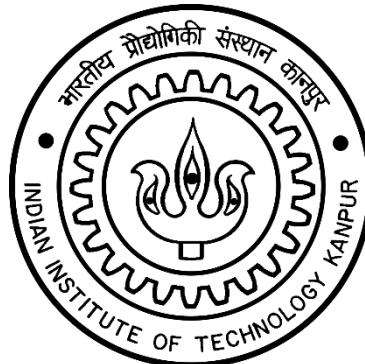


**Call for Proposals and Quotation for conducting the Joint Entrance  
Examination (Advanced) 2018 Online Examination**

**TENDER DOCUMENT**

**FOR**

**THE CONDUCT OF COMPUTER BASED ONLINE  
EXAMINATION FOR JEE (ADVANCED) - 2018  
EXAMINATION**



**ORGANIZING INSTITUTE, JEE (ADVANCED) - 2018  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR,  
KANPUR - 208016  
INDIA**

[www.iitk.ac.in](http://www.iitk.ac.in)

*Indian Institute of Technology (IITs) are institutions of national importance established through Acts of Parliament for fostering excellence in education. Over the years, IITs have created a world class educational platform that is dynamically sustained through quality teaching and internationally acclaimed research with excellent infrastructure and the best available minds. The IITs jointly administer the conduct of Joint Entrance Examination (Advanced), that serve as the entrance examination for admissions to various undergraduate programmes in various engineering and science disciplines at IITs leading to a Bachelor's, Integrated Master's or Bachelor-Master Dual Degree in Engineering, Sciences, Architecture, or Pharmaceuticals. The results of JEE (Advanced) are also used by other centrally funded institutes such as IISc, IISER's, IIST, RGIPT and IIPE. The operations related to JEE (Advanced) are managed by the Organizing IIT, which is one among the seven zonal IITs. The Organizing Institute (OI) is responsible for the end-to-end processes and coordination amongst the administering institutes. The OI for JEE (Advanced) 2018 is IIT Kanpur.*

### **Disclaimer**

*This Tender is not an offer by the Indian Institute of Technology Kanpur but an invitation to receive offer from vendors. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized officer bearers of the JEE (Advanced)2018 organizing team of Indian Institute of Technology Kanpur with the vendor.*

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## 1. Fact Sheet

S. No	Particulars	Details
1	Tender ID	JEE/2017-2018/02
2	Tender date	September 04, 2017
3	Selection Method	Tender will be awarded to the Bidder with the highest score based on the QCBS Evaluation Method
4	RFP issued by	<b>Indian Institute of Technology Kanpur (IIT Kanpur)</b>
5	Availability of RFP	RFP can be downloaded from <a href="http://www.iitk.ac.in/new/tenders-notice">http://www.iitk.ac.in/new/tenders-notice</a>
6	EMD	Earnest Money Deposit of INR 50,00,000 (50 lakhs) only. Demand Draft or BG in favour of <b>JEE, IIT KANPUR</b> payable at <b>Kanpur</b> from any of the nationalized scheduled commercial bank or BG as per standard format valid for six months.
7	Performance Bank Guarantee(PBG)	Bank Guarantee as per the standard format valid for at least 12 months from the date of the bid.
8	Nodal Officer for correspondence and Clarification	Joint Registrar, Store & Purchase, IIT Kanpur
9	Last date for Pre-bid queries	17:00 hrs, September 10, 2017
10	Issue of addendum/clarification(if any and if required)	17:00 hrs, September 15, 2017
11	Last date of bid submission	Proposals must be submitted no later than 17:00 hrs, September 16, 2017 at JEE Office, IIT Kanpur, Academic Affairs Building, Kanpur-208016
12	Opening of Technical bid	15:30 hrs, September 17, 2017 at JEE Office, IIT Kanpur, Academic Affairs Building, Kanpur-208016
13	Presentation & Demonstration by bidders	16:00 hrs, September 17, 2017 at JEE Office, IIT Kanpur, Academic Affairs Building, Kanpur-208016
14	Opening of Financial bid of technically eligible bidders	09:30 hrs, September 23, 2017 at JEE Office, IIT Kanpur, Academic Affairs Building, Kanpur-208016

## 2. Request for Proposal

Tenders are invited from eligible, reputed and qualified IT Firms with sound technical and financial capabilities for implementation and maintenance of Computer Based System for JEE 2018 (Advanced) Examination (in English and Hindi languages) for IIT Kanpur as detailed out in the Scope of Work of this RFP Document. This invitation to bid is open to all Bidders meeting the pre-qualification criteria as mentioned in this RFP Document.

### 2.1 Background Information

#### Basic Information

a) Indian Institute of Technology Kanpur (IITK) invites responses (“Proposals”) to this Request for Proposals (“RFP”) from Companies / Agencies (“Bidders”) for selection of “Service Provider”.

b) Proposals must be received not later than the time, date at the venue mentioned in the Fact Sheet. Proposals received after the deadline will not be considered in this procurement process.

c) Interested bidders are advised to study the RFP document carefully. Submission of response shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

### 2.2 Project Background

IITK intends to implement a system that will manage the online examination process for a total number of around 2.2 lakh candidates in India and in 6 countries outside India, namely Bangladesh, Ethiopia, Nepal, Singapore, Srilanka and UAE (Dubai) with 2 sessions on a single day requiring total number of at least 2.2 lakh nodes for each session. The system shall mainly comprise of the following activities:

- Preparation of centers for Computer based exam
- Providing software and training for Question Paper generation in English and Hindi
- Conduct of mock tests and workshops regarding online Computer based test
- Aadhaar/non-Aadhaar based Biometric registration and verification of candidates during examination
- Providing the recorded biometric data of the candidates and verification at later stages of admission process
- Conduct of Computer Based Examination
- Compilation of response data in the desired format for result generation
- Customized report generation

## 2.3 Key Information

### About Indian Institute of Technology Kanpur

Indian Institute of Technology Kanpur, an Institute established under a special act of Parliament of Republic of India, incorporated under the Institutes of Technology Act, 1961, having its office at Kanpur 208016, India.

## 3. Scope of Work

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

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

### 3.1 Pre-Examination Phase

- The selected bidder is expected to draw the examination plan and implement the design of the examination processes as required by IIT Kanpur. Broadly, the requirements will be as follows:
  - Complete Security management processes
    - Physical Security
    - Information Security
    - Server Security
    - Network Security
  - Candidate handling process
    - Mapping of candidates details with Exam Centers
    - Validation and verification of identity
    - Attendance and biometric (photograph and thumb impression) handling
    - Machine/seat allocation and handling of security parameters
  - Any other processes related to conduct of Examination including preparation of pre-examination mock test and practice modules for potential candidates to be hosted on 24/7 operational servers (at one or more IITs) and conduct of practice sessions for the online examination at centers specified by IIT Kanpur.
- The selected bidder shall prepare and provide Standard Operating Procedure (SOP) for all processes for safe and secure conduct of examination along with rules for contingency and exception handling/ emergency procedures.
- The selected bidder shall provide specifications for Hardware and Software required at all stages of the examination at:
  - Exam Centers
  - Devices and systems to be used for authentication and audit trail mechanisms required for Exam.

- The selected bidder shall provide consulting, training and manpower support to handle the entire Examination. The required Hardware, Software, networking shall be installed by the Bidder on lease/rent basis, whose cost would be covered under the commercial bid.
- The selected bidder, as per the requirements and directives from IITK, shall setup systems at the required Exam Centers in India and abroad (Bangladesh, Ethiopia, Nepal, Singapore, Srilanka and UAE (Dubai) ensuring that at least 10% of the systems are available as backup per shift i.e. if 100 systems are going to be used, the center shall have at least 110 systems available per shift.
- The selected bidder shall ensure that all Exam Centers have the prescribed Hardware, Software, and LAN connectivity for conducting Examination.
- The selected bidder shall ensure that UPS facilities and Generator facility are available at each Exam Centre for un-interrupted power.
- The selected bidder shall carry periodic audit at Exam Centers for
  - Hardware, Operating System, Processor Speed, RAM, Network and Key Boards etc.
  - Software - Screen resolution and LAN connectivity, Browser.
  - Working condition of UPS and Generator.
- The selected bidder shall ensure suitable drinking water and separate toilet facilities for both Boys and Girls at each examination center.
- The selected bidder shall provide a facility to candidates for static mock link for mock test within a fortnight of signing the contract. The same facility should also be available online to be run through web server. The mock test should be a replica of the examination software.
- The selected bidder shall host and manage the examination process through intranet based solution at Exam Centers.
- The selected bidder shall securely install and implement Question Papers (in English and Hindi languages) for online test.
- The selected bidder shall ensure checking of original documents and admit card of the candidates at the entrance gate of the examination center. Individual password shall be given to each candidate by the selected bidder at the examination center after verification of the documents.
- The selected bidder shall ensure that the Signature of the candidate is taken in the attendance sheet and Verification of the signature in attendance sheet is done vis-à-vis the signature in the admit card
- The selected bidder shall ensure complete biometric registration and verification process of the candidates (digital photo, finger print etc.) and allow candidates to appear for exam at Exam Centre through pre-allotted seat/machine. The biometrics taken at this stage shall be used later on for authentication purposes.
- The selected bidder shall arrange/provide adequate displays and provide required instructions/information to the candidates appearing for exam at Exam Centers.
- All pre-examination phase processes shall be carried out by the selected bidder in consultation with IITK.

**Test Centers:** The service provider would help IITK in identifying the test centers in each of the cities where examination will be held. Each of the identified centers will be vetted and certified by authorized IIT personnel and the service provider. A test center may have one or more test centers,



however, offices of service provider must not be considered for test centers. Internal training facilities or other infrastructures specially for conducting online examination may be used.

