMST for which payment has been made. The Bidder may withdraw items, for which payment has not been made. No consequential damages shall be payable to the Bidder in the event of termination.

In case of termination of contract, all Bank Drafts furnished by the Bidder by way of Bid Security shall stand forfeited.

In case of suspension/termination, the Bidder shall be liable to pay compensation for any direct loss or additional liability, if incurred due to completion of work by another agency.

### **TERMINATION FOR CONVENIENCE**

SCTIMST, by written notice of at least 30 days sent to the Bidder, may terminate the contract, in whole or in part thereof, at any time for its convenience. The notice of termination shall specify that termination is for SCTIMST's convenience and also the extent to which performance of the Bidder under the contract is terminated, and the date on which such termination becomes effective.

SCTIMST shall accept the items/services, which are completed and ready for delivery within 30 days after the Bidder's receipt of notice of termination, at the contract terms and prices.

For the remaining items/services, SCTIMST may elect:

- To have any portion completed and delivered at the contract terms and prices; and /or
- To cancel the remainder and pay to the bidder an agreed amount for partially completed items/services and for services previously accomplished by the Bidder.

### **TERMINATION FOR INSOLVENCY**

SCTIMST may at any time terminate the contract by giving notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to SCTIMST.

### **ACCOUNTABILITY**

1. The Contractor has to get satisfactory certification from Institute Representatives who will be nominated to each centre as per the directions received from the Competent Authority
2. The contractor is liable for the fullest execution of the contract both work-wise as well as manpower-wise.

### **DISPUTE SETTLEMENT**

If any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with the construction, meaning, operation, effect, interpretation or breach of the contract which parties are unable to settle mutually, the same may first be referred to conciliation through a committee as agreed to by both parties.

If the parties are not able to resolve the dispute through the committee or do not opt for conciliation through the committee, the aggrieved party may invoke the arbitration clause as provided in the contract.

In the event of any question, dispute or difference whatsoever arising between the parties out of or in relation to the construction, interpretation, application, meaning, scope, operation, performance or effect of this tender contract or the validity or breach thereof, the matter shall be referred to the sole arbitrator agreed to by the parties. The award of the arbitrator shall be final and binding on the parties. The arbitrator may, from time to time, with the consent of the parties, change the time for making and publishing the award. The Arbitration and Conciliation Act, 1996 and the rules made there under, as amended from time to time shall be deemed to applicable to the arbitration proceeding under this clause.

The proceedings of the arbitration shall be carried out in THIRUVANANTHAPURAM which shall be subject to the jurisdiction of courts in THIRUVANANTHAPURAM.

### **RESIDUAL WORKS**

Any works/duties that are not specifically defined in this document and entrusted by the Competent Authority to the personnel engaged by the Bidder, the Bidder is liable to get all such works done as directed by the Competent Authority. The right to define and interpret the nature of work lies with the Competent Authority of SCTIMST and the Bidder will have no right to question the authenticity of these rights and shall have to complete the works as specified without delay failing which he will be liable to pay the penalty which will be decided by the concerned authority of SCTIMST. These works will be carried out by the workman engaged by the Bidder.

### **CONFLICT OF INTEREST**

The Bidder shall not have any conflict of interest. The selected bidder shall not engage in activities that conflict with the interest of the Institute under the Contract and shall be excluded from the continuation of the services under the contract.

**DISCLAIMER**

SCTIMST shall not be responsible for late receipt of bids for any reason whatsoever. The bids received late will not be considered and will be returned unopened to the Bidder.

**DECLARATION BY THE CONTRACTOR**

**DECLARATION**

1. I, .....Son/Daughter of Shri.....  
Proprietor/Partner/Director/Authorized Signatory of ..... competent to sign  
this declaration and execute this tender document.
  
2. I have carefully read and understood all the terms and conditions of the tender and hereby  
convey my acceptance of the same.
  
3. The information / documents furnished along with the above are true and authentic to the  
best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any  
false information / fabricated document would lead to rejection of my tender at any stage  
liabilities towards prosecution under appropriate law.

