GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING AND TECHNOLOGY
(A CFTI, Estd. by Ministry of Education, Govt. of India)
P.O. Narayanpur, Dist. Malda, 732141, West Bengal, India

CPPP Ref Tender No: 2021_GKCIE_626025
Tender ID: GKCIET/e-TENDER/2021/05   **Date: 07/04/2021**

Subject: Tender for Outsourcing of Agency for Processing of Recruitment Examinations (Computer Based Examination) for Ghani Khan Choudhury Institute of Engineering and Technology

e-TENDER NOTICE

1.   Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET) invites online Tenders through **CPP Portal https://eprocure.gov.in/eprocure/app** from eligible, reputed and qualified IT Firms/Agencies (bidders)with sound technical and financial capabilities for implementation and maintenance of Computer Based Recruitment Examinations for Ghani Khan Choudhury Institute of Engineering and Technology(Please seeAnnex I for detailed scope of work).

2.   All interested and eligible agencies are requested to send their quotation in **Two Bid System** for the above work stipulated in this bid document**.** Particulars of the tender are as follows;

Sl. No.	Particulars	Details
1	Tender ID. & Date	GKCIET/e-TENDER/2021/05, Dated 07/04/2021 CPPP Tender Ref No: 2021_GKCIE_626025
2	Type of Tender	Open e-Tender
3	Selection Method of the Agency	Contract will be awarded to the agency (bidder) with the highest score based on the QCBS Evaluation Method
4	Request for Proposal (RFP) issued by	Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET), P.O. Narayanpur, Dist. Malda, 732141, West Bengal, India
5	Availability of RFP	RFP can be downloaded from www.gkciet.ac.in and CPPP portal
6	Publish Date	09/04/2021
7	Document Download Start Date	09/04/2021
8	Pre-Bid Conference Date	13/04/2021
9	Document Download end Date	30/04/2021
10	Bid Submission Start Date	15/04/2021
11	Bid Submission End Date	30/04/2021
12	Estimated Cost:	Rs22.2 Lakhs
13	Tender Fee (non-refundable)	Rs 1,000/- (Rupees one thousand only)
14	EMD (refundable but non-interest bearing)	EMD: Earnest Money Deposit of Rs 70,000/- (Rupees Seventy Thousands only). Demand Draft in favour of the Account Officer, GKCIET, Malda payable at Malda.
15	Price Bid and item details	As per Price Format uploaded at CPP Portal *Note:* Price Bid should be submitted in given format only. No any other format shall be accepted.
16	Last Date of sending DD for Tender Fees and EMD	Within 7 days after completion of bid submission end date.

IMPORTANT NOTES:

i. Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda, West Bengal was established in 2010 by the Ministry of Human Resource Development, Govt. of India under the mentorship of National Institute of Technology, Durgapur. The Institute was established with the objective to create a multi-layered inter disciplinary and inter-sectorial efficient professional technical manpower to act as an international podium for the development and transfer of technical competence in academics. The Institute is devoted to provide leadership, organizational expertise, technical assistance and the other resources required to meet the demand. GKCIET is at a distance of 7 km from Malda central railway station and 0.7 km from 34 No. National Highway.

ii. GKCIET will assess the ability of the agencies based on its past record, profile and on such other criteria and only those found fit will be considered.

Instruction for Online Bid Submission

1. Tender Documents can be downloaded from the Central Public Procurement (CPP) Portal www.eprocure.gov.in/eprocure/app or from GKCIET website http//www.gkciet.ac.in. However, the bidding process (submission and finalization) will be done in online mode at CPP Portal. The bidders may submit their bid only though uploading in the CPP Portal https://eprocure.gov.in/eprocure/app. No bids received by post or by hand or by FAX/E-mail, any other modes would be considered for evaluation.

2. The bidders are required to submit soft copies of their bids electronically on the CPPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP Portal.

3. More information useful for submitting online bids on the CPPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app

4. **REGISTRATION:** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) as per CPPP portal guideline.

5. **SEARCHING FOR TENDER DOCUMENTS:** There are various search options built in the CPPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPPP Portal.

   Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

   The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

6. **SUBMISSION OF BIDS**

   a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

   b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

   c) Bidder has to select the payment option as "offline" to pay the EMD and Tender fees as

applicable and enter details of the instrument and upload all other details in the portal accordingly.

7. **ASSISTANCE TO BIDDERS:**

   a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

   b) Any queries relating to the process of online bid submission or queries relating to CPPP Portal in general may be directed to the 24x7 CPPP Portal Helpdesk.

   c) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e- submission of the bids online through the Central Public Procurement Portal for e Procurement at https://etender.gov.in/eprocure/app.

8. **Instructions:**

   a) The offer must be submitted in Two Bid - Two Envelope only though uploading in the CPP Portal, before the last date & time for bid submission.

   b) Bidders must submit their digitally signed bids. The covers will contain the following documents:

   A. <u>Cover 1</u>
   i. EMD and Tender fees Details (original instrument shall be sent to Tender issuing authority).
   ii. Photocopy of PAN card issued in the name of the bidder's firm.
   iii. GST registration.
   iv. Proof of establishment of Firms.
   v. Proof of registration with any other central government organization (if any)
   vi. Similar work order/contract and performance report.
   vii. Proof of turnover by way of Audited Balance Sheet/Auditor's certificate for the financial year 2017-18, 2018-19, and 2019-20.
   viii. Copy of Income Tax return copies (last three years) for the financial year 2017-18, 2018-19, and 2019-20.
   ix. Copy of the NIT Document duly signed on every page by the authorized Signatory
   x. Blacklisting certificate if they are blacklisted from any Organization
   xi. Bidder's details.
   xii. Authorization certificate i.e. ISO-27001, ISO 20000, ISO 9001 and SEI CMMi Level 3 or higher for the last 3 years.
   xiii. The proof of ESI/PF registration or self-declaration shall be submitted.
   B. <u>Cover 2</u>
   i. Price Bid. (Separate in second Envelop in Price Bid MS-Excel format.)

