

अन्तराष्ट्रीय जनसंख्या
विज्ञान संस्थान

(विश्वविद्यालय समतुल्य)*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
गोवंदी स्टेशन रोड, देनार, मुम्बई- 400 068, भारत



(स्थापना/ Established in 1956)
वेदतर शक्ति के लिए क्षमता निर्माण
Capacity Building for a Better Future

Sr. No.: /

International Institute for
Population Sciences

(Deemed University)*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India
Govandi Station Road, Deonar, Mumbai - 400 068, INDIA

BY SPEED POST/EMAIL

No. Admin/CBT Tender 02/Admission Test/ 205/2021
17.12.2021

M/s. Edutest Solutions Pvt. Ltd.

Corporate House, JBR, Sindhu Bhavan Marg,

near. Maruti Nandan Restaurant, Bodakdev, Ahmedabad, Gujarat 380054.

Tel: 07926858780

**Ref.: Tender for Online Examination (Computer Based Test) for various PG
Programs at IIPS, Mumbai, published on 16.11.2021.**

Sub.: Selection of price bid.

Dear Sir/Madam

In furtherance of the aforementioned tender, the Institute is pleased to inform you that your agency has been selected in the technical and financial bid on the conditions mentioned in the tender document. You have to submit the agreement with IIPS as mentioned under tender conditions

You are requested to contact Assistant Registrar (Academic) for logic and inputs and for further processing.

You are required to follow the timeline stated here below:

- | | |
|--|--------------|
| (1) Submission of online agreement (on Rs 100/- bond paper) | - 23/12/2021 |
| (2) Customization of Registration of Page as per IIPS inputs | - |
| (3) Duration of online Registration | - |
| (4) Submission of Compiled Data Set of Registration | - |
| (5) Generation and Issue of Hall Tickets | - |
| (6) Online Exam | - |
| (7) Submission of Data Set of Online Exam | - |
| (8) Announcement of Results Online/Individual Email | - |
- (From Sl. No. 2 to 8 – will be informed to you post your acceptance)

You must submit acceptance letter in response to this letter within 3 days Otherwise, the Institute reserves the right to cancel this order. It is reiterated that the work order is issued only on the merit of you being qualifying the technical as well as the financial criteria of the tender document.

In addition to above other related process of works and timelines involved to complete the process of CBT will be as per mutual understanding.

Thanking you,

Yours faithfully,

(Manjiri Rane)

Assistant Registrar – Admin

Contd.../-

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(विश्वविद्यालय समतुल्य)*

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गोवर्ंदी स्टेशन रोड, देवनागर, मुम्बई- 400 088. भारत



Sr. No.: /

International Institute for Population Sciences

(Deemed University)*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India
Govandi Station Road, Deonar, Mumbai-400 088, INDIA

I. General Condition of Supply:

- 1) If required any software in installation process will be done as per the instruction of Admission committee/ Assistant Registrar (Academic), IIPS.
- 2) No additional cost will be given for installation of the software.
- 3) Software should be as specified/ quoted in your tender letter as approved by us should be supplied as soon as possible or within 15 days from the receipt of this order or as instructed by Admission committee/ Assistant Registrar (Academic), IIPS.
- 4) Please note that the software shall be delivered at our Institute premises at your cost.
- 5) In case of failure to supply within the stipulated date; your order shall automatically be treated as cancelled and the Institute will not be responsible for any claim what so ever an account of expenses incurred/ losses occurred to you on account of this.
- 6) Along with your acceptance letter you are required to provide single contact point along with name, designation, email and mobile number.
- 7) A designated representative from your agency should be available on call during the installation, commission and completion of the project. In case of emergency, during the process a representative from your agency should be available in the campus.

II. Payment Conditions:

1. Payment will be made on completion of the process in satisfactory conditions and submission of your bill in duplicate along with the original copy of the work order duly certified by Admission committee/ Assistant Registrar (Academic), IIPS.
2. Payment shall be made by a crossed cheque to the firm subject to audit by the Accounts Department.
3. Payment for part supply will not be made.
4. In case, if any dispute arising out of this work order, the decision of the Director IIPS shall be final and binding on the supplier.

If offer is acceptable to you then you may submit your acceptance letter to the undersigned and contact Assistant Registrar (Academic), IIPS. You may note that you should sign and submit MOU on Bond Paper of Rs.100/- immediately after acceptance of this offer mentioning the tender conditions and the conditions enclosed in this letter.

(Manjiri Rane)

Assistant Registrar - Admin

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विज्ञान संस्थान
(विश्वविद्यालय समतुल्य)*

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गोवर्द्धी स्टेशन रोड, देवघर, मुम्बई- 400 088. भारत



स्थापना/ Established in 1959
केन्द्रीय मन्त्रालय के लिए समस्त निर्माण
Capacity Building for a Better Future

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(Deemed University)*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India
Govard Station Road, Deonar, Mumbai -400 088, INDIA

No/Admin/CBT Tender 02/ 220 /2022

January 06, 2022

M/s. EDUTEST Pvt Limited,
Corporate House, JBR, Sindhu Bhavan Marg,
nr. Maruti Nandan Restaurant, Bodakdev,
Ahmedabad,
Gujarat 380054.



Kind Attn: Ms. Maya Patankar COO

Sub: Service Agreement for conducting CBT for admissions to various courses of
IIPS for the Academic Year 2022-23

Sir/Madam,

Enclosed please find soft copy of **service agreement** between the International Institute for Population Sciences, Mumbai and EDUTEST Pvt Limited, Mumbai, vide our tender No Admin/CBT- Tender 02/Tender/Admission Test/2021 & IIPS Corrigendum (Financial Bid Evaluation) dated 14th December 2021 on the subject above. You are requested to kindly acknowledge receipt of the same.

It is also informed that for various timeline for conducting the CBT examinations, you may contact Shri Sudarshan Bhadra, Assistant Registrar (Acad.), 022-42372433.

Yours faithfully,

(Manjiri Rane)

Assistant Registrar (Admn.)

Copy to: AR- Academic 6/1/22
A.F.O. 6/1/22

6/1/22

SERVICE AGREEMENT

This Services Agreement (hereinafter referred to as "Agreement") is made on 22.12.2021

BETWEEN

International Institute for Population Sciences (IIPS) having its registered office at: International Institute for Population Sciences, Near SUV Co. Ltd., BKSD Marg, Govandi Station Road, Deonar, Mumbai – 400088 (hereinafter referred to as "**Client**")

And

EDUTEST Solution Pvt Limited a company incorporated under the provisions of the Companies Act, 1956, having its Registered Office at: **Corporate House, JBR, Sindhu Bhavan Marg, Nr. Maruti Nandan Restaurant, Bodakdev, Ahmedabad, Gujarat 380054**, (hereinafter referred to as "**EDUTEST**")

Client and EDUTEST are hereinafter individually referred as the "Party" and collectively as the "Parties"

WHEREAS EDUTEST, offers end-to-end Online Assessment/Examination Services, Information Technology (IT) products, solutions, Infrastructure Management solutions etc and has expertise in a wide range of business applications.

AND WHEREAS the client is a statutory Institution under Ministry of Health & Family welfare Govt. of India and runs various PG programmes

AND WHEREAS Client desires that EDUTEST should Design & Develop the Registration Portal and conduct Online Computer Based Test (CBT) at various centers as described in detail in ANNEXURE 1 and EDUTEST has agreed to perform such services for Client;

AND WHEREAS the Parties have thought it expedient to put forth the terms and conditions in writing as hereinafter appearing.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The Services

EDUTEST shall provide the services in accordance to the Scope of Work specified in ANNEXURE 1 (IIPS tender document issued on 16th November 2021), Tender No Admin/CBT- Tender 02/Tender/Admission Test/2021 & IIPS Corrigendum (Financial Bid Evaluation) dated 14th December 2021) hereof (the 'Services') to Client under this Agreement in the manner and of the terms & conditions contained herein. Any Services not given as part of the Scope of Work in the Tender document will be considered as additional services.

EDUTEST shall comply with the instructions provided by Client from time to time relating to the performance of the Services, duties, and obligations under this Agreement. The Services rendered by EDUTEST shall be subject to regular review by the Client. Client shall provide a framework with the



THE AHMEDABAD MERCANTILE
CO-OP. BANK LTD
PREMIER BUILDING ROAD,
AHMEDABAD-380005.
No. G-1/25/AUTH/AV/214/2008

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exact nature of Deliverables expected out of the Services.

2. Payment of Fees and Expenses.

In consideration of the Services to be provided by EDUTEST and performance of the terms and conditions contained in this Agreement, Client shall pay to EDUTEST such fees and barges as described in ANNEXURE 2 (**Tender Financial bid document**) hereof. The Fees be inclusive of all expenses and charges, which may be incurred by EDUTEST during and with regard to the rendering the Services or as a result thereof, but excluding any out of pocket expenses and taxes if any as may be applicable from time to time under Indian tax laws as given in ANNEXURE 2 hereto.

