Request for Proposals for Exam Partner

Indian Institute of Technology, Madras
Through CODE, IIT Madras

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It is suggested that a proforma may be given to obtain the Price/Commercial bid from the EP. Hence a format may be prescribed.

Disclaimer

The information contained in this document or subsequently provided to Bidder(s), whether verbally or in documentary/electronic form by the Institute, shall be subject to the terms and conditions set out in the Terms of Reference Document and all other terms and conditions subject to which such information is provided. The purpose of this document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This document does not purport to contain all the information each Bidder may require. This document may not be appropriate for all persons, as it is not possible for the Institute to consider the investment objectives, financial situation and particular needs of each Bidder who uses this document. Each Bidder should conduct its own homework and analysis and should check the accuracy, reliability and completeness of the information in this document and wherever necessary obtain independent advice from appropriate sources. The Institute makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. The Institute may in its discretion, but without being under any obligation to do so, update, amend or supplement the information in this document.

This Tender is not an offer by the Indian Institute of Technology Madras but an invitation to receive bids from vendor/EPs. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized office bearers of the IIT Madras CODE with the vendor/EP.

The Senior Manager (Project Purchase)   Date: 03.11.2023

Open Tender Reference No: NPTL/ANDR/049/2023/THIRDPARTY

GEM NAR ID: GEM/GARPTS/03112023/1N8JVD9BFG9H   Due Date/Time: 23.11.2023 @ 3PM

Dear Sir/Madam,

       On behalf of the Indian Institute of Technology Madras, Tenders are invited in two bid system from Class-I local suppliers and Class II local suppliers, for the supply of: "**THIRD PARTY EXAM PARTNER**" Conforming to the specifications given in **Annexure – 1 to 11**

Tender Documents may be downloaded from Central Public Procurement Portal https://etenders.gov.in/eprocure/app. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website https://etenders.gov.in/eprocure/app. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at **"Help for contractors".** [Special Instructions to the Contractors/Bidders for the esubmission of the bids online through this eProcurement Portal"]

Bidders can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type „IIT". Thereafter, click on "GO" button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website https://etenders.gov.in/eprocure/app as per the schedule attached.

1)	Pre-bid Meeting Details via google meet	:	09.11.2023 @3PM, Before joining this meeting, bidders should send email with details of person who will attend this meeting and their company details along with your queries to on **purchase@nptel.iitm.ac.in** or before 08.11.2023 @ 05:00 PM. Bidders will be intimated on the time schedule through email.
A)	Bid Submission Starting Date		10.11.2023 @ 9AM
2)	ICSR Vendor Registration	:	**Vendor registration Id.** Vendor registration with IC&SR (IITM) is mandatory for bidders to participate in tenders. ** **For Vendor Registration & Guidelines, Please follow the website** : https://icandsr.iitm.ac.in/vendorportal; Helpdesk: vendorhelpdesk@icsrpis.iitm.ac.in

No manual bids will be accepted. All tender documents including Technical and Financial bids should be submitted in the E-procurement portal.

Last date for receipt of tender	:	23.11.2023 @ 3PM
Date & time of opening of tender	:	24.11.2023 @ 3PM

3. Instructions to the Bidder:

A)	Searching for tender documents	:	- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal. - Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective **"My Tender"** folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document. - The bidder should make a note of the **unique Tender ID** assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
B)	Assistance to bidders	:	- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. - Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005]
C)	Enrollment Process to Bidders	:	**REGISTRATION** - Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL:https://etenders.gov.in/eprocure/app by clicking on "Online Bidder Enrollment". Enrollment on the CPP Portal is free of charge. - As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. - Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. - Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying

			Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.)
			• Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
			• Bidder then may log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
			• Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app
			• Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://etenders.gov.in/eprocure/app under the "Information about DSC".
D)	**Preparation of bids**	:	• Bidder should take into account any corrigendum published on the tender document before submitting their bids.
			• Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
			• Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.
			• To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use **"My Documents"** area available to them to upload such documents. These documents may be directly submitted from the **"My Documents"** area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