9. **List of Enclosure:**

ANNEXURE-I:	GENERAL TERMS AND CONDITIONS
ANNEXURE-II:	FINANCIAL INFORMATION
ANNEXURE-III:	THE DETAILS OF EXPERIENCE OF SIMILAR WORKS
ANNEXURE-IV:	STRUCTURE OF THE ORGANIZATION
ANNEXURE-V:	DETAILS OF THE TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THIS WORK
ANNEXURE-VI:	PRICE SCHEDULE FORMAT
ANNEXURE-VII:	FORMAT FOR ACCEPTANCE OF TERMS & CONDITIONS OF THE TENDER
ANNEXURE-VIII:	MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER
ANNEXURE-IX:	LETTER OF GUARANTEE
ANNEXURE-X:	CHECK LIST

Date: …………   (Assistant Registrar)

ANEEXURE 1

GENERAL TERMS AND CONDITIONS

1. 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, OA Certification and Deployment into production.

2. The Bidder must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.

3. The Bidder should have an in-house quality assurance and product testing team with a robust quality management processes that are followed to test and certify the system used to conduct the exam. The bidder should maintain documented test cases and maintain evidence of successful test execution covering all test cases. Rigorous testing must be done for major as well as minor and patch releases.

4. 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.

5. 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 tests should be made available for each major release of the system used to conduct the exam.

6. 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.

7. Suitable emergency management plans towards any crisis situations/redundancy of servers, nodes additional center locations, students' data etc. should be maintained by the Bidder.

8. The Bidder should be able to support the entire solution (across INDIA) on a 24 7 basis with a maximum response time of 3 hours.

9. At any time before the submission of bids, GKCIET, Malda may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments.

10. 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 GKCIET, Malda.

11. 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 contain only commercials. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.

12. 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. Tenders made by fax and those received late will not be entertained.

13. The Responses should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head.

14. The bidder should enclose bid security (EMD) of GKCIET, Malda in form of Demand Draft drawn in a favor of Account Officer, GKCIET payable at Malda. The tenders without EMD shall be summarily rejected. No exemption for EMD will be entertained. The successful bidder shall be required to deposit performance security in form of bank guarantee valid upto successfully complete of work, equal to ten percent (10%) of quoted value within 15 days from the date of the award of the work. The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The EMD of the successful bidder shall be returned only after the signing of the contract along with performance security deposit. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document.

15. 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. GKCIET, Malda may also independently seek information regarding the performance from the clients.

16. The Bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless GKCIET, Malda calls it for.

17. Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.

18. Prospective bidders may seek clarification regarding the project and/or the requirements for prequalification, in writing through mail within a reasonable time.

19. The tender document has to be downloaded from CPP Portal or GKCIET, Malda web site (www.gkciet.ac.in) and to be submitted to CPP Portal only along with a **Tender Fee of Rs 1,000** in the form of demand draft in favor of Account Officer, GKCIET payable at Malda. There is no exemption from payment of tender fees and tenders without requisite fees shall not be accepted. **The technical and financial documents should be submitted through CPPP portal only. DD for Tender fees and EMD should be send separately in sealed envelopes super scribing "Tender for Outsourcing of Agency for Processing of Recruitment Examinations (Computer Based Examination) for GKCIET, Malda"** withinthe due date and time as stipulated in the tender notice. Late tenders shall not be accepted.

20. Total price (with taxes) include basic price, all taxes, other charges (in any). Comparison will be made on total price (inclusive all).

21. The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letter head. A Scan copy of the cancelled cheque can also be attached for verification of IFSC code (if required).

22. All disputes arising shall be subject to the jurisdiction of appropriate court of Malda alone and shall be governed by the law of India. GKCIET, Malda reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of GKCIET, Malda shall be final.

23. The payment shall be in Indian Rupees and shall be paid only after successful completion of work. The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over runs etc.

24. Bidders are neither allowed to join hands to participate in the tender with other nor allowed to submit multiple bids. Any such act will make the bid liable for rejection.

25. Even though bidders may satisfy the above requirements, they may be disqualified:

   - If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.
   - If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
   - If confidential inquiry reveals facts contrary to the information provided by the bidder.
   - If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.

   In such cases, GKCIET, Malda has the right to reject the bid.

26. In case of any failure and/ or lockdown during examination, has to be rescheduled without involving any additional cost from GKCIET, Malda

27. **Scope of Work**:

   A. **Activities**: A system for implementation and maintenance of Computer Based Recruitment Examinations process. The system shall mainly comprise of the following activities:

   - Data Entry, Generation and distribution of Admit cards
   - Setting-up of Help desk
   - Secured platform for Question paper/s creation
   - Conduct of Computer Based Examination
   - Preparation/compilation of Result
   - Generation of Merit List

   B. **Volume of work:**

   - Total number of candidate to be assessed in CBE will be approximately 3000
   - Tentative date of the examination – month of May
   - Exam will be conducted in single or multiple shift in a day
   - Duration of the examination – 120 minutes
   - Exam will be conducted in 4 metro cities approximately (preferably within Delhi, Mumbai, Kolkata, Chennai and Guwahati)

   C. **Resource to be available from the GKCIET:**

   - Candidate application master data
   - Question Paper/s for the examination.
   - Business Rules for merit list generation

   D. **Detailed Scope of Work:**

   This Scope of Work has been divided into following three broad phases:

   - Pre- Examination Phase
   - Examination Phase
   - Post Examination Phase

   D.1. Pre Examination Phase

   ✓ The successful bidder shall make provisions for generation and distribution of admit cards. The candidate should be able to download and take a printout of the successfully filled applications.