**Full Name of Bidder  
with address**

**Place:**

**Signature of Bidder  
with date**

**Date:**

**Seal of Establishment**

**N.B :** The above declaration, duly signed and sealed by the authorized signatory of the **company**,  
**should be enclosed with Techno-Commercial Bid.**



| <b>PROFORMA FOR SUBMITTING TECHNO-COMMERCIAL BID</b> |  |                                      |
|--|--|--------------------------------------|
| <b>Sl.No.</b>  | <b>Particulars</b>   | <b>To be filled in by the Bidder</b> |
| 1.   | Name of the Bidder   |                                      |
| 2.   | Date of establishment of the agency  |                                      |
| 3.   | Detailed office address of the Bidder with Office Telephone Number,  |                                      |
| 4.   | Contact Person/s with Mobile no(s).  |                                      |
| 5.   | Valid E-mail ID  |                                      |
| 6.   | Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act 1970. (Copies of all certificates of registration to be enclosed.)   |                                      |
| 7.   | PAN/TAN Number( copy to be enclosed)   |                                      |
| 8.   | Labour License Number (copy to be enclosed)  |                                      |
| 9.   | Service Tax Registration Number (copy to be enclosed)  |                                      |
| 10.  | EPF Registration Number (copy to be enclosed)  |                                      |
| 11.  | ESI Registration Number (copy to be enclosed)  |                                      |
| 12.  | Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If yes, provide details)  |                                      |
| 13.  | Do you own the complete source code of Application software used for complete online examination process (including test delivery system)<br>(If yes, provide the language/platform used and No. of releases and latest release no.) | Form-A Enclosed/Not Enclosed         |
| 14.  | Quality & Security Certification Details (ISO. & SEI- Level etc.)  |                                      |
| 15.  | Financial capability information   | Form-B Enclosed/Not Enclosed         |
| 16.  | Details of similar projects completed works during last three years  | Form-C Enclosed/Not Enclosed         |
| 17.  | Details of work under execution or completed   | Form-D Enclosed/Not Enclosed         |
| 18.  | Performance/Client Report of work referred in Annexure B & CI  | Form -E Enclosed/Not Enclosed        |
| 19.  | Details of technical and Administrative manpower to be employed for this project work  |                                      |
| 20.  | Infrastructural availability for the work  | Details to be enclosed               |
| 21.  | Conduct of at least one Indian Professional Competitive Examination on CBT mode in Multiple cities as well as capacity of minimum 5000 candidates in a single shift.   | Related work order to be enclosed    |

| <b>PROFORMA FOR SUBMITTING TECHNO-COMMERCIAL BID</b> |   |                                      |
|--|---|--------------------------------------|
| <b>Sl.No.</b>  | <b>Particulars</b>  | <b>To be filled in by the Bidder</b> |
| 22.  | List of test centres in prominent cities where the Bidder has conducted similar tests with validated nodes/computers, requisite hardware/software, appropriate technology, un-bridled connectivity, trained | Related work order to be enclosed    |
| 23.  | Approach & Methodology of this Project  | Details to be enclosed               |
| 24.  | Tender document Fee<br>(DD No, date & Name of the Bank)   |                                      |

Place:  
Date:

Signature of Bidder with date

Seal of Establishment

**SOFTWARE CAPABILITIES OF ORGANIZATION**

| Sl.No | Names & Addresses of Centres/Units, independently engaged in Software Development work | Level of Certification of Software Capability Maturity Model (SW-CMMi level) | Level of Certification of other equivalent systems of assessing software capabilities |                        |
|-------|--|--|---|------------------------|
|       |  |  | Name of Certifying organizations  | Level of certification |
|       |  |  |   |                        |
|       |  |  |   |                        |

**Note:** Please attach duly authenticated copies of certification claimed regarding the centre/unit dealing with this project.

**Particulars of Authorization of person signing these documents on behalf of the bidder.**

Name, Designation & Address of the authorized person:

Name, Designation &

Address of the person authorizing him/her for signing the document:

Type/form of the issued authority (whether power of attorney/Authorization letter etc.):

**(Please enclose the original authorization document.)**

**ANNUAL TURN OVER STATEMENT**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years and concurrent commitment for the current financial years are given below and certified that the statement is true and correct (A copy of Income –Tax report/Audit report for each year to be enclosed)

| <b>Sl. No.</b> | <b>Year</b> | <b>Turnover in Crores (INR )</b> |
|----------------|-------------|----------------------------------|
| 1.             | 2016-2017   |                                  |
| 2.             | 2017-2018   |                                  |
| 3.             | 2018-2019   |                                  |

Total - INR \_\_\_\_\_ Crores

Average Turn Over per annum

INR \_\_\_\_\_ Crores

Dated:

Signature of Auditor / Chartered Accountant

Seal

DETAILS OF SIMILAR PROJECTS EXECUTED DURING LAST 3 YEARS.

| Sl.<br>No.<br>1 | Name of Project &<br>Location<br>2 | Cost of<br>Project<br>3 | Name, Designation and<br>Address/ telephone<br>number of officer to<br>whom reference may<br>be made<br>4 | Remarks<br>5 |
|-----------------|------------------------------------|-------------------------|---|--------------|
|                 |                                    |                         |   |              |

Place:  
Date:

Signature of Bidder with date  
Seal of Establishment

**PROJECT UNDER EXECUTION OR COMPLETED**

| <b>Sl<br/>No<br/>1</b> | <b>Name of Project &amp;<br/>Location<br/>2</b> | <b>Cost of Project<br/>3</b> | <b>Name, Designation<br/>and Address/<br/>telephone number of<br/>officer to whom<br/>reference may be<br/>made<br/>4</b> | <b>Remarks<br/>5</b> |
|------------------------|---|------------------------------|---|----------------------|
|                        |   |                              |   |                      |

**Place:**  
**Date:**

**Signature of Bidder with date**  
**Seal of Establishment**

**PERFORMANCE REPORT OF PROJECT REFERRED IN FORM - B & C**

(Furnish this information for each individual project from the Employer for whom the work was executed)

- 1. Name of Project and Location**
- 2. Agreement No:**
- 3. Estimated Cost:**
- 4. Tendered Cost:**
- 5. Performance Reports/ assessment by clients**
  - a) Quality of Work: Excellent/ Very Good/ Good / Fair
  - b) Resourcefulness: Excellent/ Very Good/ Good/ Fair

**Place:**  
**Date:**

**Signature of Bidder with date**  
**Seal of Establishment**

**DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE PROJECT**

| <b>Sl. No</b> | <b>Designation</b> | <b>Total number of Employees in that Category</b> | <b>Name</b> | <b>Qualification</b> | <b>Professional Experience and details of projects carried out</b> | <b>In what capacity these would be involve in this work</b> | <b>Remarks</b> |
|---------------|--------------------|---|-------------|----------------------|--|---|----------------|
| 1             | 2                  | 3   | 4           | 5                    | 6  | 7   | 8              |
|               |                    |   |             |                      |  |   |                |

**Place:**  
**Date:**

**Signature of Bidder with date**  
**Seal of Establishment**



**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

| Sl. No. | Documents to be submitted   | Submitted | Not Submitted | Remarks |
|---------|---|-----------|---------------|---------|
| 1       | Copy of Registration of the Firm  |           |               |         |
| 2       | Copy of Registration Certificate of EPF   |           |               |         |
| 3       | Copy of Registration Certificate of ESI   |           |               |         |
| 4       | Copy of Labour License  |           |               |         |
| 5       | Copy of Service Tax Registration  |           |               |         |
| 6       | Copy of PAN/TAN Card  |           |               |         |
| 7       | Certificate Regarding the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India.   |           |               |         |
| 8       | Approach & Methodology of this Project  |           |               |         |
| 9       | Quality & Security Certification Details (ISO. & SEI-CMMi Level etc.)   |           |               |         |
| 10      | Financial capability information  |           |               |         |
| 11      | Details of similar projects completed works during last three years   |           |               |         |
| 12      | Copies of work order under execution or completed   |           |               |         |
| 13      | Copy of Performance/Client Report   |           |               |         |
| 14      | Copy of Details regarding technical and Administrative manpower to be employed for this project work  |           |               |         |
| 15      | Infrastructural availability for the work   |           |               |         |
| 16      | Conduct of at least one Indian Professional Competitive Examination on CBT mode in Multiple cities as well as capacity of minimum 20000 candidates in a single shift.   |           |               |         |
| 17      | List of test centres in prominent cities where the Bidder has conducted similar tests with validated nodes/computers, requisite hardware/software, appropriate technology, un-bridled connectivity, trained proctoring staff etc. |           |               |         |
| 18      | Tender document Fee (DD No, amount, date & Name of the Bank)  |           |               |         |