Any services which shall not form a part of scope of work, executed earlier as part of the Tender scope, between both the parties, shall be considered as additional services. Such additional services shall be provided at an additional cost as mutually discussed and agreed between both the parties. An amendatory PO/Addendum shall be issued for such services

Service Tax would be extra and would be applicable on the total invoice amount including the reimbursement amounts, as per Government of India rules and regulations in force at the time of raising the invoice.

EDUTEST shall raise its invoice of the Fees as per the **Payment schedule specified in the Tender document** and after Client has confirmed the counts of Applicants/ Candidates/ Assessments conducted during the period. EDUTEST shall send the data to Client on frequency of weekly/fortnightly/monthly basis or as mutually decided upon by both parties and it would be Client's responsibility to confirm the same or bring any discrepancy in the data to the notice of EDUTEST within 7 working days of receipt of such information, else the same shall be deemed to be confirmed by Client.

All payments by Client to EDUTEST under this Agreement shall be made within 30 days from the date of the Invoice, subject to deduction of all applicable taxes, for the time being in force.

Any dispute with an invoice should be brought to the notice of EDUTEST within ten (10) working days from the date of invoice. No payments due to EDUTEST shall be held back by Client if the dispute has not been communicated and such holding back of the payment has not been mutually agreed. Even in such case, where both EDUTEST and Client have acknowledged a dispute, Client shall release payments pertaining only to the undisputed portion of the invoice.

3. Terms and Conditions:

The terms which are not specifically mentioned or otherwise shall be covered as per the tender document enclosed in Annexure I, which shall be read as part of the terms and conditions of this contract.

4. Duration of Contract:

This Agreement shall commence on 22.12.2021 ("Effective Date") and shall be valid and operative for a period of 1 (One) year subject to earlier termination in terms of Clause 8 below. This



Agreement may thereafter be renewed for further period upto 3 years as deemed fit by both parties and upon terms and conditions as mutually arrived between them.

5. Representations' & Warranties

EDUTEST warrants and represents to Client that:

- a) It has full power and authority to enter into this Agreement and perform the Services and it has necessary infrastructure to duly perform the Services under this Agreement.
- b) It shall render the Services and perform its obligations and duties under this Agreement accurately and in accordance with instructions, specifications, procedures, standards, guidelines, timeframe, if any as are issued from time to time, by Client for the performance of the services to the satisfaction of Client.
- c) It shall be responsible for payment of service, corporate and personnel taxes if any, and shall indemnify and hold harmless Client for any liability in this connection;
- d) It shall perform the Services under this Agreement in such manner as to not adversely affect the reputation and the goodwill of Client of their business associates;
- e) It shall maintain proper and accurate records relating to the conduct of the Services, if any, under this Agreement during the term of this Agreement and shall at the request of Client provide to them, access to all the records and copies for audit purposes;
- f) It shall obtain all necessary Government and other regulatory approvals for performance of the Services under this agreement.

Similarly, Client warrants and represents to EDUTEST that

- (a) It has full power and authority to enter into this Agreement.
- (b) It shall obtain all necessary Government and other regulatory approvals for appointing EDUTEST to render the Services under this Agreement
- (c) Client has all the necessary licenses, permissions rights, approvals, legal affiliations and related statutory documents relating to the examinations which is undertaken by it.

6. Review of Services, Records and Quality Standards

The Parties may constitute a co-ordination committee consisting of key personnel from both the Parties. This committee will meet at such regular intervals as may be mutually agreed, to discuss Client's requirements, plans, EDUTEST 's performance, Client's quality standards, change in Client's requirements, etc. EDUTEST and Client will appoint one coordinator each, as a one-point contact for resolving any issues pertaining to the Services performed by EDUTEST personnel.

EDUTEST shall retain all the records pertaining to the services carried out on behalf of Client for a period of three (3) months post submission of all the records in hard & soft copy formats. The data



shall be discarded unless Client specifically warrants in writing to keep the records for a longer period than 3 months' subject to mutual acceptance by both parties

Client and EDUTEST will define acceptable Service Levels at every stage of the pro on broad parameters of efficiency, turn-around times and accuracy.

7. Intellectual Property Rights

It is agreed that the Tests/Assessment procedures, Templates, Question Bank will be designed and developed by the Client and deployed by EDUTEST on behalf of Client on EDUTEST's Test Engine. This in no way means any sale, assignment or transfer of ownership or transfer of Intellectual rights. EDUTEST will be entitled to use the same solely in terms of the Agreement and in no other manner. The intellectual property rights of the test and all materials involved in the designing of the test and other materials involved in the designing of the test and other material provided by the Client belongs to the Client. Nothing in this Agreement shall prejudice or affect the Client's right to use the same.

8. Confidential Information

Either party shall hold in confidence all confidential information obtained, received from the other and shall not disclose the same to any third party without prior written consent of the other, during the term of this Agreement and for a period of two (2) years from the date of termination and/or expiry of this Agreement. Further, unless prior written consent of the either party is obtained, the other Party shall not use the above- mentioned information for any purpose other than the purpose contemplated under this Agreement.

"Confidential information", excluding candidate registration & assessment data, means all information, marked, designated as such by either party in writing together with all such information which relates to the business affairs, products, developments, trade secrets, know-how, personnel, employees, organizational practices, customers and suppliers of either party or which may be reasonably regarded as the Confidential Information of the disclosing party. This Clause shall survive the expiration or termination of this Agreement.

Confidential Information excludes information that: (i) can be shown with documents as already known to the Receiving Party at the time that it is disclosed to Receiving Party; (ii) is in or comes to public domain through no fault, wrongful act or breach of this Agreement on the part of the Receiving Party; (iii) has been independently developed by Receiving Party without breach of this Agreement or infringement of the proprietary rights of Disclosing Party; (iv) has been rightfully received from a third-party without restriction on disclosure and without breach of this Agreement; (v) has been approved in writing for disclosure by Disclosing Party; (vi) has been disclosed pursuant to a requirement of government agency or law; (vii) has been disclosed in written, graphic or other tangible form to general public unless clearly designated in writing as "confidential or "proprietary".

9. Termination

9.1 Notwithstanding anything contained in Clause 4, this Agreement may be terminated

Client forthwith by written notice after review at the end of three (3) months from the date of this Agreement if it is not satisfied with the services being rendered by EDUTEST. Provided



however, Client shall afford a time gap of at least 1 month to EDUTEST to remedy/improve its performance level before serving a termination notice upon EDUTEST.

9.2 Either Party may terminate this Agreement in case the other Party has committed breach of any of the terms and conditions of this Agreement and/ or terms and references of tender document. Such breaching Party shall be given a cure period of Thirty (30) days from the receipt of written notice, for rectifying the said breach.

9.3 EDUTEST can terminate this Agreement and stop providing services to Client if there are payments delayed beyond the due date by serving a Sixty (60) days notice period

9.4 Either Party shall have the right to terminate this Agreement by giving 30 days' written notice in the following case:

- a) The other Party makes an assignment for the benefit of its creditors;
- b) The other Party goes into liquidation, or a winding up order is made against it, or it suffers the appointment of a receiver, trustee or similar officer for the whole or part of its business or assets, or it files a petition seeking reorganization, composition or a similar relief, or it takes any action under any law regarding insolvency.

9.5 Effect of Termination:

Upon expiration/termination of this Agreement

- I. Each Party shall immediately make payment of the undisputed sums owed by it to the other Party prior to such termination;
- II. Each Party shall promptly deliver to the other Party all data and other information acquired / prepared / generated / developed by it including copies thereof pursuant to this Agreement.

10. Services beyond the Agreement end date:

Upon expiry of the term of this Agreement, EDUTEST and Client may renew this Agreement or enter into a fresh agreement on mutually agreed terms and conditions before the expiry of this Agreement.

11. No Partnership

Nothing in this Agreement is to be construed to make either party a partner, an agent or legal representative of the other for any purpose. Neither Party has any right or authority to accept any service of process or to receive any notices on behalf of the other Party or to enter into any commitments, undertakings, or Agreements purporting to obligate such other Party in any way, or to amend, modify or vary any existing agreements to which such other Party may be a Party. Each Party will be solely responsible for compliance with any laws, decrees, regulations or orders affecting the agents, representatives, advisors, or workers of such Party, and will hold the other Party harmless from any claims whatsoever arising in connection therewith.

12. Non-employment

Each Party shall recruit/employ its own employees for the purpose of carrying out its responsibilities/obligations under this Agreement and such persons shall not be deemed to be the



employees of the other Party for any purpose whatsoever, either during the term of this Agreement or thereafter. Each Party shall hold the other Party harmless against any claims made by any employee of such party, against the other Party.