- ✓ The successful bidder is expected to draw the examination plan and design the examination processes as follows:
  - ❖ Complete Security management processes
    - ○ Physical Security
    - ○ Information Security
    - ○ Server Security
    - ○ Network Security
  - ❖ Candidate handling process
    - ○ Mapping of candidates details with Exam Centers
    - ○ Validation and verification of identity of candidates
    - ○ Attendance and biometric (photograph and thumb impression) handling
    - ○ Machine/seat allocation and handling of security parameters
    - ○ Bulk/individualized SMS
    - ○ Bulk/individualized emails
    - ○ Customer care number for responding to queries

- ✓ The successful bidder shall prepare and provide Standard Operating Procedure (SOP) for all processes for safe and secure conduct of examination along with rules for contingency and exception handling/ emergency procedures.

- ✓ The Successful bidder shall provide specifications for Hardware and Software required at all the following stages of the examination:
  - ▪ Data entry for Admit card and application form
  - ▪ Generation and distribution of Admit cards
  - ▪ Exam Centers
  - ▪ Devices and systems to be used for authentication and audit trail mechanisms required for Exam.

- ✓ The Successful bidder shall provide consulting, training and manpower support to handle the entire Examination. The required Hardware, Software, networking including Internet (leased line) shall be installed by the Successful bidder on lease/rent basis, whose cost would be covered under the commercial bid.

- ✓ The successful bidder shall provide secured platform for Question Paper creation.

- ✓ The Successful bidder shall securely transmit, download, install and implement Question Papers to the examination centers.

- ✓ The Successful bidder shall identify required Exam Centers in the major cities of across India ensuring that 10% of the systems are available as backup per shift i.e. if 100 systems are going to be used, the center shall have 110 systems available per shift. Bidder's having owned infrastructure will be given preference.

- ✓ The Successful bidder shall ensure that all Exam Centers have the prescribed Hardware, Software, Internet and LAN connectivity for conducting Examination.

- ✓ The Successful bidder shall ensure that UPS facilities and Generator facility are available at each Exam Centre for un-interrupted power.

- ✓ The Successful bidder shall carry periodic audit at Exam Canters for
  - ▪ Hardware, Operating System, Processor Speed, RAM, Network and internet connectivity, Key Boards, mouse etc.

- Software – Screen resolution, bandwidth for internet and LAN connectivity, Browser.
- Working condition of UPS and Generator.

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

✓ The Successful bidder shall provide a facility to candidates for static mock link for mock test within a fortnight of signing the contract. The same facility should also be available online to be run through web server. The mock test should be a replica of the examination software.

✓ The Successful bidder shall provide help to candidates through a call center (telephone/email) ensuring service quality on a 9x6 basis.

✓ The Successful bidder shall host and manage the examination process through intranet based solution at Exam Centers.

✓ The Successful bidder shall ensure checking of original documents and admit card of the candidates at the examination gate.

✓ The successful bidder shall ensure complete biometric registration process of the candidates (digital photo, etc.) and allow candidates to appear for exam at Exam Centre through randomly allotted seat/machine. The biometrics taken at this stage shall be used later for authentication purposes during interview or joining of selected/shortlisted candidates.

✓ Individual password shall be given to each candidate by the Successful bidder at the examination center after the biometric registration process.

✓ The Successful bidder shall ensure that the Signature of the candidate is taken in the attendance sheet and Verification of the signature in attendance sheet is done vis-à-vis the signature in the admit card

✓ The Successful bidder shall arrange/provide adequate displays and provide required instructions/ information to the candidates appearing for exam at Exam Centers.

✓ All pre-examination phase processes shall be carried out by the Successful bidder in consultation with GKCIET, Malda.

D.2. Examination Phase

✓ The Successful bidder shall provide adequately trained manpower as per the ratio mentioned below (each Exam Centre should have the following minimum number of personnel, as described below, to be deployed by the Successful bidder):

iii.   Exam Centre Administrator – 1
    ii.   IT Manager – 1 per 250 nodes (minimum 1 per center)
    iii.   Invigilators - 1 per 30 nodes
    iv.   Support Staff – Minimum 1 per 100 students (Suitability need to be justified with centers) and locations
    v.   Security Guards – Minimum 1 per 100 students (Suitability need to be justified with centers)
    vi.   Peons – Minimum 2 per 100 students

The above staff should be increased proportionately on the basis of size of the center in terms of nodes for exam.

✓ The Examination shall be computer based with the questions being provided onscreen on a random basis with multiple choice answers, without any manual intervention.

- ✓ Sufficient time of 10 minutes shall be allotted before the exam for providing orientation to the candidates on the structure of the exam, time limits and guidelines for answering the question papers.
- ✓ Computer based exam software should support standard features such as automatic calculation of test score, negative marking, time left, flag questions for review, navigation to unanswered questions and prompt for submission.