E)	Submission of bids	:	- Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. - The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. - Bidder has to select the bid security declaration. Otherwise, the tender will be summarily rejected. - A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected. - The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. - The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. - The uploaded tender documents become readable only after the tender opening by the authorized bid openers. - Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. - Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet. - More information useful for submitting online bids on the CPP Portal may be obtained at: https://etenders.gov.in/eprocure/app. - All tender documents including pre-qualification bid, Technical Bid &Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above

			instructions. **No manual bid submission will be entertained.**
F)	**Marking on Technical Bid**		- The bidder eligibility criteria, technical specification and supply of item for this tender is given in Annexure - 1 to 11. - The Bidders shall go through the specification and submit the technical bid. - The Technical bid should be submitted in the proforma as per Annexure - 1 to 11 in pdf format only through online (e-tender). No manual submission of bid will be entertained. - The technical bid should have a page-wise heading as "Technical Bid" and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents. - The technical bid should consist of bidder eligibility criteria details and all technical details along with catalogue/ pamphlet which will give a detailed description of product with technical data sheet so that technical compliance can be verified.
G)	**Marking on Price Bid**		Financial bid (BoQ) should be submitted in the prescribed proforma format as per Annexure - 12 in xls format through e-tender only. No manual or other form of submission of Financial Bid will not be entertained

4)	**Preparation of Tender**: The bidders should submit the bids in two bid system as detailed below. **Bid I _Technical Bid** The technical bid should consist of bidder eligibility criteria and technical specification compliance sheet as per Annexures **(Annexure - 1 to11)** **Bid II _Price Bid** The price bid should be submitted in excel format (BoQ) as per the proforma **(Annexure - 12)** uploaded in the e-Tender web site. The Quoted price should be for supply and installation of the item and inclusive of all cost and statutory levies at IIT Madras.
5)	**Tenderer shall submit along with this tender:** **(**i) Proof of having ISO or other equivalent certification given by appropriate authorities. (ii) Name and full address of the Banker and their swift code and PAN No. and GSTIN number. (iii) GST registration proof showing registration number, area of registration etc. (iv) All of your future correspondences including Invoices should bear the GST No. and Area Code.
6)	**Period for which the offer will remain open:** The Tender shall remain open for acceptance/validity till: 120 days from the date of opening of the tender. However, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.
7)	**EMD:** The EMD of **Rs. 1,00,00,000/-** to be transferred to the account details mentioned in Annexure - 13 and proof should be enclosed in the Technical Bid. Any offer not accompanied with the EMD shall be rejected summarily as non-responsive. The EMD of the unsuccessful bidders shall be returned within 30 days of the end of the bid validity period. The same shall be forfeited, if the tenderers withdraw their offer after the opening during the bid validity period. The Institute shall not be liable for payment of any interest on EMD. EMD is exempted for Micro and Small Enterprises (MSE) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by Department of Industrial Policy & Promotion (DIPP). (MSE/MSME/DIPP PROOF should be enclosed in the cover containing technical bid)
8)	**Performance Security: -** **The successful bidder should submit Performance Security for an amount of Rs. 1,50,00,000/-** . The Performance Security may be furnished in the form of an Account Payee DD,FD Receipt in the name of "The Registrar, IIT Madras" from any scheduled commercial bank or Bank Guarantee from any scheduled commercial bank in India. The performance security should be furnished within 14 days from

	the date of the purchase order.
	Performance Security in the form of Bank Guarantee: - In case the successful bidder wishes to submit Performance Security in the form of Bank Guarantee, the Bank Guarantee should be routed directly to IIT Madras from the Bank.
	The Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including the warranty obligations.
9)	**Risk Purchase Clause** In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.
10)	**Acceptance and Rejection:** Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers. I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.
11)	**Debarment from Bidding:** In case of breach of Terms & Conditions, Bidder may be suspended from being eligible for bidding in any contract with the IIT Madras up to 2 Years [as per Rule 151(iii) of GFR] from the date of Tender.