13. Non-Solicitation

Both EDUTEST and Client agree to provide any services in respect of which Confidential and Proprietary information has been exchanged between the Parties. During the period of three years from the date of this Agreement both the parties agree not to enter into any contract of employment or consultancy, whether on permanent or temporary basis with each other's employees.

14. Force Majeure

Neither party shall be liable for any delay or failure in performing any of its obligations hereunder, if such delay or failure either wholly or partly is due to Force Majeure conditions such as floods, earthquakes or other acts of God, or any acts of governmental body or public enemy, wars, riots, embargoes, epidemics, fires or any other causes, circumstances or contingencies beyond the control of such party.

The party affected by such Force Majeure condition shall forthwith notify the other Party/Parties, of the nature and extent thereof, in writing, within seven (7) days after the occurrence of such Force Majeure condition and shall, to the extent reasonable and lawful under the circumstances, use best efforts to remove or remedy such cause with all reasonable dispatch.

If the Force Majeure condition in question prevails for a continuous period of one (1) month, the parties affected by such condition shall enter into bona fide discussions with a view to alleviating its effect on this Agreement by agreeing to such alternative agreement as may be fair and reasonable.

15. Assignment

Neither this Agreement nor any of the rights, powers or obligations created herein may be assigned in whole or in part, by either party without prior written consent from the other.

16. Indemnity & Limitation of Liability

The Bidder shall indemnify Tendering Authority from and against any costs, loss, damages, expenses and claims including those from third parties or liabilities of any kind howsoever suffered arising or incurred inter-alia by any willful negligence or wrongful act or omission by the Bidder in connection with the services. In no event shall either party be liable under any contract, strict liability, negligence or damages, lost profits, lost data or cost of procurement of substitute goods, technology or services. The total aggregate liability of EDUTEST, regardless of whether such liability is based on breach of contract, tort, strict liability, breach of warranties, failure of essential purpose or otherwise, under this Agreement shall be limited to the value paid to EDUTEST in respect of that particular online examination which gives rise to such a liability.

17. Waiver

Failure of either party at any time to require performance of any provision of this Agreement shall not affect the right to require full performance thereof at any time thereafter, and the waiver by any party of a breach of any provision shall not be taken to be a waiver of any subsequent breach thereof or as nullifying the effectiveness of such provision.

18. Amendment



This Agreement shall not be amended, altered or modified, or any provision herein shall not be waived except by an instrument in writing expressly referring to this Agreement and signed by the duly authorized representatives of both the Parties, and no verbal Agreement or conduct of any nature related to the subject matter hereof or to the relationship between the Parties will be considered valid and enforceable.

19. If any part or provision of this Agreement not being a fundamental nature is held illegal or unenforceable, the validity or enforceability of the remainder of this Agreement shall not be affected if such part, term or provision is severable from the rest of this Agreement without altering the essence of this Agreement. If such part, term or provision is not so severable, then the whole of this Agreement shall stand terminated, unless the Parties thereupon negotiate in good faith in order to agree to the terms of a mutually satisfactory provision, achieving as nearly as possible the same commercial effect, to be substituted for the provision so found to be invalid, illegal or unenforceable.
20. The clauses, headings and paragraphs contained in this Agreement are for general reference and guidance and shall not be conclusive as to the meaning or the interpretation of this Agreement.
21. This Agreement has been executed in two (2) counterparts, each of which shall be deemed an original, and each of which shall constitute one and the same instrument.
22. Any notice or other information required or authorized by this Agreement to be given by either Party to other may be given by hand or sent by registered post A.D., or by courier, or by facsimile transmission or comparable means of communication to the other Party at the following Address.

**International Institute for Population Sciences, Near SUV Co. Ltd,
BKSD Marg, Govandi station Road, Deonar, Mumbai -400088**

Attention:

EDUTEST Limited

Corporate House,
JBR, Sindhu Bhavan Marg,
Bodakdev, Ahmedabad,
Gujarat 380054

Attention: Maya Patankar COO

23. Dispute Resolution

All disputes, differences of opinion and controversies arising between the Parties out of this Agreement shall be resolved amicably, failing which they shall be finally settled by sole arbitrator jointly appointed by the Parties. The Arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 or any amendment thereof for the time being in force. The award of the arbitrator shall be a reasoned award and shall be final and binding on the Parties. The arbitration proceedings shall be conducted and the award shall be rendered in English Language. During the pendency of any arbitration proceedings, the Parties shall continue to perform their respective obligations under this Agreement. The venue of the arbitration shall be at Mumbai.

24. Performance Bank Guarantee

Performance Bank Guarantee of 10% of the Work Order value to be submitted to IIPS i.e. INR 48,675/- (considering the student count of 1500) valid for 1 year + a claim period of 90 days

25. Governing Law



This Agreement shall be governed by the Laws in India and each of the Parties submits to the jurisdiction of the courts of Mumbai.

International Institute of Population Science (IIPS)	of Edutest Pvt. Ltd
Name: DR. K.S. James	Name: Maya Patankar
Designation: Director & Sr. Professor	Designation : COO
Date : 23/12/21	Date: 22/12/21
Signature and Stamp:  	Signature and Stamp:  

ANNEXURE – 1

DETAILED SCOPE OF WORK

Tender document - issued on 18th January 2017), No/Admin/CBT Tender 02/Admission Test/2021

IIPS Corrigendum (Financial Bid Evaluation) dated 14th December 2021



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Sr. No.: /

**International Institute for
Population Sciences**
(Deemed University)*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India
Govandi Station Road, Deonar, Mumbai -400 088, INDIA

**TENDER FOR ONLINE EXAMINATION (COMPUTER BASED TEST) FOR
VARIOUS PG PROGRAMMES AT IIPS, MUMBAI**

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES (IIPS), statutory Institution under Ministry of Health & Family Welfare, Govt. of India, invites Technical & Commercial Bids for conducting Online Examination, i.e., Computer Based Test (CBT) for various Post Graduate programmes being offered by IIPS. Interested agencies involved in similar work or capable of undertaking such work may send their Technical and Commercial Bids. The last date for receipt is **7th December, 2021 upto 3:00 p.m.** The bid document has to be dropped in the box placed near the Dispatch Section of the Institute. Bids received after this date & time will not be considered under any circumstances.

Tender Issue Date : 16th November, 2021
Tender No. : Admin/CBT – Tender 02/Admission Test/2021
Last Date of Submission: 07th December, 2021
Tender Fees : Rs. 1,000/-
Pre-Bid Meet : 30th November, 2021 (Tentative)



SECTION I

BACKGROUND

1.

Aims & Objectives of the

Tender:

IIPS has decided to conduct "Computer Based Test"(CBT) for various **Post Graduate Programmes** at 20 or more Cities in India.

- | | |
|------|--|
| i. | Master of Population
Studies (MPS) |
| ii. | M.A./M.Sc. in Population
Sciences |
| iii. | M.Sc. in Bio-Statistics and
Demography |
| iv. | Ph.D. in Population
Studies/ Bio- Statistics and Demography |

IIPS intends to select an agency to execute the Computer Based Online Test, its administration, processing work and forward scores & marks to the IIPS for composite declaration of results as per requirements of the compilation with the result/merit.



SCOPE OF THE WORK:

1.1. General

- a) Bidder should have necessary wherewithal in terms of technology and infrastructure to conduct online examinations for the candidates enrolled for various course offered by IIPS.

The bidder should own or be an authorized licensee for the application software to conduct online examinations. The bidder should provide necessary proof to IIPS. Detailed technical specification of online examination is given in Annexure-5.

IIPS would announce the date for the opening of the admission process for each course for which online applications has to be made available as per the format/details prescribed by the committee or as directed by the IIPS administration. There would also be closing date of the applications. The bidder should have the flexibility to extend the closing date of the applications. After the closing date no correspondence should be possible with applicant or any of the candidates.

The bidder in consultation with the committee/IIPS administration should list out the examination centers in each of the state/union territories.

The candidates applying for each of the courses should be given three choice of the center in the hierarchical order.

The details of the candidates who have applied for each of the courses should be shared by the bidder for scrutinizing the applications before the date of entrance test.

- b) Centres of the bidder shall be permitted to be used for conducting online examinations for IIPS. The bidder should have a direct and indirect supervision over the online examinations centres. It would be the responsibility of bidder to conduct the online examination at the place and centre strictly as per the guidelines of IIPS. Minimum facilities required at the centres are given in Annexure-6 and list of test centres are given Annexure-7.

- c) IIPS shall develop a question set for each subject and for each courses on the basis of which online examination should be conducted. It would be the responsibility of the vendor to put in place all the security measures to protect this question bank from leakage, unauthorized access, hacking or any other security threats. IIPS reserves the rights to change the question bank as and when required, without additional cost.



