अन्तर्राष्ट्रीय जनसंख्या
विज्ञान संस्थान
(विश्वविद्यालय समतुल्य)*
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
गोवंडी स्टेशन रोड, देवनार, मुम्बई- 400 088. भारत

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

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 Examination, i.e., Computer Based Test (CBT) for its various Post Graduate progammes at prescribed centers across the country through online mode being offered by IIPS. Interested agencies experienced in similar work or capable of undertaking such work may send their Technical and Commercial Bids. The last date for receipt is **January 13, 2023 upto 3:00 p.m.** The bid document will be available on IIPS website and CPP.

Tender Issue Date	:	December 22, 2022
Tender No.	:	IIPS/Admin/CBT (Admission)/Tender/03/2022
Last Date of Submission	:	January 13, 2023
Tender Fees	:	Rs. 1,000/-
Date of Presentation	:	Shall be informed later ON the website

SECTION I

BACKGROUND

1. **Aims & Objectives of the Tender:**

   IIPS has decided to conduct "Computer Based Test''(CBT) for various **Post Graduate Progammes** at 30 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.

2. SCOPE OF THE WORK:

2.1. General

a) Bidder should have the necessary wherewithal in terms of technology and infrastructure to conduct online examinations for the candidates enrolled for various courses offered by IIPS. Hereafter "Bidder" may also be called as Bidder, Vendor, Applicant, Service Provider or Agency bidding for conducting Computer based Test.

   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 opening of the admission process for each course for which online application 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 preferential 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 prescribed by 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 and secure 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 shall 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

2.2. 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/notations.

- Duration of examination will be one hour for each programme.
- 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 authorization.

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). The exam centre must be located within central location of the city (within 3 km of radius of city centre) and well connected with public transport.

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. The examination centre should be well equipped with air-conditioner, washroom (male/female), drinking water, proper lighting, power backup and security guards. Failing which 2% penalty in each centre of the total contract value will be charged.

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 of 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. After the conduct of CBT it is the responsibility of the BIDDER to handover all the important documents in original hard copies during execution of examination protocols such as attendance sheets, exceptional case / malpractice report etc., to IIPS within a period of seven days from the date of examination, failing 10% penalty of the total contract value will be charged as per the decision of the IIPS.

The Bidders is bound to submit the CBT data as per the requirement of the IIPS within two days from the date of the CBT, failing 15% penalty of the total contract value will be charged as per the decision of the 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.

On the day of CBT, The Bidder shall appoint a person to attend and demonstrate all the live updates (including CCTV live streaming) of the CBT to the Admission Committee in IIPS Mumbai, failing 5% penalty of the total contract value will be charged as per the decision of 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 computer-based 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, tittle 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 in excel and other user friendly format.

j) The bidder should make the provision of writing proposal for some of the courses after the entrance test.

k) The bidder will be solely responsible for breach of any security, confidentiality, integrity at any level from sources of any personal or Computerized/ automation process employed by the bidder.

l) 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.

m) 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 Audio-Visual mode. The centralized real time monitoring must be made available at the centralized place in IIPS.

n) The Bidder has to conduct a CBT in all the mentioned centres (See Annexure 7) irrespective of number of candidates appearing for CBT in any shift.

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 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 noclaims whatsoever will be entertained by the BIDDER in this regards.

3. 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 withEarnest Money Deposit (BID SECURITY) 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) forVarious PG Programmes at IIPS, Mumbai"**

3.2 All information called for in the enclosed forms should be furnished against therespective 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 ''NotApplicable''. 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 forwardingletter on agency's letter head.

3.4 The bidder should enclose BID SECURITY of Rs. 25000/- (Rupees Twenty Five Thousand only)in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guaranteee (including e-Bank Guarantee) from any of the Commercial Banks or online payment in an acceptable form in favor of Director IIPS, and payable at Mumbai.The tenders without BID SECURITY shall be summarily rejected.

3.5 The BID SECURITY of the unsuccessful bidders shall be returned after the expiry of the final bid validity and latest on or before the 30th day after award of the contract. However, in case of two packet or two stage bidding, the BID SECURITY of unsuccessful bidders during first stage i.e. technical evaluation, etc., shall be returned within 30 days of declaration of result of first stage i.e. technical evaluation'

3.6 Upon selection, the agency has to submit Performance Security Deposit of Rs. 52000 equivalent to 10% of the estimated value of the contract) in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guaranteee (including e-Bank Guarantee) from any of the Commercial Banks or online payment in an acceptable form in favor of Director IIPS, and payable at Mumbai

3.7　Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed andthe contact numbers of all such clients should be mentioned.

3.8　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.

3.9　Even though agency may satisfy the qualifying criteria, it is liable to disqualification if it has record of proof performance or not able to understandthe scope of work etc. Or it is found that bidder has provided incorrect or misleading information.

3.10　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 Directorof 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.

3.11　The payment shall be made in Indian Rupees on submission of original invoiceand successful completion certification by the concerned department. 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 complete the work cost recoverable from the bidder in addition to damages and penalty. (Maximum upto 15% of the total contract value).

3.12　Bidder are neither allowed to join hands to participate in the tender nor allowedto 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 must 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 30 cities or more and should have proven capacityof conduct of CBT mode exam of 1500 or more candidates in single shift. The documentary evidence in form work/contract and client report must be enclosed. Based on the previous years' experience it is expected that around 1500 candidate would appear across all 30 cities.