12)	**Disputes and Jurisdiction:**
	
	Settlement of Disputes: Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and the Project Coordinator of IITM shall nominate on arbitrator. The Dean IC&SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceeding shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&SR IIT Madras, Chennai.
	    a. **The Applicable Law:** The Purchase Order shall be construed, interpreted and governed by the Laws of India. Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.
	    b. Any legal disputes arising out of any breach of contact pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

13)	**Force Majeure:** The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
14)	**Eligibility Criteria:** ➢ **As per the Government of India Order, only "Class - I Local Suppliers" and "Class - II Local Suppliers" <u>can participate in this tender.</u>** ➢ <u>**Bidder should confirm their acceptance that they comply with the provisions with report to "Guidelines for eligibility of a bidder from a country which shares a land border with India as detailed at Annexure-E. The bidder should submit Certificate for "Bidder from/ Not from Country sharing Land border with India & Registration of Bidder with Competent Authority" as per Order of DoE F.No.6/18/2019-PPD dated 23.07.2020 as mentioned.**</u>
15)	**Preference to "class I Local Suppliers"**: preference will be given to "**class 1 local suppliers**" (subject to class -I local supplier's quoted price falling within the margin of purchase preference) as per public procurement (preference to make in India) order 2017 .O.M No P- 45021/2/2017 – pp(BE - 11) dt 04/06/2020 subject to the conditions that the "class 1 Local Supplier" should agree to supply goods / provide service at L1 rate and furnish a certificate with the technical bid document that the goods/service provided by them consists local content equal to or more than 50%.(certificate from Chartered Accountant in case value of contract exceeds Rs 10 crore). ➢ **'Class - I local supplier'** means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to or more than 50% as defined under the above said order. **Declaration to be provided as per Annexure-D per item/service/work.** ➢ **'Class - II local supplier'** means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to 20% but less than 50% as defined under the above said order. **Declaration to be provided as per Annexure-D per item/service/work.** ➢ **'Margin of purchase preference'**: - The margin of purchase preference shall be 20%. The Definition of the margin of purchase preference is defined in the Govt. of India Order No: **P-45021/12/2017-PP (BE-II) Dt.4th June, 2020) Order 2017. As**

	per the Government of India Order – "Margin of Purchase Preference" means the maximum extent to which the price quoted by a "Class-I local supplier" may be above the L1 for the purpose of purchase preference. **Note: Local content percentage to be calculated in accordance with the definition provided at clause 2 of revised public procurement preference to Make in India Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P-45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021
16)	In accordance to the Rule 173 of GFR,2017 and relevant provisions thereof in Procurement Manuals, 2022,IC&SR, IITM reserves the right to carry out the negotiation process through its purchase/technical committee with L1/H1 (as applicable) vendor to ensure price reasonability before final recommendation to the Competent Authority. The negotiation details, if any, on case to case basis shall be recorded in minutes of meetings suitably for records.
17)	**Selection of successful bidder and Award of Order** The order will be directly awarded to the technically qualified bidder as per the condition in para 3A of DIPP, MoCI Order No. 45021/2/2017-PP (BE II) dated 16th September 2020.
18)	All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through e-Tender portal. In terms of Rule 173(iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids.
19)	The tenderer shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions of the contract.
20)	Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/addendum in the e-tenders portal.
21)	In the e-tender process, participation of bidders after the due date is not possible. The eligible bidders can login to the e-Procurement portal to ascertain the tender status.

1. About IITM CODE

Centre for Outreach and Digital education (CODE) is the center which coordinates all non-campus academic & outreach activities from IIT Madras. This was formerly called Centre for Continuing Education (CCE) started in 1986. Certification programs, Degree/Diploma in Data Science and Applications & Electronic Systems, web-enabled MTech, short-term workshops and training, executive education programs, etc are offered through CODE. (https://code.iitm.ac.in/). Exams are conducted for several of these programs.

Below table gives actual number of examinations from Jan 2021 and projection of numbers till 2026. List of centers wherein exam conducted so far is given in the Annexure 7.

Revised Table

YEAR	No. of Candidates		No. of Courses	No. of cities
	Registered	Projection		
2021 (6 days)	6,17,425	-	505	185
2022 (6 days)	8,57,422	-	519	172
2023 (15 days)	14,00,000	-	1355	214
2024 (20 days)	-	20,00,000	1500 to 1600	250
2025 (25 days)	-	25,00,000	1600 to 1800	275
2026 (30 days)	-	30,00,000	1800 to 2000	300

Projection based on past experience

Note: In this tender document, Vendor/EP, Bidder, Bidding agency and Exam Partner (EP) mean one and the same.