Minimum Candidate System Pre-requisites

Screen Resolution	1024 X 768
Operating System	Windows 7 or higher or any other OS for conducting computer based examination.
Browser	Internet Explorer 7.0 or above as supported by above Operating Systems
Browser settings	Java Script enabled Pop-up blocker disabled Under 'Settings' of 'Temporary Internet Files', set 'Check for newer versions of stored pages' to 'Every visit to the page' Proxy disabled (Direct Internet) USB disabled, Keyboard disabled during exam after login

Minimum Exam Centre Server Prerequisites:

Processor	CPU Speed: 1.5 GHz or above.
RAM	4GB or higher
Screen resolution	1024 X 768
Operating system	Compatible for candidates systems as clients, must meet the performance criteria
Performance Criteria	▪ Must support at least 100 clients without any perceivable degradation in performance. All mouse/key clicks are to be recorded for each client with time stamp for audit purposes. ▪ Response time for question/page loading must be less than 5 seconds. ▪ All responses to be acted upon in real time.

- ✓ Required number of servers for a center must be provided by the Bidder for assured performance. Additional equivalent and suitable servers for backup will need to be provided by the Bidder.

- ✓ The Bidder shall arrange/provide adequate displays and required instructions/ information to the candidates appearing for test at Examination Centers.

- ✓ Required number of servers for a center must be provided by the Successful bidder for assured performance. Additional equivalent and suitable servers for backup will need to be provided by the Successful bidder.

- ✓ The Successful bidder shall arrange/provide adequate displays and required instructions/ information to the candidates appearing for test at Examination Centers.

- ✓ While exam will be conducted on local LAN, data of test progress should be transferred to central server every 5 minutes for monitoring purposes. Successful bidder should provide reports to GKCIET, Malda to view the test progress.

- ✓ The Successful bidder shall maintain audit trails of all activities of the candidate (click by click) during the course of the examination.

- ✓ The Successful bidder shall obtain candidate's feedback through online Feedback Form, after the examination is over.

- ✓ The Successful bidder shall provide stationary such as blank paper sheet/s to the candidates as per requirement.

- ✓ The Successful bidder shall have a contingency plan for Candidate management/Shifting in case of any emergency.

- ✓ The successful bidder should have capabilities of CCTV surveillance system to monitor and capture the activity of candidates /centres. All the exam halls should have CCTV surveillance cameras installed in a way that activities each candidate is captured. CCTV camera feeds should be stored locally.

- ✓ CCTV camera should record Exam Center activities from 30 minute before to 30 minutes after the examination. The successful bidder will be required to handover the CCTV camera feeds to GKCIET, Malda for all the Computer Based Exam within 20 days after the examination after its proper sealing.

- ✓ The Successful bidder shall monitor and supervise Exam Centre activities on monitoring console to be installed by the Successful bidder in GKCIET, Malda office at Malda. The data should be real time data generated from each Exam Centre during the examination.

- ✓ At the end of the exam, transfer/export of candidate response and audit trails shall be done by the Successful bidder on secured channel from local server to Central server of the Successful bidder within 4 Hour from each exam center. Other data such as attendance sheet, seating plan etc. (if any) should be sent to GKCIET, Malda within 7 days of conclusion of each exam shift.

D.3. Post Examination Phase:

- ✓ The Successful bidder shall calculate marks obtained by each candidate as per requirement of the GKCIET, Malda.

- ✓ The candidate's responses, biometric, audit rails should be uploaded automatically from the local server to Successful bidder's data center in a secured manner. There should not be any traces of any data pertaining to candidate whatsoever post uploads left on the exam server.

- ✓ The Successful bidder should be able to hand over the raw responses/data to GKCIET, Malda immediately (same day) after the candidate's response upload from local exam server. The software should have capability to take the answer key post examination.

- ✓ The Successful bidder shall ensure Generation of Merit list based on the rules/validation shared by GKCIET, Malda.

- ✓ The Successful bidder shall provide documented inputs and support for handling

  - ▪ Candidates queries
  - ▪ RTI queries
  - ▪ Court Cases

- ✓ The successful bidder should support biometric verification of shortlisted/selected candidates during joining formalities. The successful bidder should be able to utilize the candidate biometric data captured at test center before exam for biometric verification purpose for joining formalities of selected/shortlisted candidates.

- ✓ **Note:** The Successful bidder will have to carry/ demonstrate complete System Test Run (STR) with test data to GKCIET, Malda before implementation the

software. The Successful bidder should also be able to demonstrate click by click audit trail for any type of enquiry.

✓ **Test Data Archiving**: The Successful bidder shall archive the examination data (excluding CCTV footage) for future references after specified time, as per requirement of GKCIET, Malda. CCTV footage will be handed over to the client within 20 days once assessment is over and this need not be retained by the Successful bidder. Remaining examination related data like answers, results, logs etc. will be retained by Successful bidder as long as contract is valid.

✓ **MIS generation/ customized reports**: The Successful bidder shall provide adequate information to the Recruitment section as per the requirement of GKCIET, Malda.

28. **Implementing Social Distancing measures:**

a. In view of the ongoing global pandemic and lock down due to COVID 19 and Govt. guidelines certain norms like social distancing, sanitization of premises, wearing of masks etc. and other protocol have been issued as measures to mitigate the spread of the virus. GKCIET, Malda intends to implement these norms in the exams.

b. The social distancing measures and SOPs included in the scope are:

✓ Queue Manager / Rope for Crowd Management (As per requirement)
✓ Volunteer(s) for Crowd Management and orderly movement outside the gate (ratio 2 per 125 candidates)
✓ Additional Cleaning Staff for Sanitizing workstations/ classroom before & after the shift (ratio 3 per 125 candidates)
✓ 5% additional special isolated space for unwell candidates with additional arrangements in the lab/ classroom at each center.
✓ Additional volunteers in the isolated lab/ classroom.
✓ PPE kit for volunteers and invigilators in the isolated lab/ classroom
✓ N-95 mask for isolated candidates
✓ Gloves for isolated candidates
✓ 3 Ply Surgical Face Masks for staff (1 per staff per day)
✓ Hand Gloves for staff (As per requirement)
✓ Provision of Volunteer with Thermo Gun at entry gate (ratio 1 per 125 candidates).
✓ Provision of Disinfectant liquid for spraying in the venue.
✓ Provision of Disinfectant backpack spray machines for spraying floors, walls, etc.(2 per venue)
✓ Provision of Additional Notice Board.
✓ Provision of Spray bottles (3 per venue), Sponges/cloth for disinfecting items such as workstations, door handles.
✓ Provision of Liquid hand soap & Sanitizers in washrooms and at entry gate.
✓ Hand Sanitizers at different locations (As per requirement)
✓ Provision of Bottles disposal bins.
✓ Cardboard boxes for document collection as applicable (As per requirement)
✓ 3 Ply Surgical Face Masks for all the candidates (1 per candidate)
✓ Pen for all the candidates (1 per candidate)

29. **Essential Technical Pre-requisite:**

I. **Organizational Level:**

a) The bidder should be a company/ firm registered (minimum 10 years old) in India. The registered bidder should be operating in India for a minimum of 5 years with an objective of offering relevant Computer Based Examination Services that are the subject matter of this tender.

b) The bidder should participate as a single entity, no consortium or group companies will be allowed.

c) The bidder shall be single point of contact with GKCIET, Malda and shall be solely responsible for the execution and delivery of the work. The Bidder will provide examination delivery software.

d) The average turnover of the bidder should be minimum **Rs. 2 crores** with after tax in each of during last 3 consecutive financial years. The turnover should be of the bidder and not of the group companies or consortium. The turnover refers to a company and not the composite turnover of its subsidiaries/sister concerns etc. for 2017-18, 2018–19 and 2019-20.

e) The bidder's Average Annual Turnover in last three financial years should be **Rs.25 lakhs**or more in India from Computer Based Examination (Attach documentary evidence such as audited Balance Sheet etc.).

f) The Bidder should be registered with appropriate tax authorities such as Income Tax, GST and should submit valid certificates of registration with these authorities.

g) The bidder must have successfully executed similar projects (conduct of CBE) in all India basis for any Central/State Govt. Organizations, Higher Educational Institutes, out of which at least one project should be Conduct of CBE with capability of 5,000 or more candidates appeared in a single shift. The documentary evidence in form of work order/contract and performance report must be enclosed on the client's letterhead. (Bidder's past achievement in this regard shall be considered for technical evaluation).

h) Any experience as a consortium partner will not be considered.

i) The bidder must have primary data center with DR site infrastructure for data Security. Both the Data Centers should be located in India in different seismic zones. The data center must be Tier III and ISO certified. Data Center should be certified as per the Government of India Guidelines. The infrastructure of the bidder must be Cert – in certified as per Govt. of India guidelines.

j) The bidder must be able to conduct computer based examination in multidisciplinary / multiple subjects as well.

k) The bidder must have authorized and globally accepted certifications i.e. ISO-27001, ISO 20000, ISO 9001 and SEI CMMi Level 3 or higher for the last 3 years.

l) The contract shall be on "End to End outsource basis" and the bidder should have all relevant facilities and logistics available to execute the work. Bidders having CMMI Certificate in Services will be given preference.

m) The bidder must show and submit suitable emergency management plan during any crisis situations/ redundancy of servers, switches, nodes additional center locations, students' data.

n) The bidder should not have been blacklisted by central / state government departments / undertakings.

II. Assessment Platform Level

a) The proposed software must be in-house developed by the bidder and the bidder must own the complete source code of the software being used for conducting the Computer based exam. Bidders having CMMI certificate in Development will be given preference.

   i. The bidder should have all the necessary components and dependency of source code of computer based examination system in place so that any change required in any of the components of the software can be undertaken by their

in-house technical team. Required skills should be made available to make necessary configuration changes. The major/minor configuration changes in software requested by GKCIET, Malda must be met immediately. The bidder should have at least regular 50 or more technical employees employed in-house in India for Conduct of exam, development of software, maintenance of software, networking and data security. The proof of ESI/PF registration or self-declaration shall be submitted.

ii. Different versions of Software code should be managed appropriately in a standard version control system within the organization.

iii. Software code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster.

iv. The bidder should own the test cases and regression testing code to produce, to prove that they have done necessary testing of the software to scale up to conduct large scale assessments. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster-Recovery.

v. 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.

vi. The bidder should have in-house quality assurance group and a strong quality management system to do quality check of the software.

vii. Proper security provision for source codes shall be maintained.

b) The proposed software should be Govt. of India compliant CERT-IN certified for IT security and STQC certificate.

c) The bidder must use 256 bit encryption for Question paper transfer.

d) The bidder should be able to support the entire solution (across INDIA) and response in a reasonable timeframe.

e) The system should support question randomization with option shuffling ensuring that no two question papers are alike.

f) At any time before the submission of bids, GKCIET, Malda may amend the tender by issuing an addendum in writing or by standard electronic means. If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended if required by GKCIET, Malda. GKCIET, Malda has right to cancel or modify the tender.

30. Evaluation and Comparison of Bids

a) Detailed technical evaluation shall be carried out along with other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation.

b) The evaluation committee may call the responsive bidder(s) who comply with all terms and conditions of the tender for discussion and presentation to facilitate and assess their understanding of the scope of work and its execution. The bidder should give a detailed presentation on how their technology is best suited for GKCIET, Malda. However, the committee shall have sole discretion to call for discussion/presentation.

c) The Financial Bid of those Bidders who have been found to be technically eligible will be opened. The Financial bids of ineligible bidders will not be opened.

d) Contract will be awarded to the agency (bidder) with the highest score based on the Quality and Cost based selection (QCBS) Evaluation Method. For the same,

    i. 50 % weightage will be awarded for Technical Evaluation and 50 % weightage will be awarded for Financial Evaluation

    ii. Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points, as per the Scoring Model as follows:

Sl. No.	Criteria	Score
1.1	Overall regular staff strength (Project Management/ Development/ Quality Assurance /Implementation/ Operations) for CBE	15
	=50 -100 >100 – 150 >150	5 10 15
1.2	Bidder's Certification for the last 3 years	20
1.2.1	CMMi level Development	10
	CMMi level 3 Development CMMi level 4 Development CMMi level 5 Development	2 5 10
1.2.2	CMMi level Service	10
	CMMi level 3 Service CMMi level 4 Service CMMi level 5 Service	2 5 10
1.3	Bidder's Financial Capability	15
1.3.1	Average annual turnover from examination service for the period 2017-18, 2018-19, 2019 – 20	15
	More than 2 CR and Less than 5 Crore INR More than 5 CR and Less than 10 Crore INR More than 10 Crore INR	5 10 15
1.4	Bidder's experience in CBE	15
1.4.1	Maximum no of candidates appeared in computer based examination in single shift completed in India in last three financial years (as on date of bid submission) 5,000 – 10,000 Candidates 10,000 – 15,000 Candidates > 15,000 Candidates	5 10 15
1.5	Bidder's Infrastructure Capabilities	15
1.5.1	Primary Data Center with Secondary DC site to be managed by the bidder for data Security	15
	'Tier III DC infrastructure with Secondary DC outsourced by the bidder 'Tier III DC infrastructure with Secondary DC owned by the bidder 'Tier III DC infrastructure with Secondary DC owned by the bidder with Cert-in Certified infrastructure	5 10 15
1.6	Bidder's Presentation and Demonstration	20
1.6.1	Presentation and Demonstration	20

    iii. The commercial 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.

    iv. The individual Bidder's commercial scores (CS) are normalized as per the formula below:

Fn= Normalized commercial score for the Bidder under consideration
Fb= Absolute financial quote for the Bidder under consideration
Ts=Technical score
Fmin= Minimum absolute financial quote

Fn= Fmin/Fb * 100 (rounded off to 2 decimal places) Where,

Composite Score (S) = Ts * 0.50 + Fn * 0.50

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

31. **Award Criteria:** GKCIET, Malda will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid as per the process outlined above.

32. **Right to Accept Any Proposal and To Reject Any or All Proposal(s):** GKCIET, Malda reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for GKCIET, Malda action.

33. **Notification of Award;** Prior to the expiration of the validity period, GKCIET, Malda will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, GKCIET, Malda may request the bidders to extend the validity period of the bid.

    The notification of award will constitute the formation of the contract. Upon the successful bidders furnishing of Performance Bank Guarantee, GKCIET, Malda will notify each unsuccessful bidder and return their EMD. The EMD of successful bidder shall be returned only after furnishing of Performance Bank Guarantee and signing of Contract.

34. **Performance Guarantee:** GKCIET, Malda will require the selected bidder to provide an irrevocable, unconditional Performance Bank Guarantee within 15 days from the Notification of award, for a value equivalent to 10% of the exam value. The Performance Guarantee should be valid for a period of 36 months. The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, GKCIET, Malda at its discretion may cancel the order placed on the selected bidder without giving any notice. GKCIET, Malda shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or GKCIET, Malda incurs any loss due to Vendors negligence in carrying out the project implementation as per the agreed terms & conditions.

35. **Signing of Contract:** After GKCIET, Malda notifies the successful bidder that its proposal has been accepted, GKCIET, Malda shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between GKCIET, Malda and the successful bidder with mutually agreed terms and conditions.

36. **Penalty:** The bidder shall re-conduct assessment at no additional cost to GKCIET, Malda if Deficiency in Services (failure to conduct and complete the assessment on the scheduled date due to any technical issues such as network issues, server issues, power issues) are for reasons solely and entirely attributable to the bidder that has been proved.

37. **Time Frame:** The successful bidder would be required to make the system up and operational within a period of 30 Days from the date of signing of Contract.

38. **Information security and data privacy:** The successful bidder will be responsible for providing secure systems. The successful bidder is expected to adhere to Information Security Management procedures as per acceptable standards with best practices.

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

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

40. **Payment Schedules:** The payment to the service provider shall be made in Indian rupees and shall be paid only after the successful completion of the entire work as per the schedule, without any errors. No advance payment shall be made.

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

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

    - "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of GKCIET, Malda who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of GKCIET, Malda, shall be deemed to constitute influencing the actions of a person

connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of GKCIET, Malda in relation to any matter concerning the Project;

- "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

- "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person s participation or action in the Selection Process;

- "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by GKCIET, Malda with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

- "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

42. **Force Majeure:** Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or GKCIET, Malda as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.

- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos

- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The bidder or GKCIET, Malda shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract. However, GKCIET, Malda shall make payment for all the services rendered by the bidder till such date of termination of contract.

43. **Proprietary Rights:** All rights, title and interests in and to the Services Environment and any other material used by the bidder in the provision of the Services shall exclusively belong to the bidder or its licensors ("Bidder Proprietary Material"). Any and all Intellectual Property Rights with respect to the Services and the selected bidder Proprietary Material and all modifications, improvements, enhancements, or derivative works made thereto, shall always belong to the selected bidder or its licensors and GKCIET, Malda shall not be entitled to claim any rights therein. All rights, title and interests in GKCIET, Malda Data shall always remain with GKCIET, Malda. GKCIET, Malda agrees that the bidder shall have the right to list GKCIET, Malda in its marketing material and use GKCIET, Malda logo with respect to such listing and for reference purposes. GKCIET, Malda acknowledges that the provision of the Services hereunder by the selected bidder shall be on a non-exclusive basis and the bidder shall be free at all times to provide the services or perform obligations same or similar to the Services and obligations envisaged hereunder to any of its other clients, either existing or future, and nothing herein shall preclude Bidder from providing such services or performing such obligations to its other clients.

44. **Limitation of Liability:** Neither party shall be liable to the other party for any special, indirect, incidental, exemplary, punitive or consequential losses or damages or loss of profit, loss of data, loss of revenue or operational losses whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages. The total aggregate liability of either party under this Agreement shall not exceed the exam value paid to bidder by GKCIET, Malda for the Service that gives rise to such liability. The limitation on any Party's liability herein shall not apply to (i) liability for damages, resulting from the willful misconduct and (ii) breach of the use terms in respect of bidder's application system. The bidder shall not be held liable for any delay or failure in its obligations, if and to the extent such delay or failure has resulted from a delay or failure by or on behalf of GKCIET, Malda to perform any of GKCIET, Malda's obligations. In such event, Bidder shall be (a) allowed additional time as may be required to perform its obligations, and (b) entitled to charge GKCIET, Malda for additional costs incurred, if any, as may be mutually agreed upon between the Parties.

45. **Offer Validity Period**: The validity period of the offer should be clearly specified. It should be at least for 180 days from the last date of submission of the quotations.

46. All the communications/queries with respect to the tender shall be addressed to (any working day (Monday to Friday) between 11.00 AM to 3:00 PM):

> **The Controller (Store & Purchase)**
> **Administrative Building,**
> **Ghani Khan Choudhury Institute of Engineering and Technology**
> **P.O. Narayanpur, Dist. Malda, West Bengal (India) Pin 732 141.**
> **e-mail: controller@gkciet.ac.in**
> **Mob: 8927607570**

47. Premises for enquiry of the status of the tender without prior permission may lead to rejection of the bid.

ANNEXURE- II

FINANCIAL INFORMATION

Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

S. No.	Details	(1) 2019-20	(4) 2018-19	(5) 2017-18
i)	Gross annual turnover similar works.			
ii)	Profit/Loss			
iii)	Financial Position: • Cash • Current Assets			

	• Current Liabilities • Working Capital (b-c) • Current Ratio: Current Assets/Current Liabilities (b/c)			
iv)	The bidder's Annual Turnover from Computer Based Examination/ test.			

•   Up to date Income Tax Clearance Certificate.

Note: Attach additional sheets, if necessary.

(Signature of Bidder with seal)

ANNEXURE- III

DETAILS OF SIMILAR WORKS EXECUTED

Sr. No.	Name of Work/ Project & Location	Owner of sponsoring organization	Total no of candi dates	No of Candidates in single shift	Date of commence ment as per contract	Actual date of completio n	Litigation/ Arbitratio n pending in progress with details	Name, Designation and Address/telep hone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

(Signature of Bidder with seal)

ANNEXURE – IV

STRUCTURE OF THE ORGANIZATION

1.   Name and address of Bidder:
2.   Telephone No. / Fax No. /Email address:
3.   Legal status (Attach copies of original document defining the legal statues).
a)   An Individual   :
b)   A Proprietary/Partnership bidder   :
c)   A Trust   :
d)   A Limited Company or Corporation :
4.   Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
1.   Registration Number   :
2.   Organization/Place of registration :
3.   Date of validity   :

5. Name and titles of Directors & Officers with designation to be concerned with this workwith designation of individuals authorized toact for the organization.:

6. Were you or your company ever required tosuspend the work for a period of more thansix months continuously after you commencedthe works? If so, give the name of the project and reasons for not completing the work.

7. Have you or your constituent partner(s) everleft the work awarded to you incomplete? Ifso, give name of the project and reasons for not completing the work.

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

9. Area of specialization and Interest

10. Any other information considered necessarybut not included above.

(Signature of Bidder with seal)

ANNEXURE - V

DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THIS WORK

Sr No.	Designation	Total number of employees in that category	Number available for this work	Name	Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

ANNEXURE-VI

PRICE SCHEDULE FORMAT

Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	All Taxes/Duties/ Levies,etc as per excel format in the CPPP portal	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1.01	Conduct of end to end computer based examination including	1	Nos			0.00	INR Zero Only

(Implementing Covid -19 Measures as per Govt. orders.)						
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words						

Date

(Signature of Bidder with seal)

ANNEXURE-VII

FORMAT FOR ACCEPTANCE OF TERMS & CONDITIONS OF THE TENDER

(To be given on Company Letter Head)

Date:

To _____
_____
_____
_____
_____

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: _____

Name of Tender / Work: _____

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: …………………………………………………….. as per your above tender notice given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page nos…….. to ……… including all documents like annexure(s), schedule(s), etc. which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder with Official Seal)
(Name and Designation)
(Name of the Firm)

ANNEXURE-VIII

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: /   /

To
The Assistant Registrar (Fin)
Ghani Khan Choudhury Institute of Engineering and Technology
P.O. Narayanpur, Dist. Malda, West Bengal, Pin – 732141
 Sub: Authorization for release of payment / dues from Ghani Khan Choudhury Institute of Engineering and Technology, Malda through Electronic Fund Transfer/RTGS Transfer

1. Name of the Party/Firm/Company/Institute:
2. Address of the Party:
City
E-mail ID: Mob No:
3. Permanent Account Number
4. Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			

Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)																
IFS Code:(11 digit alpha numeric code)																
Account Type		Savings		Current			Cash Credit									
Account Number:																

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Assistant Registrar (Fin), Ghani Khan Choudhury Institute of Engineering and Technology, Malda responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date:

Signature of the Authorized Official from the Bank

N.B: *Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable*

ANNEXURE-IX

LETTER OF GUARANTEE

WHEREAS Ghani Khan Choudhury Institute of Engineering and Technology, Malda (Buyer) have invited Tender vide Tender No.............................. Dt. ....for purpose of.. AND WHEREAS the said tender document requires that any eligible successful tenderer (provider) wish to provide the service for the **processing of Recruitment Examinations (Computer Based Examination) for Ghani Khan Choudhury Institute of Engineering and Technology**

. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "**Assistant Registrar Ghani Khan Choudhury Institute of Engineering and Technology, Malda,**" in the form of DD for Rs ....valid till ....from the date of issue of Performance DD, may be submitted within **30 (Thirty) days** from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (provider) fails to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Ghani Khan Choudhury Institute of Engineering

and Technology, Malda on demand and without protest or demur Rs. .... (Rupees......................................).

This bank further agrees that the decision of Ghani Khan Choudhury Institute of Engineering and Technology, Malda as to whether the said Tenderer (provider) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We.. (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (provider) and/ or Ghani Khan Choudhury Institute of Engineering and Technology, Malda .

Notwithstanding anything contained herein:

1. Our liability under this DD shall not exceed Rs. .... (Indian Rupees .... only).

2. This DD shall be valid up to ....(date) and

We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before ....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at .... situated at .... (Address of local branch).

Yours truly, Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

ANNEXURE-X

CHECK LIST

ttachme

Sl. No.	Item	Bidder data	Attachment (relevant documents & mention the page no.)
1.	The bidder should be a company/ firm registered (minimum 10 years old) in India. The registered bidder should be operating in India for a minimum of 5 years with an objective of offering relevant Computer Based Examination Services that are the subject matter of this tender	Data of registration: No of year work in India:	
2.	The average turnover of the bidder should be minimum Rs. 2 crores with after tax in each of during last 3 consecutive financial years. The turnover should be of the bidder and not of the group companies or consortium. The turnover		

	refers to a company and not the composite turnover of its subsidiaries/sister concerns etc. for 2017-18, 2018–19 and 2019-20.		
3.	The bidder's Average Annual Turnover during last three financial years should be Rs. 25 lakhs or more in India from Computer Based Examination (Attach documentary evidence such as audited Balance Sheet etc.).		
4.	The Bidder should be registered with appropriate tax authorities such as Income Tax, GST and should submit valid certificates of registration with these authorities.		
5.	The bidder must have successfully executed similar projects (conduct of CBE) in all India basis for any Central/State Govt. Organizations, Higher Educational Institutes, out of which at least one project should be Conduct of CBE with capability of 5,000 or more candidates appeared in a single shift. The documentary evidence in form of work order/contract and performance report must be enclosed on the client's letterhead. (Bidder's past achievement in this regard shall be considered for technical evaluation).		
6.	The bidder/ group companies must have primary data center with DR site infrastructure for data Security. Both the Data Centers should be located in India in different seismic zones. The data center must be Tier III and ISO certified. Data Center should be certified as per the Government of India Guidelines. The infrastructure of the bidder must be Cert – in certified as per Govt. of India guidelines.		
7.	The bidder must be able to conduct computer based examination in multidisciplinary / multiple subjects as well.	Yes or No	
8.	The bidder must have authorized and globally accepted certifications i.e. ISO-27001, ISO 20000, ISO 9001 and SEI CMMi Level 3 or higher for the last 3 years.		
9.	The bidder should not have been blacklisted by central / state government departments / undertakings.	Yes or No	
10.	The proposed software should be Govt. of India compliant CERT-IN certified for IT security.	CERT-IN certified for IT security: Yes/NO	
11.	The proposed software should be STQC certificated	STQC certificate : Yes/ No	
12.	The bidder should have at least regular 50 or more technical employees employed in-house in India for Conduct of exam, development of software, maintenance of software, networking and data security	Yes / No	
13.	The proof of ESI/PF registration or self-declaration shall be submitted.		
14.	The bidder must use 256 bit encryption for Question paper transfer.	Yes / No	
15.	Service will be given as per said criteria given in Tender Document		

16	NIT duly signed		

(Signature of Bidder with seal)