**Place:**

**Date:**

**Signature of Bidder with date**

**Seal of Establishment**

**FINANCIAL BID FORMAT**

(The rate quoted in this page will be taken into account for evaluation of Financial Bid)

**Name of the Work: Online Examination (Computer Based Test) Conduct and Processing for various Examinations of SCTIMST, Trivandrum****SINGLE SHIFT**

| Rate per candidate including agency charges<br>(A) | GST/Other Taxes per candidate@ ____%<br>(B) | Total Cost per Candidate including all taxes<br>(A)+(B) |
|--|---|---|
|  |   |   |

**Total Cost (In Words):** \_\_\_\_\_**SPLIT- UP DETAILS OF RATE QUOTED PER CANDIDATE**

| Sl. No.      | Details   | Amount |
|--------------|---|--------|
| 1            | Infrastructural Price   |        |
| 2            | Invigilation charge   |        |
| 3            | Examination Software  |        |
| 4            | Biometric   |        |
| 5            | WebCam  |        |
| 6            | Video Surveillance  |        |
| 7            | Jammer  |        |
| 8            | Staff   |        |
| 9            | Stationery Charges  |        |
| 10           | Technical assistance at SCTIMST for monitoring upload/download of files, reports generation as per format, etc. |        |
| 11           | Any other Charges: _____  |        |
| <b>TOTAL</b> |   |        |

Total Rupees (in words): \_\_\_\_\_

**Place:****Date:****Signature of Bidder with date  
Seal of Establishment**

**ANNEXURE –III (A)****FINANCIAL BID FORMAT**

(The rate quoted in this page will not be taken into account for evaluation of Financial Bid)

Name of the Work: Online Examination (Computer Based Test) Conduct and Processing for various Examinations of SCTIMST, Trivandrum.

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**SINGLE SHIFT (SINGLE DAY)**

| Sl.No | No. of Candidates (Range) | Rate Per Candidate | GST/Other Taxes | Total Cost per Candidate |
|-------|---------------------------|--------------------|-----------------|--------------------------|
| 1     | Upto 100                  |                    |                 |                          |
| 2     | Upto 200                  |                    |                 |                          |
| 3     | Upto 500                  |                    |                 |                          |
| 4     | Upto 1000                 |                    |                 |                          |

**MULTIPLE SHIFT (SINGLE DAY)**

| Sl.No | No. of Candidates (Range) | Rate Per Candidate | GST/Other Taxes | Total Cost per Candidate |
|-------|---------------------------|--------------------|-----------------|--------------------------|
| 1     | Upto 100                  |                    |                 |                          |
| 2     | Upto 200                  |                    |                 |                          |
| 3     | Upto 500                  |                    |                 |                          |
| 4     | Upto 1000                 |                    |                 |                          |

**Place:**

**Date:**

**Signature of Bidder with date  
Seal of Establishment**

**ANNEXURE – IV**

**EXAM CITIES FOR ENTRANCE EXAMINATION**

| Sl. No. | Exam City          |
|---------|--------------------|
| 1       | AHMEDABAD          |
| 2       | BENGALURU          |
| 3       | BHUVANESWAR        |
| 4       | CHENNAI            |
| 5       | KOLKATA            |
| 6       | MUMBAI             |
| 7       | NEW DELHI          |
| 8       | HYDERABAD          |
| 9       | KOCHI              |
| 10      | THIRUVANANTHAPURAM |