1.1 Brief scope of work of the Exam Partner (EP):

The Exam Partner (EP), IITM CODE offices and course instructors of the courses will be required to work together to conduct the exam for that particular course. The Exam Partner (EP) shall provide the technology and the operational solutions for the conduct of the examination while the faculty coordinator will provide the question paper.

The EP is expected to run the exams on the dates and times specified. The exams are likely to be conducted as and when needed throughout the year.

1.2 General Instructions

In this tender document, Vendor/EP, Bidder, Bidding agency and Exam Partner (EP) mean one and the same. The bidding agency shall be a single point of contact with the IITM CODE office and shall be solely responsible for the execution and delivery of the work.

Date, Time and Venue of Pre-Bid Meeting:

The pre-bid meeting will be conducted via Google Meet on 09.11.2023 – Thursday @ 3PM, please see the below link to join the meeting https://. Prospective bidders are requested to register their participation by sending mail to **purchase@nptel.iitm.ac.in** with name/designation of the representative who will attend the meeting along with queries on or before 08.11.2023 @ 5.00 PM.

Date, Time and Venue of Opening of Technical Bids:

24.11.2023 – Friday@ 3 PM

After Technical evaluation (Stage -1) the Successful Vendor / EPs will be called for Demonstration/Presentation (Stage – 2) the Date, Time and Venue will be intimated.

Date, Time and Venue of Opening of Commercial Bids:

Only technically qualified vendor / EPs in (stage-1 & stage-2), who have secured 70 marks or more, will be invited for opening of Commercial Bid the venue, date & time will be intimated

Earnest Money Deposit (EMD)& Performance Bank Guarantee

1. EMD of Rs.1,00,00,000/- has to be transferred to the account details mentioned in **Annexure-13** and proof should be enclosed in the Technical Bid.
2. Any offer not accompanied with the EMD shall be rejected summarily as non-responsive.
3. This Earnest Money will be returned to the unsuccessful tenderers after the final disposal of the tenders. **EMD will not carry any interest.**
4. EMD shall be forfeited, if the tenderers withdraw their offer after the opening during the bid validity period. The Institute shall not be liable for payment of any interest on EMD.
5. The EMD along with Performance Guarantee will be retained in the case of successful tenderers till the warranty period.
6. EMD will not be waived under any circumstances.
7. EMD will be forfeited in the case of non-execution of the order within the due date.
8. **Non submission of EMD will lead to rejection of tender at the opening stage itself.**
9. Performance guarantee for Rs.1,50,00,000/- has to be submitted in addition to above EMD by way of bank guarantee **by the successful bidder only**.

Marking on Technical Bid

1. The technical specification for this tender is given from Para 3.1.1 onwards. The tenderer shall go through the specification and submit the technical bid.

2. The Technical bid & Eligibility Criteria should be submitted in the proforma given in the Annexure 1 to 11

3. The technical bid cover of the various items should clearly be marked with the **item name.**

4. The technical bid covers of the various items should be put into one big cover **super scribed "Technical Bid"**.

5. All technical bids should have the page-wise **heading as "Technical Bid" and page no.** in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.

6. The technical bid should consist of all technical details along with catalogue, and relevant terms and conditions.

Marking on Commercial/Price Bid

1. The Commercial proposal for this tender is given in the Para 3.2. The tenderer shall go through the specification and submit the Commercial bid
2. Price bid should be submitted in the prescribed proforma as per Annexure 12
3. The price bid cover of the various items should clearly be marked with the **item name.**
4. The price bid covers of the various items should be put into one big cover **super scribed "Price Bid"**.
5. All Price bids should have the page-wise **heading as "Price Bid" and page no.** in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.

Tender document fee

1. **The tender document fee of Rs. 23,600/- (Inclusive of 18% GST) (Non-refundable)** has to be transferred to the account details mentioned in **Annexure-13** and proof should be enclosed in the Technical Bid. As no separate tender documents will be issued by us, the same can be downloaded from our institute website: http://tenders.iitm.ac.in (or) https://eprocure.gov.in/cppp/tendersearch

Preparation of Tender:

1. The Schedule to the Tender form should be returned intact whether you are quoting for any item or not. Pages should not be detached and when items are not being tendered for, the corresponding space should be defaced by some such words as 'not quoting'.

2. In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning Sl.No. and other relevant particulars. Each such additional page must be numbered consecutively, bear the Tender Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.

3. If any modification of the schedule is considered necessary, you should communicate the same by means of a separate letter sent with the Tender within the tender closing date.

4. You should quote your product as per our specification requirements by mentioning our requirements and your offer side by side and the rate should be in total as per our requirements. We will not make any calculation if you have mentioned the rates of items separately.

5. The offer/bids should be submitted in two bid system i.e. Technical Bid and Price Bid in a separate cover.

6. At any time before the submission of bids, IITM CODE may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum will be put up on the http://tenders.iitm.ac.in and

https://etenders.gov.in/eprocure/app website and will not be communicated through the newspaper and bidders will have to check the website for any updates. The addendum will be binding on them. If the amendment is substantial, Bidder(s) shall be given reasonable time to make an amendment or to submit a revised bid and the deadline for submission of bids will be extended by the IITM CODE and this will be decided by the IITM CODE.

7. All relevant information as specified in the Technical and Commercial Proposals including the contingency plans, and Annexures - 1 to 12 should be furnished by the bidders. The bidder is advised to attach any information that is necessary with regard to the capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The bidders are cautioned that not giving complete information called for or deliberately suppressing the information may result in the bidder being summarily disqualified.

8. The Tenders should be typewritten. The name and signature of the bidder's authorized person should be recorded on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with a forwarding letter on the agency's letterhead.

9. The offer must remain valid for a minimum period of **120 days** from the date of opening of the tender, within which the bidders cannot withdraw their offer.

10. 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. The IITM CODE may also independently seek information regarding the performance from the clients.

11. Even though the bidder may satisfy the qualifying criteria, the bidder is liable to disqualification due to record of poor performance or not being able to understand the scope of work etc.

12. The bid documents must be complete in all respects. Use the format given in the Annexures given at the end of this document for the preparation of bid response. The response should be brief and up to the point. Failure to comply with any of the instructions or conditions stated in this document or offering unsatisfactory explanations for non-compliance will likely lead to rejection of offer. Further the Client reserves the right to reject all the bids without assigning any reason.

13. In the event of the date of opening of tender being declared a closed holiday for the Indian Institute of Technology Madras the due date for opening will be the following working day

14. FAX/Email/Telegram or any other mode which is not prescribed in this tender document, quotations will not be accepted.

15. Please mention the GST/PAN/CST/VAT No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the GST/PAN/CST/VAT No. and Area Code.

16. **Quotations should be submitted in Sealed Cover** only. Unsealed/improperly sealed covers will be

summarily rejected. Quotes given by the tenderers in their own format/letter heads will not be considered at all.

Signing of Tender:

The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the tender are not fully filled in or not duly signed/authenticated. **Each page of the tender documents is required to be signed and bears the official seal of the tenderers.**

Opening of Tenders

You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date specified in this document.

Right of Acceptance:

Indian Institute of Technology Madras, Chennai 600 036 does not pledge itself to accepting the whole or any part of the Tender or portion of the quantity offered.

Communication of Acceptance:

Acceptance by the Purchaser will be communicated by Post, and the Company's acceptance should be communicated to us formally in writing.

Tenderer shall submit along with his Tender:

I. Name and full address of the Banker and their swift code and PAN No.
II. Proof of registration with sales tax /VAT authorities like registration number, range etc. in clear terms.

Period of Service:

The period of service is for Three years starting from January 1st 2024 and can be extended for two more years, one year at a time, without any price escalation on mutual agreement with the terms and conditions agreed upon.

1.3 Demonstration and Presentation

The vendor/EP will be required to give a demonstration of the following for each submitted technical bid:
1. Question paper authoring software
2. Client and server software for the computer-based examination

The vendor/EPs may be required to make a presentation on their capabilities to conduct the computer-based/paper-pen examinations (across India and outside India) as per the conditions specified above. The assessment and acceptance of capabilities are the sole right of CODE/IITM.

1.4 Deviations

Any deviations from the scope of work as outlined above should be mentioned clearly with suitable justification by the vendor/EP in a separate sheet under the heading '**Deviations**'. **This sheet should be included in the technical proposal**. If no deviations are mentioned, then it will be assumed that the vendor/EP has accepted the scope of work in its entirety as mentioned in the tender document and is bound to deliver the same.