- d) IIPS shall share the centre wise details of the candidates who intend to appear for the online examination. It would be the responsibility of the vendor to provide slots to the candidates at the centre preferred by the candidates and also to communicate these details to the candidates immediately through SMS and Email.
- e) The examination is to be conducted as per the guidelines of IIPS. Any deviation in conduct of the examination from these guidelines and the liability arising out of the same are to be entirely borne by the vendor.
- f) The vendor must provide the candidates data/details in the format as desired by IIPS.
- g) No extra license fees should be charged by the shortlisted bidder for implementing the software in the test environment and at the Disaster Recovery site of IIPS.
- h) The ownership of entire data/details of the candidate including the score will be solely on IIPS. The vendor shall retain the data of the candidates including the question paper and the answer up to one year from the date of examination. IIPS may demand such data as and when required. The bidder should take a backup of the data before destroying and submit the same encrypted and password protected format to IIPS. All the backups must be kept in fire proof vault while it is at the bidder's premise. The bidder has to handover complete data in a restorable format within 2 days whenever required by IIPS.
- i) The technically eligible bidder shall be required to demonstrate the proof of Concept (POC) on a test bed showing detailed functionalities of the software solution for the suggested workflow at their own cost to the satisfaction of IIPS.
- j) The Applicant should submit Compliance Statement in the prescribed format (Annexure-8). Further the bidder may specify the details of additional functionalities being offered to IIPS as part of their solution, without any extra cost.
- k) The service provider shall be responsible for providing a Tier 3 Data Centres for Primary data centre and Disaster Recovery (DR) facility within India. The DR should



be in a different seismic zone. The service provider shall ensure and maintain following parameters.

- Recovery Point Objective
(RPO)- 15 minutes
- Recovery Time Objective
(RTO)- 30 minutes

1.2. Operations

- a) IIPS shall provide the guidelines for making of the forms/registration and other details as needed by the Bidder team from time to time.
- b) To complete registration process of the candidates before start of examination (digital photo, biometric finger print etc.) and after that allow candidate to appear for test at Examination Centres.
- c) IIPS shall also inform the window period during which the students can appear for the examination at the said centres.
- d) Bidder shall verify the name and particulars of the students appearing for examination with the names and particulars of the students received from the data supplied by IIPS and thereupon shall permit the concerned students to appear for the respective online examinations.
- e) In addition to the names and particulars, IIPS shall also inform the subjects required to be fixed/allowed to the respective students for the purpose of giving online examinations.
- f) Question Paper will be of Multiple-Choice Questions, some involving mathematical/statistical expressions/formulae.
 - Duration of examination will be one hour.
 - Medium of examination will be English.

The test is to be conducted on day and date as decided by the IIPS to be uploaded on website. Number of shifts per day will be decided based on the number of applications for the test for each of the course in a particular center. IIPS shall forward the online



Multiple-Choice Question in a format specified by the bidder only through uploading in a minimum 128-bit encrypted file transfer management for authoring.

- g) The bidder shall strictly take care that the concerned students are permitted to appear/give the online examination in the specific period and by going through the prescribed questions, that are sent by IIPS to the BIDDER. The bidder shall provide most convenient route map from the nearest railway station(s), bus stand(s) and airports to their examination centre(s).
- h) It shall be the responsibility of the bidder to see that no question from the online examination should be leaked or nobody should have the access to make any correction of whatsoever nature, once they have submitted after completion of the period of online examination.
- i) The bidder shall provide the Computers, necessary Software and other Computer related help to the students for giving online examination and shall also provide sufficient convenient space, table, chair etc. to the students appearing for the online examination.
- j) The bidder should make provision to shuffle the questions for each of the candidates especially for those who are near to each other so as to avoid coping.
- k) The bidder should make the provision for proposal/essay writing after entrance test for some the courses as provided by the IIPS.

2.3 Duties and responsibility of the bidder

- a) The bidder shall take care that all the necessary facilities and arrangements as mentioned in Annexure-5 and Annexure-6, required for the purpose of conducting the examination shall be made readily available to the students appearing for the online examination, organized and conducted by IIPS.
- b) The bidder shall strictly adhere to the instructions and directions given by IIPS regarding the organizing and conducting the examination at various centres of the BIDDER and shall also strictly follow-up



the schedule and programmes for examination that may be forwarded to them by IIPS.

The bidder should put in place video/cam in each of the center for monitoring the examination. This video/cam should be made available for any scrutiny for IIPS.

- c) The bidder and its centres shall maintain utmost secrecy about the examination programme as well as question that may be forwarded to it.
- d) In case any complaint is received regarding the breach of any of the responsibilities, caste on the bidder and its officers at various centres, then IIPS shall have the right to take cognizance of the same and in case the same are found to be true, then necessary escalations can be done at a higher level by IIPS and necessary actions can be taken for the same.
- e) The bidder shall appoint the Supervisor/Invigilators for conducting the online examination on its respective centres.
- f) The bidder will ensure that the centres install and maintain necessary security controls and measures in respect of the equipment/infrastructure provided to students as per Annexure-6 for taking the online tests and further shall also ensure the integrity of the Test process at all centres.
- g) The bidder shall be responsible for training suitable personnel who would be authorized as its supervisors by the bidder for the online tests. The bidder is and shall be bound by the acts of commission and omission by its Supervisors and other employees authorized as its Supervisors for the online tests notwithstanding the fact that such personnel not being on the pay rolls of the bidder.
- h) The bidder covenants and warrants to IIPS that it is the lawful owner of all the rights, title and interest (including copyrights) in respect of the testing services and system. The bidder shall at all times be responsible for managing the system and for compliance of all laws in force, for the test delivery services provided. IIPS acknowledges that the bidder possesses proprietary rights in respect of the said test delivery systems.



- i) The bidder should handover the course wise results/score along with the details of the candidates who have appeared for the examination.
- j) The bidder should make the provision of writing proposal for some of the courses after the entrance test.
- k) During the subsistence of this agreement, the bidder is free to provide its services, including online testing services, to any other parties. In other words, bidder is providing a non-exclusive service to IIPS under this agreement. However, the same shall not cause any hindrance or obstruction in the services that may be provided to IIPS. Similarly, IIPS shall also have the right to procure similar services from any other vendor without any reference to the selected bidder under this agreement.
- l) The bidder should have Helpdesk Support to resolve candidate queries. To provide documented inputs and support for handling.
 - Students queries
 - RTI queries
 - Court queries

The bidder should make the provision of centralized real time monitoring of the examination and centers in AV mode. The centralized real time monitoring would be at IIPS.

Note: The agency shall have to carry/ demonstrate complete System Test Run (STR) with test data to the IIPS before implementation. The agency should also be demonstrate click by click audit trial for any type of enquiry.

2.4. Responsibilities of IIPS

- a) IIPS shall be responsible to provide the detailed particulars about the students appearing for the online examination at various respective centers of the bidder. The bidder shall provide a specific arrangement for the same and the machinery for providing the said, shall be set up in consultation with IIPS for the same and the bidder shall be required to strictly adhere for the same.
- b) IIPS shall provide the requisite online question of multiple choices and proposal/essay writing for Ph.D. It shall be the responsibility of IIPS to declare the



final results and the selected bidder shall not be concerned or responsible for declaration of results or any anomalies if any existing at any time.

- c) IIPS shall be responsible for answer to any of the queries or questions of any local authority or the Government Authority regarding conducting the online examination. However, providing the licensed Software to the Computer, used for conducting the online examination shall always be the responsibility of the bidder.
- d) IIPS and the bidder shall cooperate with each other in taking necessary action against erring students.
- e) Names of cities is enlisted in Annexure-7. Depending upon the number of applications, the number and name of the examination centres would be finalized by IIPS. Number of cities and shifts may increase or decrease on mutual understanding. Programme wise data of the candidates shall be made available by the IIPS.
- f) IIPS covenants that the candidate shall conduct themselves in an orderly manner and shall abide by all the rules and regulations laid down by IIPS and the bidder or the Test centres and in case of any unruly behavior IIPS agrees that such students shall be removed from the centre by the supervisors and no claims whatsoever will be entertained by the BIDDER in this regards.

2. GENERAL INFORMATION AND INSTRUCTIONS TO THE BIDDERS

- 3.1 The tender is "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) in one envelope. The Financial Bid should contain only commercial. **In case, any bidder encloses the Financial Bid within Technical Bid, the same shall be rejected summarily. Duly sealed Technical Bid (in separate envelope) and the Financial Bid (in separate envelope) has to be then put into one single envelope and its should be subscribed as "Tender for Online Examination (Computer Based Test) for Various PG Programmes at IIPS, Mumbai"**



- 3.2 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 email and those received late will not be entertained.
- 3.3 The tenders 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 agency's letter head.
- 3.4 The bidder should enclose EMD of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand draft in favor of Director IIPS, and payable at Mumbai. The tenders without EMD shall be summarily rejected. The EMD of the unsuccessful bidders shall be returned without interest after award of contract to the successful bidder. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document. Upon selection, the agency has to submit Security Deposit of equal to total project value.
- 3.5 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.
- 3.6 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 IIPS calls for it.
- 3.7 Even though agency may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of



work etc. Or it is found that bidder has provided incorrect or misleading information.

- 3.8 All disputes arising shall be subject to the jurisdiction of appropriate court of Mumbai (India) alone and shall be governed by the law of India. The Director of IIPS reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Director, IIPS shall be final. The work can be awarded to one or more agencies if need arises. Initially the contract will be for one-year, extendable upto three years upon successful completion of the job.

- 3.9 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 non-judicial stamp paper which shall contain clause related to liquidated damages on account of delays, errors, cost and time over runs, etc. In case the bidder fails to cost recoverable from the bidder in addition to damages and penalty. (Maximum upto 10% work order).

- 3.10 Bidder are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case found otherwise, their bid is liable to be rejected. Subletting of the work will not be allowed.

4 EVALUATION OF THE BIDS

- 4.1 **Technical Evaluation:**
Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to details and other conditions in the tender document to determine the substantial responsiveness of each tender.

The Technical Evaluation Committee will have to decide qualified technical bidder and 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.

- 4.2 The final selection of the agency will be based on **QUALITY AND COST BASED SELECTION**. There will be 50% weightage for Technical Evaluation (ET) and 50% for Financial Evaluation. IIPS Criteria for Technical Evaluation will be:



- a) Turnover of the organization position **(10 marks)** – Based on Balance Sheet/Profit & Loss Account.
- b) Software/Solution **(15 marks)** - Ease & understanding of software during presentation.
- c) Similar work experience with other institution **(15 marks)**- Number of years & Number of projects during.
- d) Manpower capability **(5 marks)**.
- e) Proven Test Capability **(5 marks)**.
- f) Document related to above may be submitted.

4.3

Commercial/ Financial Bid

Evaluation: The Financial Bid shall be opened of only those bidders who have been found to be technically eligible after presentation. The Financial Bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The IIPS shall inform the date, place and time for opening of Financial Bid.

I/we have read all the Terms & Condition of the tender and agree to the same.

Signature of Bidder

Name

Address

Phone

Email and mobile

5 TECHNICAL PRE-REQUISITES/ CRITERIA

- 5.1 The bidder shall be single point of contract with IIPS and shall be solely responsible for the execution and delivery of the work.
- 5.2 The bidder should be company/ organization/firm in India and having its operation for at least last three years.
- 5.3 The bidder should have successfully executed similar project(s) on all India basis, out of which



at least two should be of conduct of Indian Professional Competitive Examination in 20 cities or more and should have proven capacity of conduct of CBT mode exam of 10,000 candidates in single shift. The documentary evidence in form work/contract and client report must be enclosed.

Note: Similar nature of work means design/ development of computer based test for professional examination. Application processing, test delivery, evaluation and result processing. The bidder should have its own developed software which can be customized as per the requirements of IIPS. The bidder should have ready infrastructure in all the pre-defined test centres.



TECHNICAL BID – PART A

Sr. No.	Criteria	Give Details (with proof)
1	Conduct of at least two Indian Competitive Entrance Examinations on CBT mode, at least in 20 cities or more as well as capacity of minimum 10,000 candidates in a single shift.	
2	List of Test Centres in pre-identified 20 cities where the Agency has conducted similar tests with validated nodes/computers, requisite hardware/software, appropriate technology, unbridled connectivity, trained proctoring staff etc. with capacity of each centre as 50 students per shift (minimum)	
3	Financial Capacity information	Annexure '1'
4	Details of similar completed works during last 3 years: a) Development of computer-based test for professional institution, online application, processing, test delivery, evaluation and result processing in stipulated time frame & Proposal or Essay writing test b) The bidder should have developed themselves which can be customized as per the requirement of IIPS. c) Details of infrastructure of bidder.	Annexure '2' (A-D)
5	Structural details of the organization.	Annexure '3'
6	Earnest Money Deposit and Tender Fees.	Yes/No
7	ISO Certification.	
8	Financial/Commercial Bid	Annexure '4'
9	Certificate on bond/Affidavit for not involved in court matter for arbitration.	
10	Technical specification of online examination.	Annexure '5'
11	Technical Criteria for Online Test Centres.	Annexure '6'
12	Compliance Statement.	Annexure '7'
13	List of Online Test Centres.	Annexure '8'

The final selection of the agency will be based on QUALITY AND COST BASED SELECTION



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)

FINANCIAL YEAR	ANNUAL TRUNOVER (In Rs.)
2018-2019	
2019-2020	
2020-2021	

NOTE:

- A. Copies of audited Balance Sheets with Profit & Loss account statement for last 3 years are enclosed along with the bid.
- B. P.F. Account No.
- C. PAN No.
- D. Service Tax No.

Submitted by :
Signature :
Name :
Designation :

Agency Address :
Agency Seal :



ANNEXURE-2B**DETAILS OF SIMILAR WORKS EXCEUTED (On going work)**

Name of work / project and location	Owner of sponsoring organization	Cost of Project work (in crores)	Number of students & no. of test centres	Stipulated date of initiation and completion	Actual date of completion	Litigation/Arbitration pending in progress with details	Name, designation and Address / telephone Email's / Number of officer to whom reference may be made, minimum three references,	Remarks
1	2	3	4	5	6	7	8	9
							1.	
							2.	
							3.	

(Signature of Bidder)
Seal of Organization

ANNEXURE-2C

Performance Report of project referred in BID

Individual

- a) Furnish this information for each in different project from the employer for whom the work was executed.
- b) IIPS authority may also individually seek information regarding the performance from the clients.

1. Name of Project and location:

2. Agreement No.

3. Estimated Cost

4. Tendered Cost

5. Performance Report/ Assessment by clients

a) Quality of work: Excellent/ Very Good/ Good/ Fair

b) Resource of performance: Excellent/ Very Good/ Good/ Fair

Date:

Signature with Stamp

ANNEXURE-2D

Details of Technical and Administrative Performance to be employed



for project

SR NO	Designation	Total no. of Employee d in that category	No. of employee available for this work	Name	Project History	Previous experience & Details of Project Carried Out	In who are capable of these worked be due in this work	Remarks

(Signature of Bidder)
Seal of Organization



ANNEXURE-3A

STRUCTURE OF THE ORGANIZATION

1. Name and address of Bidder:
2. Landline Number/ Email Address:
3. Legal status (Attach copies of original document defining the legal status).
 - a) An Individual/ Consortium:
 - b) A Proprietary/ Partnership agency:
 - c) A Trust:
 - d) A Limited Company or Corporation
4. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
 - a) Registration Number:
 - b) Organization/ Place of registration:
 - c) Date of validity:
5. Names and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Were you or your company ever required to suspend the work for a period or more than six months after you commenced the work? If so, give the name of the project and reasons for not completing the work.
7. Have you and constitute partner(s) ever left the work awarded to you incomplete? If so, give the name of the project and reasons for not completing the work.
8. Have you and constitute partner(s) been debarred/black listed for tendering in any and constitute particular(s) organization at any time? If so, give details.
9. Number of employee for this project
10. Area of Specialization and interest
11. Any other information considered necessary but not included above.
12. Performance Reports/ Assessment by Clients.
 - A. Quality of work : Excellent/ Very Good/ Good/ Fair
 - B. Resource of performance : Excellent/ Very Good/ Good/ Fair



ANNEXURE-3B

Sr. No.	Particulars	Breakup
1	Turnover of the organization Organization Turnover (Average Turnover of last 3 years) from business in India: i. 1 crore ii. 1 crore to 5 crores iii. 5 crores to 8.5 crores iv. 8.5 crores to 10 crores NOTE: Organization must be profitable in at least 3 financial years.	
2	Software Solution: (15 marks)	
2.1	Organization should own the copyright of the source code of the software being used for conducting the exam.	
2.2	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.	
2.3	Capability to upload question paper after the encryption is done at the client location.	
3	Work Experience (15 marks) Past Experience of similar Entrance Examination in terms of number of assignments (Conducting Online Examination- LAN based CBT mode, in Exam centres all over India). Number of assignment for different customers in India. A. i. No. of assignment with unique customer >5 to <10 assignments ii. No. of assignment with unique customer >2 to <4 assignments iii. No. of assignment =1 B. i. Any past experience in conducting online Entrance Examination for any government institution in North Eastern India.	



4	Manpower capability (5 marks) Organization should have minimum 350 technical people rolls in India A. i. >350 manpower units (employees) to <499 manpower units (employees) ii. >500 manpower units (employees) B. i. <100 technical people on rolls in NE India ii. >100 technical people on rolls in NE India	
5	Single day Capability (5 marks) A. i. Conduct of >2000 to <3999 candidates in NE India ii. Conduct of >4000 to <4999 candidates in NE India iii. Conduct of >5000 candidates in NE India B. i. Conduct of >5000 candidates in NE India	Total highest points-50



FORMAT FOR THE SUBMISSION OF FINANCIAL BID

Format for the Commercial Bid (Indicative only)

1. One-time Customization Charges:

SN	Particulars	Total
1	One time Customization charges	

2. Candidate Usage Charges:

SN	Particulars	Total
1	Usage Charges per candidate	

3. Recurring cost or year wise increase, if any:

SN	Particulars	Total
1	Recurring cost / year wise increase	

4. Any Other Charges:

Head/ Item	Amount In Rs.
Service Tax Charges	
Other Taxes (please specify)	
Any Other Charges (please specify)	

1. Total Tender Price in Rs.:

2. In words:

- If there is a discrepancy between the Unit Price and total price the unit price shall prevail
- Any variation in taxes by government of India will be applicable as per government rule/ order i.e. increased/ decreased will be considered.

Submitted by:

Signature:

Name:

Designation:

Agency Address:

Agency Seal:



ANNEXURE-5**Technical Specification of Online Examination**

Sr. No.	Requirement	Compliance (Yes/No)	Remarks
1	Test Engine should - Support major Indian languages viz, English, Hindi and others - Be capable of shuffling questions - Be capable of shuffling of options (alternates) - Be capable of displaying Group Questions - Be possible of display Group Questions - Be capable of getting input and output in excel as per IIPS requirements - Have the facility of candidate feedback - Be able to set parameters for submission exam - Be able to display of candidate photograph and name on the screen during examination.		
2	The bidder should have secured environment for question paper upload and response download. Facility of uploading/deleting questions should also be available with IIPS.		
3	The bidder should have an active Dashboard to display the exam status on the exam day.		
4	The examination will comprise Multiple Choice Objective Questions.		
5	The system should support NEGATIVE MARKING for the wrong answer wherever/ whenever required.		
6	In respect of MCQ examinations, after completion of the same, the marks scored by the candidates should be displayed on the screen immediately.		
7	IIPS should also be able to generate the necessary MIS reports and do the analysis within software itself.		
8	The solution should have built-in security features to allow only authorized users to use the application, generate logs and		



	audit trail.		
9	The system should have the following features besides other mandatory features: a) Administrative module. b) Role based access for read/write/modify. c) Audit trail and log. d) The vendor has to provide the software as a service. e) New release and updates are free of cost. f) Integration with existing portal of IIPS is required. g) The web-based administrator access is to be provided to IIPS to monitor the activities of the exam centres and generate various MIS reports.		
10	Question bank is stored in encrypted form.		
11	Each student will get questions and options in different order selected randomly from a fixed Question Databank.		
12	It must support TCP/IP or be network protocol independent. The product must work in network environment (web based) with multiple users.		
13	a) The students just need to use the mouse and click on the right choice/ correct option from the multiple choices/ options given with each question. b) Objectives types of questions presently consist of Multiple-Choice Questions. To enhance the base of its question bank, IIPS may add soon other type of Objective Type Questions e.g. matching the information in two tables, fill in the blanks, etc. shall also be included in the question databank.		
14	The sequence of steps to be followed by each examinee for appearing in Examination will be as follows: a) The students will have to enter required data for authentication on the screen display. b) The student's details including photograph shall appear on the screen, which will be verified by Invigilator.		



	c) The examinee will get instruction to guide through the test. d) The time of the examination begins only when the 'Start Test' button is pressed. e) The examinee proceeds answering the questions one by one by clicking on the small grey circle next to the chosen answer. f) The examinee can move to First, Last, Previous, Next and Unanswered questions by clicking the buttons with respective labels displayed on screen throughout the test. g) The answers can be changed at any time during the test and are saved automatically. h) It is possible to review the answered as well as the un-answered questions.		
15	The time remaining is shown at the right top corner of the screen.		
16	The system automatically must submit, when the time limit is over OR alternatively if examinee finishes the exam before time he can quit by pressing the 'End Test' button. After the time limit system must not allow examinee to attempt any question, Computer should generate the score and display.		
17	It must provide fail-over backup and recovery capabilities.		
18	In case of any technical snag during the examination time candidate should get same set of questions with answers already marked if examinee scheduled for the examination on the same day and same batch.		
19	If IIPS wants to have access to the "Question Paper" answered by the candidates at any future date, the system should be able to retrieve the "Question Paper".		



20	Web based portal for Registration Module - Bidder will create a registration cum slot booking portal to manage student registration and applications. - System will allow students to fill the form online. System will have inbuilt validation system to validate the entered data. - After successful submission, system will give unique registration number with password for each student. - Students can login in the system by using registration number & password to edit their information and download the Hall Ticket. System will process the result thereafter instantly and store the results for further use. - Online application from wherein the candidate can fill the requisite information as desired. - The online registration should have the features like detailed guidelines and instructions about the programme, eligibility conditions, fees, etc. - The application form should have menu driven items for capturing identical information. - Pop ups for the message alerts, instructions, etc. - Validation of email id filled by the candidate. - Uploading of scanned certificate to check eligibility. - Provision for the candidates to take the printouts of the successful filled applications. - Provisions to send individual, common or customized messages through email or SMS to the candidates as required (either individual/ group/s). - Payment gateway can be part of the portal to allow online processing fee collection.		
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	n) Receipt of payment processing of the print version of the application form received. o) Candidates will be able to download admit cards from this portal. p) Checking of the Eligibility of the candidates will be done as per the details submitted by the candidate during the application submission. However, IIPS will recheck the eligibility at a later stage. q) FAQ to be incorporated in the portal.		
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ANNEXURE-6**Technical Criteria for Online Test Centres**

Sr. No.	Requirement	Compliance (Yes/No)	Remarks
1	The test administrators are certified and well versed with system functionalities.		
2	The access to the PC at the centres is password protected.		
3	All the centres have installed CCTV.		
4	The PC provided at the centres are as per the configuration arrangement.		
5	The test centre has the UPS or any other power back up arrangement.		
6	The test centre has Broadband internet connection and in case of disruption in internet connection from ISP has the alternate arrangement with other ISP.		
7	The location of the test centre is such that candidates can reach the centre easily.		
8	Each Test Centre has minimum 50/PCs.		
9	There should be minimum 1 Invigilator in each Computer Lab and if there are more than 20 candidates in one Computer Lab, then one Proctor should require for every batch of 20 candidates or part thereof.		
10	Should have feature of Remote Proctoring. • Web Camera • IP based CCTV		
11	Each Test centre should have competent security guards for orderly conduct of examinations.		



ANNEXURE-7**List of Online Test Centres**

Sr. No.	STATE	CENTRE
1	Andhra Pradesh/Telangana	Amravati/Vizag
2	Assam	Guwahati
3	Bihar	Patna
4	Chhattisgarh	Raipur
5	Delhi	Delhi
6	Gujarat	Ahmedabad
7	Jammu & Kashmir	Srinagar
8	Jharkhand	Ranchi
9	Karnataka	Bangalore
10	Kerala	Kochi
11	Madhya Pradesh	Bhopal
12	Maharashtra	Mumbai
13	Maharashtra	Nagpur
14	Meghalaya	Shillong
15	Orissa	Bhubaneswar
16	Rajasthan	Kota
17	Tamil Nadu	Chennai
18	Uttar Pradesh	Varanasi
19	Uttar Pradesh	Lucknow
20	Uttrakhand	Dehradun
21	West Bengal	Kolkata



ANNEXURE-8

Compliance Statement

DECLARATION

We certify that the systems/ services offered by us for tender confirms to the specification stipulated by you. We hereby undertake and agree to abide by all the terms and conditions stipulated by IIPS in this RFP including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).

The system must be compliant to the Information Technology Act 2008 (as amended from time to time) and other government and regulatory guidelines in force.

Signature:

Stamp:

Seal of Company:

Place:

Date:



ANNEXURE 2

COMMERCIAL RATE
(IIPS Tender Financial Bid)



FORMAT FOR THE SUBMISSION OF FINANCIAL BID

Format for the Commercial Bid (Indicative only)

1. One-time Customization Charges:

SN	Particulars	Total
1	One time Customization charges	0.00

2. Candidate Usage Charges:

SN	Particulars	Total
1	Usage Charges per candidate	275.00

3. Recurring cost or year wise increase, if any:

SN	Particulars	Total
1	Recurring cost / year wise increase	0.00

4. Any Other Charges:

Head/ Item	Amount In Rs.
Service Tax Charges	49.50 (per candidate)
Other Taxes (please specify)	0.00
Any Other Charges (please specify)	0.00

1) Total Tender Price in Rs.: 324.50 per candidate

2) In words: Three Hundred Twenty Four and Paise Fifty Only.

- If there is a discrepancy between the Unit Price and total price the unit price shall prevail
- Any variation in taxes by government of India will be applicable as per government rule/ order i.e. increased/ decreased will be considered.

Submitted by:

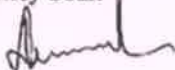
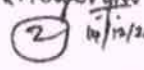
Signature:

Name: Maya P. Patkar

Designation: Chief Operating Officer

Agency Address: 2nd Floor, JBR Corporate House, Near Marutinandan Restaurant, Sindhu Bhavan Road, Bodakdev, Ahmedabad - 380059, Gujarat, Indi

Agency Seal:

①  ②  ③  ④  ⑤ 





अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

(विश्वविद्यालय समतुल्य)*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
गोवर्द्धी स्टेशन रोड, देवनागर, मुंबई - ४०० ०८८, भारत

(स्थापना / Established in 1956)
वेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

International Institute for Population Sciences (Deemed University)*

An autonomous Organisation of Ministry of Health & Family Welfare, Govt. of India
Govardhi Station Road, Deonar, Mumbai - 400 088, INDIA

Sr. No. / 6100

IIPS/Stores/03/Cloud Based Academic ERP/377/2022

Date : 20th May, 2022

To,
Mr. Nikunj Gajera
Executive Vice President
Infinity Infoway Pvt. Ltd.,
Vishwakarma Society, Near Vavdi Water Tank,
150 Feet Road, Rajkot - 360 004
Tel : 0281-2587514
Mobile : 8128689700
Email : nikunj.gajera@infinityinfoway.com

Subject : Work order for supply of Cloud Based Academic ERP System at IIPS

Sir,

I am directed to refer to your Tender Document submitted to this office and am pleased to inform you that Director & Sr. Professor has accorded his approval for accepting your quote and a firm order is placed with you for supply of Cloud Based Academic ERP System at IIPS as per the financial bid submitted by you.

Sr. NO.	Description	Amount	Total
1	One time set up of Academic Module	Rs.9,90,000/-	
2	Recurring Cost	Rs. 14/-	Per user per month
3	GST	18%	

The above is on recommendation of Committee and approval of the Competent Authority vide efile no. 12-11012/31/2021-EXAMINATION CELL Subject: Proposal for procuring Academic ERP software for the use Academic Department.

1) The software as specified/quoted in your quotation should be supplied to this institutes at the earliest.

2) Software supplied should be as specified/quoted in your quote

3) Please note that the software should be delivered at our institute premises at your own cost.

4) In case of failure to supply within the period as specified above, your order shall automatically be treated as cancelled and the institute will not be responsible for any claim what so ever on account of the expenses incurred/losses occurred to you on account of this.

5) IIPS may extend the contract for additional maximum of 02 years on early basis subject to satisfactory performance. The rates quoted shall be valid for 3 years. An increment of 5% on charges would be given after the end of every year for the next year.

6) You are required to deposit Performance Guarantee of 5 % of the amount quoted in the form of Bank Guarantee/ Fixed Deposit from a Nationalized Bank in favour of IIPS Mumbai, valid for contract period and further renewable. This will be for due performance of the agreement in all respects. The Director & Sr. Prof, IIPS, Mumbai will be at liberty to adjust whole or part of this money to recover penalties or any other dues accruing to the IIPS. No appeal shall lie with any authority against the decision taken by him in pursuance of this clause. The performance guarantee should be valid for a period of 60 days beyond contract period.

7) IIPS Shall not be liable to pay any interest on Earnest Money Deposit/Security Deposit, which would stand credited to the IIPS. You have to deposit the Performance Security Deposit and commence the work within 15 days of acceptance of tender otherwise the contract will be terminated and Earnest Money Deposit will be forfeited.

8) You will co-ordinate with Mr. Sudarshan Bhadra, Assistant Registrar (Academic) on 022-42372433

Other Terms and Conditions as per the Tender document

1) The work order is issued for Design, Development, Deployment (Cloud hosting) and maintenance of Academic ERP system.

2) Provisioning of Cloud infrastructure required for hosting the ERP system.

3) Support up to 2,000 users /year (Approx.). The number may vary. However, the payment will be made on the basis of actual users

4) Provisioning of dashboard with DNS & DNS hosting for ERP system.

5) Operation and Maintenance of the Application Software and Cloud Infrastructure provided for the same

6) Training of IIPS Employees.

7) Customization and Enhancement of the functionality in the modules as per IIPS requirements during the contract period.

The ERP so designed and development will be as per the functional requirements that will be prepared in terms of various modules required by the Academic Department of IIPS. IIPS is looking for an integrated academic system for single point control and management as per the modules listed below :

1. Student Portal Management – Comprising of

- Student Log In
- Detailed Personal Profile
- Syllabus Details
- Time Table
- Semester - Subject Wise Attendance
- Semester – Subject Wise Result History
- Download Teaching Notes, Assignments
- Course Registration
- Course Feedback
- Fee Schedule
- Detailed Fee Summary (Paid/Dues/Fines/Exemption etc.)
- Fee payment
- My Calendar
- Event Based Alerts
- Online Leave Application
- Leave Status
- Leave Report Card

2. Faculty Portal Management – Comprising of

- Faculty Log in
- Batches / Students
- Scheduled Classes
- Mark Attendance
- Student evaluation (Marks / Grades)
- Upload Teaching notes, Assignments
- Course Progress View
- Event Based Alerts
- Number of student allotted as guide.

3. Academic & Student Management Module

This section will deal with all the information pertaining to a student such as personal, academic as well as admission /fellowship and student report generation as per different criteria like , category, gender etc.

- Admission

- Semester registration
- Student Information
- Programs
- Specializations/Elective
- Class
- Time Table
- Scholarships/Fellowship
- Ph.D Course Management(Such as Guide allocation, Ph.D registration, half yearly report, Proposal presentation, synopsis, Thesis submission, Viva-Voce, Provisional certificate ,Fellowship etc)
- Semester/year wise student report as per different criteria. [All above reports can be produced in graphical as well as in text format like pdf, excel, csv etc.]
- Student Feedback
- Placement Report

4. Fees Management Module

Using this section all types of fee under different heads can be collected from the student through online using integrated Payment Gateway and can generate different types of reports.

- Fee Configuration for different heads
- New admission fee deposit
- Semester/ Yearly Fee deposit online
- Miscellaneous Fee Collection online
- Receipt generation
- Main receipt / miscellaneous receipt
- Student fee payment track record
- Expected reports:
 - i. Daily/ monthly/ semester/ yearly fee collection/ miscellaneous report
 - ii. Defaulter report
 - iii. Head wise (hostel, transport, alumni etc.) collection report
 - iv. Any customize report

All above reports can be produced in graphical as well as in text format like pdf, excel, csv etc

5. Exam Module - Comprising of

- Exam calendar
- Question Paper Creation
- Evaluation
- Exams/ Hall tickets Creation
- Exams Arrangements
- Result declaration
- Transcript/Mark sheet/ Degree Generation

- Exam Time Table
- Exam Attendance
- Convocation

6. Attendance Module – Comprising of

- Student Attendance
- Holidays settings
- Custom reports for attendance
- SMS alert

7. Certificate Management Module – Comprising of

- Online application for different certificate
- Document Upload
- Status of application
- Different certificate generation

8. Hostel Management Module – Comprising of

- Fee payment
- Room allotment

9. Training

Yours agency will provide offline training and documentation for all users of the system. Every user group would have a separate Pre and Post Implementation Training. The Training program would be split into series of sessions for different user groups and across functional areas of the system.

Over and above these trainings, the helpdesk shall provide the support to all users of the system.

10. Intellectual Property Rights (IPR)

All necessary hardware, software, Source Code & object code of the software, Database generated, Design Document, All Requirement Specification, Hardware Sizing Documents, Test Plan, Test Data, Test Cases, licenses, cloud services etc. Intellectual Property Rights(IPR) will be in the name of the IIPS. IIPS shall have the sole proprietary rights over them.

11. Application Security

1. The system must provide an end-to-end security solution to protect the ERP applications, services, data and the infrastructure from malicious attacks or theft from external (through internet) hackers. Using Firewalls and Intrusion Detection Systems such attacks and theft should be controlled and well supported (and implemented) with the security policy.
2. The security implementation shall cover all three layers namely physical, network and transport layer.
3. System should have proper authorization mechanism in place to give only the designated users viewing or changing permissions.
4. System should have the ability to perform password management functions including controlled password expirations, minimum password length and enforcement of alphanumeric password standards, password history logging and user locking for failed login attempts.
5. System should maintain an audit trail of all the transactions and all entries into the system.