Note: Similar nature of work means design/ development of computer based test for professional examination. Application processing, test delivery, evaluation and resultprocessing. 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.

FINANCIAL INFORMATION

Financial Analysis: Details to be furnished duly supported by figures in the 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 TURNOVER (In Rs.)
2019-2020	
2020-2021	
2021-2022	

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. or (GSTIN)

Submitted by   :
Signature   :
Name   :
Designation   :

Agency Address   :
Agency Seal   :

EXAM SOFTWARE DECLARATION (To be given on Company Letter Head)

Date:

Sub: Cyber security for CBT exam software Tender Reference No: _____

Name of Tender / Work: - _____

_____

Dear Sir, I / We hereby certify that I / we have read the cyber security requirements of the exam software mentioned under "Essential Pre Requisites" and I / We declare that our exam procedures and software adhere to the following requirement:

1. I / We segregate and secure the exam lab network (switch) before the start of the exam by creating VLAN and blocking unwanted ports.

2. I / We have ethics and integrity requirements as part of the contract for all staff (on roll, contractual, etc.) involved in the execution of the exam.

3. On the day of exam, all user activities performed (over the network or physically) on the node, on centre servers, and HO server with results database is logged with details (who performed, what action was performed and what time) by our exam software.The following at minimum is captured: - HO server : DB log (if results are in DB log (if results are in DB) – Exam centre server : DB log, OS logs, exam application logs – Node: candidate log, OS logs.

4. I / We provide accurate records for all the seats allocated to a candidate (should include centre, room name, seat number, machine identifier) during the entire exam duration.

5. All communications between HO and exam centre or within exam center is encrypted (question paper transfers, data push and pull from HO, Communication between center server and nodes, communication between center primary and backup server and communication between different exam software machines).

6. I / We capture the hardware and software on the computers being used for the exam delivery (server/ nodes). At minimum captures ethernet cards, processor, RAM, HDD, USB devices, OS, software installed, and services running.

7. I / We certify that all information furnished by 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/performance guarantee absolutely. Your department/organization can test the above requirements in a live environment created by us during the technical evaluation stage.

(Signature of the Bidder, with Official Seal)

Authority letter of Organization

DETAILS OF SIMILAR WORKS EXCEUTED

Name of work/ project and location	Owner of sponsoring organization and contract	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

SIMILAR WORKS EXCEUTED (Ongoing 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

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

Details of Technical and Administrative Performance to be employed for project

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

(Signature of Bidder)
Seal of Organization

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

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:

i. If there is a discrepancy between the Unit Price and total price the unit price shall prevail
ii. 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:

Technical Specification of Online Examination

Sr. No.	Requirement	Compliance (Yes/No)	Remarks

1	Test Engine should
	  a) Support major Indian languages viz, English, Hindi and others
	  b) Be capable of shuffling questions
	  c) Be capable of shuffling of options (alternates)
	  d) Be capable of displaying Group Questions
	  e) Be possible of display Group Questions
	  f) Be capable of getting input and output in excel as per IIPS requirements
	  g) Have the facility of candidate feedback
	  h) Be able to set parameters for submission exam
	  i) 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
	    a) Bidder will create a registration cum slot booking portal to manage student registration and applications.
	    b) System will allow students to fill the form online. System will have inbuilt validation system to validate the entered data.
	    c) After successful submission, system will give unique registration number with password for each student.
	    d) 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.
	    e) Online application from wherein the candidate can fill the requisite information as desired.
	    f) The online registration should have the features like detailed guidelines and instructions about the programme, eligibility conditions, fees, etc.
	    g) The application form should have menu driven items for capturing identical information.
	    h) Pop ups for the message alerts, instructions, etc.
	    i) Validation of email id filled by the candidate.
	    j) Uploading of scanned certificate to check eligibility.
	    k) Provision for the candidates to take the printouts of the successful filled applications.
	    l) Provisions to send individual, common or customized messages through email or SMS to the candidates as required (either individual/ group/s).
	    m) Payment gateway can be part of the portal to allow online processing fee collection.
	
	    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.		

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 and without any technical glitch.		
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 of 50/PCs.		
9	There should be a minimum of 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, toilet facilities, drinking water, etc. for the orderly conduct of examinations.		

List of Online Test Centres

Sr. No.	State	Exam center
1.	Andhra Pradesh	Vizag
2.	Assam	Guwahati
3.	Bihar	Patna
4.	Chhattisgarh	Raipur
5.	Delhi	Delhi
6.	Gujarat	Ahmedabad
7.	Gujarat	Vadodara
8.	Himachal Pradesh	Shimla
9.	Jammu & Kashmir	Srinagar
10.	Jammu & Kashmir	Jammu
11.	Jharkhand	Ranchi
12.	Karnataka	Bengaluru
13.	Kerala	Kochi
14.	Kerala	Thiruvananthapuram
15.	Madhya Pradesh	Bhopal
16.	Maharashtra	Mumbai
17.	Maharashtra	Nagpur
18.	Maharashtra	Pune
19.	Meghalaya	Shillong
20.	Manipur	Imphal
21.	Odisha	Bhubaneshwar
22.	Punjab	Chandigarh
23.	Rajasthan	**Jaipur**
24.	Tamil Nadu	Chennai
25.	Telangana	Hyderabad
26.	Tripura	Agartala
27.	Uttar Pradesh	Varanasi
28.	Uttar Pradesh	Lucknow
29.	Uttrakhand	Dehradun
30.	West Bengal	Kolkata

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: