

EXAMINATION UNIT
HUMAN RESOURCE DEVELOPMENT GROUP, CSIR

Corrigendum I

Corrigendum to Tender Ref. No 339/CBT/2020 and Tender ID No.2021_CSIR_66611_1.

The modified clauses shall replace the corresponding existing clauses of the Bid Document.

S.No	Existing RFP Clause	Page No.	Amendment/Modification
1	Point No.5 of <u>Online Registration of Candidates:</u> The application shall be certified as “Safe to Host” by any CERT-in empanelled agency at least 30 days prior to the scheduled date of examination. Payment to CERT in certification will be borne by the successful bidder.	8	The service provider should have a valid certification as “Safe to Host” by any CERT-in empanelled agency at the scheduled date of examination . Payment to CERT in certification will be borne by the successful bidder.
2	Point No. 4 of <u>Test Centre Management & Examination Schedule</u> Exam Centre verification using Capacity Estimation Process should be ensured. Number of seats/Nodes at a particular center along with 20% buffer capacity and other logistic arrangement i.e. DG set (Generator set/UPS), security, etc. may also be ensured.	9	Exam Centre verification using Capacity Estimation Process should be ensured. Number of seats/Nodes at a particular center along with 10% buffer capacity and other logistic arrangement i.e. DG set (Generator set/UPS), security, etc. may also be ensured.
3	Point No.5 of <u>Test Centre Management & Examination Schedule.</u> Ensure availability of at least 2 additional servers (Network/LAN) switch at each Test Centre	9	Ensure availability of backup server (Network/LAN) switch at each Test Centre
4	Point No. 9 of <u>Test Centre Management & Examination Schedule</u> Preparation of Test Centre allocation sheet, Test Centre checklist and fill out the details of each Test Centre (seating capacity, number of nodes and other required facility) and submit the same to EU, CSIR-HRDG at least 30 days prior to the scheduled date of examination.	9	Preparation of Test Centre allocation sheet, Test Centre checklist and fill out the details of each Test Centre (seating capacity, number of nodes and other required facility) and submit the same to EU, CSIR-HRDG after the closing date of application and at least 30 days prior to the scheduled date of examination.
5	Point No. 7 of <u>Environment Check at Test Centre and Conduct Mock Drills / Mock Tests</u> Getting test centers ready in compliance with test requirements including installation of CCTV cameras at all test centers (one CCTV camera per ten candidates) installed in such a manner that it covers faces of all candidates and recording throughout the examination process which is to be handed over to Examination Unit, CSIR-HRDG after completion of examination. CCTV cameras in all the corridors of exam centre, Frisking of candidates who are to take the test as per law. All trained invigilation staff and security guards as per needs of Examination Unit, CSIR-HRDG will be provided by the selected service provider.	11	Getting test centers ready in compliance with test requirements including installation of CCTV cameras at all test centers (one CCTV camera per thirty candidates) installed in such a manner that it covers faces of all candidates and recording throughout the examination process which is to be handed over to Examination Unit, CSIR-HRDG after completion of examination. CCTV cameras in all the corridors of exam centre, Frisking of candidates who are to take the test as per law. All trained invigilation staff and security guards as per needs of Examination Unit, CSIR-HRDG will be provided by the selected service provider.

6	<p>Point No. 1.4.1 of Scoring Model</p> <p>Maximum no. of candidates appeared in computer based examination (CBT) in a single session completed in India at least once in last three years (during 2016-2017, 2017-2018, 2018-2019 on date of bid submission). Please submit proof.</p> <p>< 1,50,000 Candidates - 10 marks 1,50,000 – < 2,00,000 Candidates - 15 marks 2,00,000 & above Candidates - 20 marks</p>	18	<p>Maximum no. of candidates appeared in computer based examination (CBT) in a single session completed in India at least once in last three years (during 2016-2017, 2017-2018, 2018-2019). Please submit proof.</p> <p>10,000 to 49,999 candidates - 05 marks 50,000 to 99,999 Candidates – 10 marks 1,00,000 to 1,49,999 Candidates – 15 marks 1,50,000 & above Candidates – 20 marks</p>
7	<p>Point No. 1.4.2 of Scoring Model</p> <p>No of Assignments in computer based examination (with more than 2,00,000 candidates in single exam) completed in India in last three year (as on date of bid submission)</p> <p>Upto 5 assignments – 5 marks 5 – 10 assignments – 10 marks More than 10 assignments – 15 - marks</p>	18	<p>1 to 5 assignments – 5 marks 6 – 10 assignments – 10 marks More than 10 assignments - 15 marks</p>
8	<p>Point No. 1.5.1 of Scoring Model</p> <p>Owned Node (available 24 x 7 with minimum 250 nodes in each centre) in India</p> <p>Less 1,50,000 candidates – 5 marks 1,50,000 – < 2,00,000 candidates – 10 marks 2,00,000 & above candidates – 15 marks</p>	18	<p>Owned Node available 24 x 7 in India</p> <p>50,000 to 99,999 candidates - 05 marks 1,00,000 to 1,49,999 candidates - 10 marks 1,50,000 & above candidates - 15 marks</p>
9	<p>Point No.13 of Part II of Schedule I</p> <p>Scanned copy of the profile of the bidder</p>	30	<p>Scanned copy of the profile of the Bidder in support of Part I of the Schedule I (Page No.29)</p>
10	<p>Annexure I - Letter of Undertaking</p> <p>I/we undertake that penalty amount to 100% of the total cost of CBT work will be imposed on us in case of failure of CBT Process at any stage during the entire examination process.</p>	32	<p>I/We undertake that penalty amounting to the extent of 100% of the total Cost of CBT work will be imposed on us in case of failure of CBT process at any stage during the entire examination process at any test centre.</p>
11	<p>Annexure IIA</p> <p>“DETAILS OF CBT WORK UNDER EXECUTION OR AWARDED IN THE LAST 3 FINANCIAL YEARS” (2016-17, 2017-18, 2018-19)</p>	35	<p>DETAILS OF CBT WORK AWARDED IN THE LAST 3 FINANCIAL YEARS (2016-17, 2017-18, 2018-19) (Heading of Annexure IIA)</p>

12	Annexure III Performance Report of Works in Annexure II & IIA	36	Modified Annexure III Sr. 4 & 5 deleted
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The other terms and conditions remain unchanged. Other clause(s) of the tender document will also stand modified mutatis mutandis.

Sd/-
Dy. Secretary (Exam)

SCHEDULE-I (Revised)

Technical Bid

PART –I

1. Name of the Firm/Agency
2. Full address with Post Box No. and telephone no. if any.

3. Constitution of the firm/ agency (Attached copy)
 - (i) Indian Companies Act, 1956/2013
 - (ii) Indian Partnership Act, 1932 (please give names of partners)
 - (iii) Consortium:

4.	(i)	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
	(ii)	If answer to the above is in negative. Whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration.	
	(iii)	If the answer to point (i) and (ii) above is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner(s)	
	(iv)	If the answer to point (iii) is affirmative, indicate the composition of the consortium	
5.	Name, address, tel. no. of the proprietor/ Partner of the agency/firm or if it is a company, the same details of the Director(s) of the company		
6.	Address of office in the National Capital Region (NCR).		
7.	Name and full address of your banker		
8.	Your Permanent Account No. (PAN) (copy of PAN to be uploaded)		
9.	GST Registration No.		
10.	Date of establishment of the agency/firm/company		
11.	Any other relevant information		

PART-II

12. Scanned copy of Registration Certificate of the firm under Indian Companies Act 1956/ Indian Partnership Act 1932
13. Scanned copy of the profile of the Bidder in support of Part I of the Schedule I.
14. Scanned copy of list of clients including PSUs, Educational Institutions/Central Government/State Government etc. where similar jobs are executed in last three (03) financial years with copy of self attested work orders along with scanned copies of satisfactory services report, minimum five (5) projects of similar nature, with details as per Annexure II & IIA.
15. Scanned copy of list of own centres & Infrastructure facilities(own nodes) available on All India Basis.
16. Scanned copy of confirmation of testing system compliant with ISO 27001.
17. Scanned copy of 'safe to host' certificate by CERT-in empanelled agency.
18. Scanned copy of CMMi Level 3/5 certificate(s) (Development & Service).
19. Scanned copies of the satisfactory services where the bidder is providing the services for each of the last three financial years as per Annexure – III.
20. Scanned copy of duly audited balance sheet of the firm during each of the last three financial years by Chartered Accountant/ Chartered Accountant firm as per Annexure-IV.
21. Scanned copy of the audited document to show that the turn-over from the CBT exam and profit & loss account to the satisfaction of CSIR-HRDG as per criterion listed in Annexure IV.
22. Scanned copies of Income Tax and GST Registration Certificates and latest Income Tax Return submission copy & PAN Card copy.
23. An Undertaking as per duly attested by Notary on a non-judicial stamp paper of value of ₹100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years, etc. (Annexure No.VIII)

NOTE: Non-submission of any of the documents asked above by the bidder, his bid will summarily be rejected.

PART-III

24. Name of the permanent representative to be Visiting Examination Unit, HRDG, CSIR Complex, Pusa regarding the contract

Date: _____

Place: _____

AUTHORISED SIGNATORY

Please add supplementary pages duly numbered wherever needed by the Bidder.

F.No. 339/CBT/2020

LETTER OF UNDERTAKING
(ON THE LETTERHEAD OF THE BIDDER)

Tenders for CONDUCT OF COMPUTER BASED TEST(CBT) (END-TO-END) for Joint CSIR-UGC Junior Research Fellowship & Eligibility Test for Assistant Professor in various selected cities spread across the country in India.

Full Name & Address of the tenderer in addition to Post Box No., if any, should be quoted in all communications to this office :
Telephone No. :
Telegraphic Address/FAX/ Cellular No: :
E-Mail Address :

From _____

To,
The Head,
Examination Unit, CSIR -HRDG,
CSIR Complex,
Opp. Institute of Hotel Management,
Library Avenue, Pusa,
New Delhi-110 012

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions of the contract for **CONDUCT OF COMPUTER BASED TEST(CBT) (END-TO-END) for Joint CSIR-UGC Junior Research Fellowship & Eligibility Test for Assistant Professor in various selected cities spread across the country in India.**

I/We hereby submit our tender for **Computer Based Test (CBT) (end-to-end) of CSIR HRDG, New Delhi.**

I/ We have enclosed the earnest money deposit/Bid Securing declaration form.

I / We hereby agree to all the terms and conditions, stipulated by CSIR-HRDG, in this connection including delivery, penalty etc. quotations for each group are being submitted under separate covers and sheets and shall be considered on their face value.

I/We undertake that penalty amounting to the extent of 100% of the total Cost of CBT work will be imposed on us in case of failure of CBT process at any stage during the entire examination process at any test centre.

I/ We have noted that overwritten entries shall be deleted unless duly struck out & re-written and initialled. Tenders are duly signed (No thumb impression should be affixed).

I / We undertake to sign the contract / agreement within 15 (fifteen days) from the issue of the letter of acceptance and start the work as per instruction.

I/We agree to abide by this bid for a period of 120 (Number) days after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We have gone through all terms & conditions of the tender documents before submitting the same and accept the same and shall provide the best services strictly in accordance with these requirements.

I/We undertake to communicate promptly to CSIR-HRDG any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organisation of Government of India/Govt. of NCT of Delhi including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorised to sign and submit this application form on behalf of the organisation, he/she represent. We authorise CSIR to approach individuals, employees, firms and corporations to verify our competence and general reputation.

NOTE: ALL TERMS & CONDITIONS SUCH AS TAXES ETC. HAVE BEEN INDICATED IN THE QUOTATION/TENDER FAILING WHICH IT WILL BE PRESUMED THAT THE PRICES/RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS & CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Date:

**Signature of witness:
Name & Designation of witness
Address:**

**Signature & Seal of the Bidder
Telephone No. Office:
Res.:
Mobile:**

**DETAILS OF CBT WORK AWARDED
IN THE LAST 3 FINANCIAL YEARS
(2016-17, 2017-18, 2018-19)**

S NO	Name of work/Project & Location	Owner/ Sponsoring organization	Total No. of Candidates to be handled	Date of commencement as per contract	Stipulated date of completion	Upto date percentage progress of work	Slow progress if any, and reasons thereof	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 with date and Seal of Bidder)

Performance Report of Works referred in ANNEXURE II & IIA

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

- 1. Name of Work/Project & Location : _____

- 2. Owner or Sponsoring Organisation : _____
Address : _____

- Contact Person : _____
 Designation : _____
 Telephone No(s) : _____
 E-mail : _____

- 3. Agreement No. : _____

- 4. (A) Date of Start : _____
 (b) Stipulated date of completion : _____
 (c) Actual date of completion : _____

- 5. Amount of compensation : _____
 Levied for delayed completion,
 Or any other damages, if any

- 6. Performance reports/assessment by clients (Supported by documentary evidence, if any)
 (a) Quality of work - Excellent/ Very Good/ Good/ Fair: _____
 (b) Resourcefulness - Excellent/ Very Good/ Good/ Fair: _____

Date: _____ **(Signature and Seal of Owner or Sponsoring Organisation)**

4.5 Scoring Model

REVISED SCORING MODEL

S. No.	Criteria	Score
1.1	Bidder's Profile	20
1.1.1	Software solution	5
	Organization should own the source code of the application software. The Organization should have in house 50 technical persons to maintain software and data used to conduct the exam and should follow well defined software Change Management processes to manage changes in the software (Please attach proof)	5
1.1.2	Overall IT staff strength of own and not outsourced (Project Management/ Development/ Quality Assurance/ Implementation/ Operations)	15
	> 500	5
	> 1500	10
	> 2500	15
1.2	Bidder's certification	15
1.2.1	CMMi level (Organisation-Development)	7
	CMMi level 3 Development	4
	CMMi level 5 Development	7
1.2.2	CMMi level (Organisation-Service)	8
	CMMi level 3 Service	4
	CMMi level 5 Service	8
1.3	Bidder's Financial Capability	10
1.3.1	Average annual turnover from examination service (CBT work in India) for the period 2016 – 2017, 2017 – 2018, 2018 – 2019 More than 30 CR and Less than 50 Crore INR More than 50 Crore INR	7 10
1.4	Bidder's experience in CBT	35
1.4.1	Maximum no. of candidates appeared in computer based examination (CBT) in a single session completed in India at least once in last three years (during 2016-2017, 2017-2018, 2018-2019). Please submit proof.	20
	10,000 to 49,999 candidates	05
	50,000 to 99,999 Candidates	10
	1,00,000 to 1,49,999 Candidates	15
	1,50,000 & above Candidates	20

1.4.2	No of Assignments in computer based examination (with more than 2,00,000 candidates in single exam) completed in India in last three years (during 2016-2017, 2017-2018, 2018-2019). Please submit proof.	15
	1 to 5 assignments	5
	6 – 10 assignments	10
	More than 10 assignments	15
1.5	Bidder's Infrastructure Capability	20
1.5.1	Owned Node available 24 x 7 in India	15
	50,000 to 99,999 candidates	5
	1,00,000 to 1,49,999 candidates	10
	1,50,000 & above candidates	15
1.5.2	Primary Data Center with Secondary DC site to be managed by the bidder/group of companies for data Security	5
	Tier III Primary DC infrastructure with Secondary DC owned/outsourced by the bidder/group of companies	3
	Tier III Primary DC infrastructure with Secondary DC owned/outsourced by the bidder/group of companies with Meity Gol Certified infrastructure	5

Total Score: 100