Maintenance Support

1. Your agency has to ensure to deploy a required technical team at IIPS for the smooth implementation of project.
2. You will provide the Operations and Support Team for Maintenance support phase, for supporting the ERP solution. Your agency should propose appropriate manpower to cover activities. The support shall include technical expertise, process implementation, policies compliance, governance and reporting. The bidder Support Team shall provide below mentioned services:-- Physical Onsite helpdesk to support and facilitate resolution of Incidents and Problems.
3. Your agency will deploy a team providing support for both functional as well as technical issues. The functional and technical issues in the implemented system resulting in disruption of day to day activities of end users shall be referred to as 'Incidents'. These incidents shall be assigned a 'priority' which will be on the basis of the urgency/criticality and impact on IIPS.
4. Your agency shall provide and implement from time to time the Updates/New releases/New versions of the software and operating systems as required. You will provide updates & patches of the ERP software and tools to IIPS as and when released without any additional cost to IIPS.
5. The nature of support would be 24 x 7. The normal technical support hours would be 09:00 AM to 6:00 PM from Monday to Saturday every week. However, after that time and on Sunday (24 x 7 hrs), the nature of support would be on On-Call basis only for critical high priority incidents. For On-Call support, bidder shall nominate team and details of this team should be available to IIPS. If the system is inaccessible, the bidder has to work 24x7 till system availability.
6. You will deploy its support resources along with required logistics like Laptop, Mobile, Data Card, External Hard Disk etc. for onsite working and support.
7. Your agency must ensure the backup of ERP services and data on a daily basis.

Additional Technical points

1. The system must provide an end-to-end security solution to protect the ERP applications, services, data and the infrastructure from malicious attacks or theft from external (through internet) hackers. The security implementation shall cover all three layers namely physical, network and transport layer.
2. System should have proper authorization mechanism in place to give only the designated users viewing or changing permissions.
3. The bidder shall deploy the application only after it is security audited and certified as follows:
 - GIGW compliance audit conducted by STQC Directorate.
 - Safe to Host audit for the ERP portal conducted by Cert - In empaneled agencies.
4. Your agency must ensure regular backups for all databases in accordance with the backup and archive policies and recovery whenever required with appropriate permissions.
5. You must ensure the backup of ERP services and data on a daily basis at Local Storage server that is to be installed at the Institute campus. The required storage server will be provided by your agency

6. Testing of backup media should be undertaken from time to time to ensure availability of data.
7. Your agency will provide the Operations and Support Team for Maintenance support phase, for supporting the ERP solution.
8. You would deploy its support resources along with required logistics like Laptop, Mobile, Data Card, External Hard Disk etc. for onsite working and support.
9. Your agency must provide the necessary API/payment gateways and integrate the application/ERP with the other ERPs/ accounting software running in the institute (if any) without any additional cost. You will provide and implement from time to time the Updates/New releases/New versions of the software and operating systems as required. The bidder shall provide updates & patches of the ERP software and tools to IIPS as and when released without any additional cost to IIPS. System should maintain an audit trail of all the transactions and all entries into the system.

Payment Conditions :

1. Payment will be made as per Gov norms i.e. 30% advance payment and 70% on satisfactory delivery/installation of the software after due certification by Assistant Registrar (Academic), IIPS, Mumbai.
2. Payment shall be made by PFMS transfer. You need to provide bank details for the transfer.
3. In case of any dispute arising out of this Work Order the decision of the Director & Sr. Professor, IIPS shall be final and binding on the agency

You are requested to kindly send us a formal acceptance of this Purchase Order.

Thanking you,

Yours faithfully,



(Manjiri Rane)

Assistant Registrar (Admin)

Copy to :

1. Director, IIPS, Mumbai ---- for information
2. Assistant Registrar (Academic) --- for information and necessary action please
3. Dr. Chandra Shekhar, Head ICT, IIPS ---- for information
4. System Manager, ICT, IIPS, --- for information
5. Assistant Finance Officer, IIPS --- for information.

International Institute for Population Science
Govandi Station Road, Deonar,
Mumbai - 400 088

Payment Voucher

No. : B-408

Dated : 8-Dec-21

Particulars	Amount
Account :	
Library Books	29,338.00
Advance for Contingency	1,77,100.00
Advance for Contingency	3,54,100.00
Fellowship in Demography	3,000.00
Fellowship in Demography	3,000.00
Fellowship in Demography	3,000.00
Fellowship in Demography	3,000.00
IT & Software (Revenue)	14,160.00 → Tally Software
Less: TDS A/C	(-)1,200.00
Less: TDS (CGST)@1%	(-)120.00
Less: TDS (SGST)@1%	(-)120.00
Maint. of Admn. Bldg. A/c	1,06,200.00
Less: TDS A/C	(-)1,800.00
Less: TDS (CGST)@1%	(-)900.00
Less: TDS (SGST)@1%	(-)900.00
Student Tuition Fee	15,000.00
Fellowship in Demography	17,565.00
Through :	
State Bank of India, Deonar, (A/c No.54179)	

continued ...

Govandi Station Road, Deonar,
Mumbai - 400 088

(Page 2)

Dated : 8-Dec-21

₹ 7,20,423.00

Authorised Signatory

देवनार / Deonar, मुंबई / Mumbai 400088

International Institute for Population Science

Govandi Station Road, Deonar,
Mumbai - 400 088

IT & Software Packages A/c Ledger Account

1-Apr-21 to 31-Mar-22

					Page 1
Date	Particulars	Vch Type	Vch No.	Debit	Credit
1-Apr-21	Cr Opening Balance			85,65,723.47	
23-Jul-21	Cr State Bank of India, Deonar,(A/c No.54179) Payment JSM Technologies Pvt. Ltd., Invoice No. JUL21-IIPS-04/025 of Rs.41,300/-, Invoice No. JUL21-IIPS-03/024 of Rs.1,23, 900/-, Invoice No. JUL21-IIPS -02/023 of Rs.41,300/- and Invoice No. JUL21-IIPS-01/022 of Rs.1,65,200/- dt. 07/07/2021 t /w Final (70%) payment to purchase of Payroll Software and Pension Software for Accounts Section as per e-office note, bills and Director approval. Being amt. transfer to JSM Technologies Pvt. Ltd., Invoice No. JUL21-IIPS-04/025 of Rs.41,300/-, Invoice No. JUL21-IIPS-03/024 of Rs.1,23,900/-, Invoice No. JUL21-IIPS-02 /023 of Rs.41,300/- and Invoice No. JUL21 -IIPS-01/022 of Rs.1,65,200/- dt. 07/07/2021 t/w Final (70%) payment to purchase of Payroll Software and Pension Software for Accounts Section as per e-office note, bills and Director approval.		B-173	3,71,700.00	
27-Sep-21	Cr State Bank of India, Deonar,(A/c No.54179) Payment Shingar Technologies, Bill No.51 dt.12.08.2021 Being amt. transfer to Shingar Technologies SB A/c t/w purchase of Adobe Acrobat DC Software 20 Qty. and Adobe Animate one year Subscription License 2021 2 Qty. for faculty/staff and ICT Unit vide office note, Bills and Director approval.		B-273	12,25,800.00	
Carried Over				1,01,63,223.47	

International Institute for Population Science

IT & Software Packages A/c Ledger Account : 1-Apr-21 to 31-Mar-22

Page 2

Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward			1,01,63,223.47	
23-Dec-21	Cr State Bank of India, Deonar, (A/c No.54179) Payment Shingar Technologies, Bill No.98 dt.15/11/2021 t/w Purchase of CorelDRAW Graphics Suite 2021 software for Mr. Motilal Mohare vide approval attached. Being amt. transfer to Ms.Jesty Saira Verghese(Rs.4200/-), Poushaly Talukdar, Sita Books, Current Science Association, Yoga Publications, Swamy Publisher (P) Ltd. , Coir Board Showroom & Sales Depot, t/w Purchase of Coir Door Mats 5 Qty.for Rented BSNL Office Premises for Project Cell, Shingar Technologies, J.P. Office Equipments, Arihant Infotech(Rs.34515/-) t /w Purchase of Light, Led Bulb and Electrical Items for Rented BSNL Office Premises and Sharda Stationery & Xerox(Rs.10920/-) SB A/c vide E-office notes, Bills and Director approval.		B-430	91,000.00	
				1,02,54,223.47	
Dr	Closing Balance				1,02,54,223.47
				1,02,54,223.47	1,02,54,223.47



अनिकेत चट्टोपाध्याय

Aniket Chattopadhyay

सहायक वित्त अधिकारी

Assistant Finance Officer

अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

International Institute for Population Science

- देवनार / Deonar, मुंबई / Mumbai: 400088