### 3.2 Examination Phase

- The selected bidder shall make necessary arrangements, in consultation with IITK, for providing adequately trained manpower as per the requirements mentioned below:

Each Exam Center should have the following minimum number of personnel to be deployed;

- Exam Center Administrator – 1
- IT Manager –1 per 250 nodes (minimum 1 in a center)
- Invigilators - 1 per 30 nodes (minimum of 2 in a room)
- Support Staff - Minimum 1 per 100 students (Suitability need to be justified with centers) and locations
- Security Guards - Minimum 1 per 100 students (Suitability need to be justified with centers)
- Peons - Minimum 2 per 100 students

The above staff should be increased proportionately on the basis of size of the center in terms of nodes for exam. In addition, service provider should provide a City Head for each of the cities of examination.

- The Examination shall be computer based with the questions (in English and Hindi languages) being provided onscreen on a random basis, without any manual intervention.
- Sufficient time of 15-20 minutes shall be allotted before the exam for providing orientation to the candidates on the structure of the exam, time limits and guidelines for answering the question papers.
- Computer based exam software should support standard features such as display of details of candidates, detailed instruction upon login, start and closure of examination at scheduled time, virtual numeric scientific keypad, time left, flag questions for review, marking/unmarking of question, display of status of questions with different color and symbols, switching between sections, switching between Hindi and English languages, provision for enlargement of font, navigation to unanswered questions and prompt for submission.

#### Minimum Candidate System Pre-requisites

Screen Resolution	1024 X 768
Operating System	Windows XP Professional, Windows 7 or equivalent with appropriate Service Pack
Browser	Internet Explorer 7.0 or above as supported by above Operating Systems
Browser settings	Java Script enabled Pop-up blocker disabled Under 'Settings' of 'Temporary Internet Files', set 'Check for newer versions of stored pages' to 'Every visit to the page' Proxy disabled (Direct Internet) USB disabled, Keyboard disabled during exam after login

## Minimum Exam Centre Server Prerequisites

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

### Infrastructure :

- The selected bidder shall complete biometric registration process of the candidates before start of examination (digital photo and biometric fingerprint) and after that allow candidates to appear for test at Examination Centers.
- The selected bidder shall arrange/provide adequate displays and required instructions/information to the candidates appearing for test at Examination Centers.
- While exam will be conducted on local LAN, data of test progress should be transferred to central server every 15 minutes (or as specified by IITK) for monitoring purposes. The selected bidder should provide reports to IITK to view the test progress at all the centers during the examination.
- The service provider would arrange for the necessary servers to conduct the examination at each test center. One main server and one backup server will be available for every 200 or 250 candidates at a test center.
- The service provider must have the requisite MOU's with the colleges and who would arrange for the client systems necessary for the conduct of examination at each test center. There should be atleast 10% reserve pool of client systems of the total number of registered candidates in a session at each test center.
- There must be adequate spacing between two adjacent seats. Service provider should arrange for partition of appropriate size between adjacent seats.
- At the test center, main server, backup server and client systems would be provided with functional UPS or generator set. Uninterrupted power should be made available for the period of each session and for 30 minutes prior to and after each session on the day of examination.
- The selected bidder shall maintain audit trails of all activities of the candidate (click by click) during the course of the examination.
- The selected bidder shall obtain candidate's feedback through online Feed Back Form, after the examination is over.
- The selected bidder shall provide blank paper sheet/s to the candidates as per requirement.

- The selected bidder shall have a contingency plan for candidate management/Shifting in case of any emergency.
- The selected bidder shall monitor and supervise Exam Centre activities on monitoring console to be installed by the selected bidder in IITK. The data should be real time data generated from each Exam Centre during the examination.
- At the end of the exam, transfer/export of candidate response and audit trails shall be done by the selected bidder on secured channel from local server to Central server of the selected bidder within 4 Hour from each exam center. Other data such as attendance sheet, fingerprint, photograph, seating plan etc. (if any) should be sent to IITK within 7 days of conclusion of the examination.

**Note – Following shall be made available by IITK:**

- Question paper(s) for online practice purposes to be hosted on a 24/7 operational web server.
- Question paper(s) for mock examinations to be held at specified centers on specified dates (center and dates to be decided by IITK).
- Question paper for the conduct of examination.
- Rules/guidelines/markings scheme

**Note- Following shall be made available by the selected bidder**

- Soft Copy of Centre Master having Centre No. and Centre Details
- Complete candidates' response during the examination, audit trail and biometric data
- Complete response related data of all the candidates

### **3.3 Post Examination Phase**

- The selected bidder shall calculate marks obtained by each candidate as per the requirement and marking scheme to be provided by IITK.
- The candidate's responses, biometric, photograph, audit trails should be uploaded automatically from the local server to the selected bidder's data center in a secured manner. There should not be any traces of any data pertaining to candidate whatsoever post uploads left on the exam server.
- The selected bidder should be able to hand over the raw responses/data to IITK immediately (same day) after the candidate's response upload from local exam server. The software should have capability to take the answer key post examination. The data also need to be uploaded to a server at the Master Control Facility of service provider. After confirmation of proper transfer of data to the server, the TAs of service provider in presence of Institute Representatives from IITs should demonstrate complete automatic deletion of the responses and audit trails in hard disc of the main and backup server.
- The selected bidder should be able to send to each of the candidates its own response after the examinations.

- The selected bidder shall provide biometric data of all the candidates captured during examination, in the desired format, for verification purposes during subsequent stages of the admission procedure.
- A detailed process manual will be prepared by the service provider and handed over to the OI JEE (Adv) 2018 for approval.
- The selected bidder shall provide documented inputs and support for handling
  - Candidates queries
  - RTI queries
  - Court Cases

Note:

1. The selected bidder will have to carry/ demonstrate complete System Test Run (STR) with test data to IITK before implementation the software. The selected bidder should also be able to demonstrate click by click audit trail for any type of enquiry.
  2. The selected bidder should also be able to demonstrate Application server logs to capture all errors, warnings and exceptions that are generated in applications along with the time at which they occurred.
- **Test Data Archiving:** The selected bidder shall archive the result and other examination data for future references after specified time, as per requirement of IITK.
  - **MIS generation/ customized reports:** The selected bidder shall provide adequate information to the Examination Wing as per the requirement of IITK.

## 4. Essential Pre-requisite

### 4.1 Organizational Level

- 1) The bidder should be a company/ firm registered in India. The registered bidder should be operating in India for a minimum of 5 years with an objective of offering relevant Computer Based Entrance Examination Services that are the subject matter of this tender.
- 2) The bidder should participate as a single entity, no consortium or group companies will be allowed.
- 3) The bidder shall be single point of contact with IITK and shall be solely responsible for the execution and delivery of the work. The Bidder will provide examination delivery software.
- 4) The average turnover of the bidder should be minimum 100 crores after tax in each of last 3 consecutive financial years. The turnover should be of the bidder and not of the group companies or consortium. The turnover refers to a company and not the composite turnover of its subsidiaries/sister concerns etc. for 2014–15, 2015-16 and 2016 - 2017.
- 5) The bidder's Average Annual Turnover during last three financial years should be Rs 25 crores or more in India from Computer Based Examination (Attach documentary evidence such as audited Balance Sheet etc.).
- 6) The bidder should not have incurred any loss during last three years up to financial year ending 31 March 2017. The bidder should submit certified copies of their company Balance Sheet and Profit and Loss Account duly audited for the last three financial years.
- 7) The Bidder should be registered with appropriate tax authorities such as Income Tax, Service Tax/GST etc. and should submit valid certificates of registration with these authorities.
- 8) The bidder must have successfully executed 5 similar academic projects (conduct of CBT) in all India basis, out of which at least one project should be Conduct of Computer based Examination with capability of at least 1.5 lakhs candidates in a single shift. The documentary evidence in form of work order/contract and performance report must be enclosed on the client's letterhead. (Bidder's past achievement in this regard shall be considered for technical evaluation)
- 9) Any experience as a consortium partner will not be considered.
- 10) The bidder must have primary data center with DR site infrastructure for data Security. Both the Data Centers should be located in India in different seismic zones. The data center must be Tier III and ISO certified. Data Center should be certified as per the Government of India Guidelines. The infrastructure of the bidder must be Cert – in certified as per Govt. of India guidelines.
- 11) The bidder must be able to conduct computer based examination in multiple subjects in English and Hindi.
- 12) The bidder must have authorized and globally accepted software certifications i.e. ISO-27001, ISO 20000, ISO 9001 and SEI CMMi Level 3.
- 13) The Bidder should have infrastructure in all the major cities in India with validated nodes/computers, appropriate technology, hardware and software, dedicated connectivity, trained proctoring staff, adequate security measures and due diligence etc.
- 14) The bidder should have all relevant facilities and logistics available to execute the work. Bidders having CMMI Service certificate will be given preference.

- 15) The bidder must show and submit suitable emergency management plan during any crisis situations/ redundancy of servers, switches, nodes additional center locations, students' data.
- 16) The bidder should not have been blacklisted by central / state government departments / undertakings.

## 4.2 Assessment Platform level

- 1) The proposed examination and question paper (in English and Hindi languages) generation software should be in-house developed by the bidder and the bidder must own the complete source code of the software being used for conducting the Computer based exam. They must have the copyright of the source code and all its components. Bidders having CMMI development certificate will be given preference.
  - a) The bidder should have all the necessary components and dependency of source code of computer based examination system in place so that any change required in any of the components of the software can be undertaken by their in-house technical team. Required skills should be made available to make necessary configuration changes. The major/minor configuration changes in software requested by IITK must be met immediately. The bidder should have at least regular 2000 technical employees employed in-house in India for Conduct of exam, development of software, maintenance of software, networking and data security. The proof of ESI/PF registration or self-declaration shall be submitted.
  - b) Different versions of Software code should be managed appropriately in a standard version control system within the organization.
  - c) Software code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster.
  - d) The bidder should own the test cases and regression testing code to produce, to prove that they have done necessary testing of the software to scale up to conduct large scale assessments. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster-Recovery.
  - e) The bidder should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the exam.
  - f) The bidder should have in-house quality assurance group and a strong quality management system to do quality check of the software.
  - g) Proper security provision for source codes shall be maintained.
- 2) The proposed software should be Govt. of India compliant CERT-IN certified for IT security.
- 3) The bidder's software should have a facility to create question paper (in English and Hindi languages) securely at a designated place decided by authorized personnel of IITK.
- 4) The bidder must use 256 bit encryption for Question paper storage and transfer.
- 5) The system should support question randomization with option shuffling ensuring that no two question papers are alike.

- 6) The final question paper would be password protected by IITK and IITK will never share the password.
- 7) The bidder should provide web application to monitor, from the control center at IITK, the pre-examination, during examination and post examination activities for all the centers in India and abroad.

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

Even though bidders may satisfy the above requirements, they may be disqualified if they have:

- a) Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
- b) If confidential inquiry reveals facts contrary to the information provided by the bidder.
- c) If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
- d) If bidder is engaged in any activity such as conducting of coaching classes etc. which can influence conduct of professional exam.

## 5. Scoring Model

Sr. No.	Criteria	Score
<b>1.1</b>	<b>Bidder's Profile</b>	<b>15</b>
<b>1.1.1</b>	<b>Legal Structure</b>	<b>5</b>
	Partnership /Proprietary	1
	Private Limited	2
	Limited Company	5
<b>1.1.2</b>	<b>Overall IT staff strength (Project Management/ Development/ Quality Assurance /Implementation/ Operations)</b>	<b>10</b>
	>= 200 - 500	2
	> 500 - 1000	5
	> 1000	10
<b>1.2</b>	<b>Bidder's certification</b>	<b>20</b>
<b>1.2.1</b>	<b>CMMi level (Organisation)</b>	<b>10</b>
	CMMi level 3 Development	5
	CMMi level 5 Development	10
<b>1.2.2</b>	<b>CMMi level (Organisation)</b>	<b>10</b>
	CMMi level 3 Service	5
	CMMi level 5 Service	10
<b>1.3</b>	<b>Bidder's Financial Capability</b>	<b>15</b>
<b>1.3.1</b>	<b>Average annual turnover from examination service for the period 2014-15,2015-2016, 2016 - 2017</b>	<b>15</b>
	More than 25 CR and Less than 50 Crore INR	5
	More than 50 CR and Less than 100 Crore INR	10
	More than 100 Crore INR	15
<b>1.4</b>	<b>Bidder's experience in CBT</b>	<b>20</b>
<b>1.4.1</b>	<b>Maximum no of candidates appeared in computer based examination in single shift completed in India in last three year (as on date of bid submission)</b>	<b>10</b>
	50,000 - 100,000 Candidates	2
	100,001 – 1,50,000 Candidates	5
	> 1,50,000 Candidate	10
<b>1.4.2</b>	<b>No of Assignments in computer based examination (with more than 1,00,000 candidates) completed in India in last three year (as on date of bid submission)</b>	<b>10</b>
	< 5 assignments	2
	5 – 10 assignments	5
	> 10 assignments	10



<b>1.5</b>	<b>Bidder's Infrastructure Capability</b>	<b>25</b>
<b>1.5.1</b>	<b>Owned Node (available 24X7 with minimum 250 nodes in each center) Capability in India (Proof to be submitted)</b>	<b>10</b>
	<=50,000	2
	50,001 – 100,000	5
	>100,000	10
<b>1.5.2</b>	<b>Primary Data Center with Secondary DC site to be managed by the bidder/ group of companies for data Security</b>	<b>15</b>
	'Tier III DC infrastructure with Secondary DC outsourced by the bidder/ group of companies	5
	'Tier III DC infrastructure with Secondary DC owned by the bidder/ group of companies	10
	'Tier III DC infrastructure with Secondary DC owned by the bidder/ group of companies with Cert-in Certified infrastructure	15
<b>2</b>	<b>Software/ Solution Approach and Methodology</b>	<b>5</b>
2.1	Presentation & Demonstration: The marks for Approach and Methodology will be given by the Committee based on the presentation made by the bidder on the same	5

Total Score: 100

**Eligibility condition:** Any bidder scoring less than 80% in the above Technical Score, will be deemed as technically ineligible.

## 6. Evaluation of Bids

### 6.1 Technical Evaluation

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

Technical evaluation will be based on the criteria given below (Total 100 points):

1. Prior experience of the vendor in conducting online examinations.
  2. Capability of the vendor to develop the required software
  3. Availability of adequately trained personnel in the Company to conduct the examination in the required number of centers and cities, and
  4. Capability of the vendor to identify the required number of audited nodes in the cities desired. The vendor should have conducted examination for at least 150000 candidates in a single session in the past one year. The vendor should have proven capability of at least 150000 nodes per single session as on 1st September, 2017, scalable up to 220000 nodes by 1st February, 2018. The vendor must submit city-wise list of nodes vetted and available as on 1st September 2017.
  5. Standing of the agency and its financial position.
  6. Security and software quality certification.
2. Technical evaluation of the offers shall be carried out by a sub-committee constituted for this purpose by JEE 2018 (Advanced) Organizing Institute. The Technical Evaluation Committee will call the bidders for presentation or clarifications to assess the understanding of the bidder regarding the scope and magnitude of the work. However, whether to call the bidder for further discussion or not is at the sole discretion of the JEE 2018 (Advanced) committee.

### 6.2 Financial Evaluation

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

The Financial Bids shall be opened in the presence of representatives of technically eligible Bidders, who may like to be present. IITK shall inform the date, place and time for opening of the Financial Bid to the technically eligible bidder(s).

### 6.3 Evaluation and Comparison of Bids

80 % weightage will be awarded for Technical Evaluation and 20 % weightage will be awarded for Financial Evaluation

Technical Bid will be assigned a Technical score (TS) out of a maximum of 100 points, as per the Scoring Model provided in the previous section.

**The amount quoted for “Examination Conducted in India” (please refer to Financial Bid Table 1) will be considered for evaluation of the financial bid.**

The commercial/financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

#### 6.4 Final Evaluation Criteria - Quality and Cost based selection (QCBS)

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

$F_n = (F_{min}/F_b) * 100$  (rounded off to 2 decimal places) Where,  
Fn= Normalized commercial score for the Bidder under consideration  
Fb= Absolute financial quote for the Bidder under consideration  
Fmin= Minimum absolute financial quote

Composite Score (S) =  $T_s * 0.80 + F_n * 0.20$

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

### 7. Important Instructions

1. The successful bidder shall obtain declaration from their personnel (employed by them for the work) that none of them have any near relations (such as children, brother, sister, nephew and nieces of self and spouse) as well as anyone on whom they may have any special interest, is appearing in the JEE (Advanced) 2018 examination.
2. The successful Bidder would be required to follow defined Software Change Management processes to manage changes in the software. Such a process would include Change Request Management, Impact Analysis, Change Approval, Change Implementation, Version Control, Version labelling, Testing, OA Certification and Deployment into production.
3. The successful Bidder must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.
4. The successful Bidder would be required to have an in-house quality assurance and product testing team with a robust quality management processes that are followed to test and certify the system used to conduct the exam. The bidder should maintain documented test cases and maintain evidence of successful test execution covering all test cases. Rigorous testing must be done for major as well as minor and patch releases.
5. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster-Recovery.
6. The successful Bidder would be required to design a high-performance system and conduct performance tests to verify successful achievement of high concurrency, fast response time, and

long-stress duration required of the system used to conduct the exam. Results of such performance tests should be made available for each major release of the system used to conduct the exam.

7. The successful Bidder would be required to design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries, and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the exam.
8. Suitable emergency management plans towards any crisis situations/redundancy of servers, nodes additional center locations, students' data etc. should be maintained by the Bidder.
9. The successful Bidder should be able to support the entire solution (across India and in the 6 countries where the exam would be conducted) on a 24 x 7 basis with a maximum response time of 3 hours.
10. At any time before the submission of bids, IITK may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments.
11. If the amendment is substantial, successful Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by IITK.

## 8. General Information

The tender is a "Two Bid" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The financial bid should contain only commercials. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Tenders made by fax and those received late will not be entertained.

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

The bidder should enclose bid security (EMD) of INR 50,00,000 (Fifty lakhs) only in form of Demand Draft drawn in a favor of **JEE, IIT KANPUR**. The tenders without EMD shall be summarily rejected. No exemption for EMD will be entertained. The successful bidder shall be required to deposit performance security in form of bank guarantee valid for a year, equal to ten percent (10%) of contract value within 15 days from the date of the award of the work. The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The EMD of the successful bidder shall be returned only after the signing of the contract along with performance security deposit. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document.

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. IITK may also independently seek information regarding the performance from the clients.

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

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

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

The tender document has to be downloaded from IITK web site (<http://www.iitk.ac.in/new/tenders-notice>) and submitted along with a fee of INR 25,000 (Twenty five thousands) only in the form of demand draft in favor of **JEE, IIT KANPUR**. There is no exemption from payment of tender document fees and tenders without requisite fees shall not be accepted. The technical and financial documents should be kept separately in sealed envelopes and both these envelopes should be kept in one envelope super scribing "**Tender for the conduct of computer based online examination for JEE 2018 (Advanced) examination for Indian Institute of Technology Kanpur**" so as to reach JEE Office, IITK, by 17:00 hrs on September 16, 2017. Late tenders shall not be accepted, under any circumstances. The technical bid shall be opened at 15:30 hrs on September 17, 2017 at JEE Office, IITK, in the presence of bidders who may like to be present.

All disputes arising with respect to the bid document shall be subject to the jurisdiction of appropriate court of Kanpur, Uttar Pradesh, India alone and shall be governed by the law of India. IITK reserves right to award the work/cancel the award without assigning any reason. In case of differences with regard to the bid document, if any, the decision of IITK shall be final. The contract will be for a period of one year and may be extended subject to satisfactory performance in JEE (Advanced) 2018, as decided by the competent authorities.

The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over runs etc. In case the bidder fails to execute the contract, IITK shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

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

Any disputes arising out of this tender will be subject to the courts of Kanpur, Uttar Pradesh only.

**Even though bidders may satisfy the above requirements, they may be disqualified for the following reasons:**

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

In such cases, IITK has the right to cancel or modify the tender.

**The technical bid shall consist of –**

- Technical information as desired in prescribed format
- The financial information as per Annexure –I
- The details of experience of similar works as per Annexure – II
- Organizational Structure and information as per Annexure III
- Technical and Administrative manpower available for this work as per Annexure IV
- Physical Infrastructure such as availability of Exam Centers, technology, hardware, software etc. as desired and scope of work under Section 3.
- EMD and tender fees.

**Demonstration and Presentation**

The vendor will be required to give a demonstration for their client and server software for online examination using the previous year JEE (Adv.) 2017 paper. They will also be required to make a presentation on their capabilities to conduct the online examination as per the conditions specified in this document. The date of demonstration and presentation is September 17, 2017. The venue for demonstration and presentation is JEE Office, IIT Kanpur, Kanpur.

**Evaluation of the Technical Bid Proposal**

The proposals submitted by the vendors will be evaluated by taking the following factors into consideration:

1. Prior experience in conducting online examination
2. Number of candidates handled in a single session
3. Vendor capability to develop the required software
4. Availability of adequately trained personnel
5. Identify the required number of audited nodes in the cities listed.
6. Master control facility

## **9. Appointment of Successful Bidder**

### **9.1 Award Criteria**

IITK will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid as per the process outlined above.

### **9.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)**

IITK reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for IITK action.

### **9.3 Notification of Award**

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

The notification of award will constitute the formation of the contract and shall be binding on both the parties. Upon the selected successful bidder's furnishing of Performance Bank Guarantee, IITK will notify each unsuccessful bidder and return their EMD. The EMD of successful bidder shall be returned only after furnishing of Performance Bank Guarantee and signing of Contract.

### **9.4 Performance Guarantee**

IITK will require the successful bidder to provide an irrevocable, unconditional Performance Bank Guarantee within 15 days from signing of the agreement post Notification of award, for a value equivalent to 10% of the total cost. The Performance Guarantee should be valid for a period of 12 months. The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The successful bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the successful bidder fails to submit performance guarantee within the time stipulated, IITK at its discretion may cancel the order placed on the successful bidder without giving any notice. IITK shall invoke the performance guarantee in case the successful Vendor fails to discharge their contractual obligations during the period or IITK incurs any loss due to Vendors negligence in carrying out the project implementation as per the agreed terms & conditions.



## 9.5 Signing of Contract

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

## 9.6 Mode of Payment and Penalty

The payment to the service provider shall be made in Indian rupees and shall be paid only after the successful completion of the entire work as per the schedule, without any errors. No advance payment shall be made. The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain penalty clauses related to liquidated damages on account of delays, errors, cost and time overruns etc.

In case of non-fulfillment of the service provider's specific obligation as under the contract, which non-fulfillment leads to data loss/ non compliance of event based log/ data saving. The service provider shall indemnify IITK to the extent of any loss suffered by IITK as a result of such data loss/ non-compliance of event based log/ data saving. However, the total liability of the service provider under this clause as well as under any other clause of the contract shall be limited to total amount payable by IITK to the service provider (under the terms of the contract), provided, however, that this limitation shall not apply to any liability for damages arising from willful misconduct or negligence.

If any examination has to be conducted either on the buffer date or any of the unused weekends due to any technical or non-technical problems from the service provider's side, then the service provider has to bear the cost of the conduct of the examination as quoted in the commercial proposal but if the re-examination happens due to IITK decision or issues then IITK has to bear the cost of the conduct of the examination as quoted in the commercial proposal as per the pro-rata basis.

In case of any deficiency of service provided by the Technical Administrators in conducting the Online examination at a Test center that would lead to unacceptable delay in completing the examination, the liability of the service provider shall be limited to 5% of total payable by IITK to the service provider for that particular test center where the deficiency has been verified and confirmed by IITK.

## 9.7 Time Frame

The selected bidder would be required to make the system up and operational within a period of 30 Days from the date of signing of Contract.

## 9.8 Information security and data privacy

The selected bidder will be responsible for providing secure systems. The selected bidder is expected to adhere to Information Security Management procedures as per acceptable standards with best practices.

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

## 9.9 Processing Norms

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

## 9.10 Payment Schedules

The payment to the selected Service Provider shall be made in Indian rupees and shall be paid only after the successful completion of the entire work without any delays or errors. **No advance payment shall be made.** Total payment will be done immediately after the receipt of the final reports on completion of the project. This has to be done as per the amount quoted by the selected bidder in financial bid.

## 9.11 Fraudulent and Corrupt Practices

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

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

– “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever,

directly or indirectly, any official of IITK who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of IITK, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of IITK in relation to any matter concerning the Project;

\_ “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

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

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

\_ “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## 9.12 Force Majeure

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

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

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

### 9.13 Proprietary Rights

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

### 9.14 Limitation of Liability

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

### 9.15 Dispute Resolution

In the event of any dispute arising between the parties, the same shall be referred to the Director, IIT Kanpur, whose decision shall be final and binding on the parties.

## ANNEXURE- I

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 INFORMATION (Total Turnover): 1**

S. No.	Details	(1) 2016-17	(4) 2015-16	(5) 2014-15
i)	Gross annual turnover			
ii)	Profit/Loss			
iii)	Financial Position: <ul style="list-style-type: none"><li>• Cash</li><li>• Current Assets</li><li>• Current Liabilities</li><li>• Working Capital (b-c)</li><li>• Current Ratio: Current Assets/Current Liabilities (b/c)</li></ul>			

- Up to date Income Tax Clearance Certificate/Audited Balance Sheet.

Note: Attach additional sheets, if necessary.

**(Signature and Seal of Bidder)**

**FINANCIAL INFORMATION (Turnover from Computer Based Test): 2**

<b>S. No.</b>	<b>Details</b>	<b>(1) 2016-17</b>	<b>(4) 2015-16</b>	<b>(5) 2014-15</b>
i)	Gross annual turnover from Computer based test			
ii)	Profit/Loss			
iii)	Financial Position: <ul style="list-style-type: none"><li>• Cash</li><li>• Current Assets</li><li>• Current Liabilities</li><li>• Working Capital (b-c)</li><li>• Current Ratio: Current Assets/Current Liabilities (b/c)</li></ul>			

- Up to date Income Tax Clearance Certificate/Audited Balance Sheet.

Note: Attach additional sheets, if necessary.

**(Signature and Seal of Bidder)**

## ANNEXURE- II

### DETAILS OF SIMILAR WORKS EXECUTED

Sr. No.	Name of Work/ Project & Location	Owner of sponsoring organization	Total no of candidates	No of Candidates in single shift	Date of commencement as per contract	Actual date of completion	Litigation/ Arbitration pending in progress with details	Name, Designation and Address/telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

**(Signature and Seal of Bidder)**

## ANNEXURE – III

### STRUCTURE OF THE ORGANIZATION

1. Name and address of Bidder:
2. Telephone No./Fax No./Email address:
3. Legal status (Attach copies of original document defining the legal statuses).
  - a) An Individual :
  - b) A Proprietary/Partnership bidder :
  - c) A Trust :
  - d) A Limited Company or Corporation :
4. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
  1. Registration Number :
  2. Organization/Place of registration :
  3. Date of validity :
5. Name and titles of Directors & Officers with designation to be concerned with this 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 of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work.
7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.
8. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time? If so, give details.
9. Area of specialization and Interest
10. Any other information considered necessary but not included above.



## ANNEXURE – IV

### DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

Table 1

Category	Total number of regular employees in each category	Number available for this work	Minimum Qualification	Remarks
Technical				
Administrative				

Table 2

Sr No.	Designation	Total number of employees in that category	Number available for this work	Name	Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks

(Signature and Seal of Bidder)

## FINANCIAL BID

Table 1

(In Indian Rupees)

Sr. No.	Candidates Strength Range (For examination conducted in India)	Per Candidate (In figure)	Per Candidate (In words)
1.	1.50 lakh - 2.0 lakh candidates		
2.	2.0 lakh - 2.5 lakh candidates		

The rates quoted shall be exclusive of duties and taxes.

**NOTE: The financial bid will be considered based on the examination conducted in India.**

Table 2

(In Indian Rupees)

Sr. No.	Candidates Strength Range (For examination conducted outside India)	Per Candidate (In figure)	Per Candidate (In words)
1.	1 - 25 candidates		
2.	26 - 50 candidates		
3.	> 50 candidates		

The rates quoted shall be exclusive of duties and taxes.

Date

(Signature and Seal of Bidder)