2. Mode of Payment and penalty clauses

The payment to the EP-Exam Partner, 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.** 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. If the bidder fails to execute the contract, the IITM CODE committee shall have the liberty to get the work done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

Failure on exam day: For every 1-hour delay in start of exam, 1/3 of payment for candidates at center will be deducted from total payment.

Delay in release of accurate results in correct format – 10% deducted for every day delay in results with a cap at 50%

In case of any delays/issues during the pre-exam processes, during conduct of exam or post processing of exam responses, the EP should submit a detailed report to IITM CODE outlining the causes for the problem and the work around for the problem faced that was provided.

3. Evaluation of the Proposals

Selection of the vendor/EP shall be based on Quality and Cost Based Selection (QCBS). The proposals will be evaluated by taking the following factors into consideration:

3.1 Technical Evaluation

In this tender document, Vendor/EP, Bidder, Bidding agency and Exam Partner (EP) mean one and the same.

Technical evaluation will be based on the criteria given below:

- Prior experience of the vendor/EP in conducting large-scale computer-based examinations.

- Capability of the vendor/EP to develop and maintain the required software.
- Availability of adequately trained personnel in the company to conduct the examination in the required number of centers and cities.
- Capability of the vendor/EP to conduct examinations for at least 2,00,000 candidates in a single session and 4,00,000 candidates in a single day, adequately distributed across India.
- Capability of the vendor/EP to conduct examination in countries (time zone: Indian Standard Time ±3 hours) as per Annexure 11.
- Capability of the vendor/EP to provide at least 2,25,000 nodes (including backup) per single session, adequately distributed across India. The vendor/EP must submit a city-wise list of nodes vetted and available as on 30th September 2023.
- Standing of the agency and its financial position.
- Security and software quality certification.
- The exam software should have the capability of handling 1500 subjects in a year. EP should ensure that the Question Papers are distributed to the exam centers in a secure manner, which is further distributed to candidates at all the exam centers. EP may be called to provide a demonstration of this capability at the sole discretion of IITM CODE.

Technical evaluation will be based on the points agreed to in the compliance sheet in Annexures 8 & 8A (Total 100 points):

Technical evaluation of the offers shall be carried out by a sub-committee constituted specially, for this purpose by IITM CODE. The Technical Evaluation Committee may 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 discussion or not is at the sole discretion of IITM CODE.

3.1.1 Technical Evaluation (Score Model)

Technical Bid evaluation will be done in two stages:

Stage I:

In the 1st stage, each point given in the Technical Bid (Annexures 8 & 8A) will be evaluated. Bidders who have complied all the conditions stipulated in the Annexures 8 & 8A alone will be qualified for stage –II evaluation.

1. Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers

other than companies) giving the percentage of local content as per Annexure – 15.

2. The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in Annexure – 14.

3. The bidding agency should be registered in India and should be operating in India for atleast the last 5 years in conducting examinations as prescribed in this tender document.

4. They should have a minimum turn-over of ₹ **500 crores** in each of the last 5 financial years starting from 2018-19. The details in this regard to be submitted in Annexures 1 & 2.

5. The bidder's average Annual Turnover during the last three financial years should be ₹ 200 crores or more in India from Computer Based Examinations (Attach documentary evidence such as audited balance sheet etc.)

6. The Bidder should be registered with appropriate tax authorities such as Income tax, ServiceTax/GST etc., and should submit valid certificates of registration with these authorities.

7. The bidder must have successfully executed at least 5 similar academic projects (conduct of Computer Based Test (CBT)) on an all India basis every year in the last 3 years. The documentary evidence in the form of work order/contract and performance report must be enclosed on the client's letterhead. Any experience as a consortium partner will not be considered.

8. Atleast one project conducted for 2.0 lakh candidates in a single session at least 2 times in the last 3 years.

9. The documentary evidence in the form of work order/contract and performance report must be enclosed on the client's letterhead. Any experience as a consortium partner will not be considered.

10. They must have a primary data center with DR (Disaster Recovery) 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 compliant 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 bidding agency should own the copyright of the source code being used for conducting the computer based examinations. The agency should be able to make changes as and when required in any of the components of the software. Attach proof in this regard.

12. The agency should be certified for compliance with established Information Security Standards such as ISO27001. Duly signed copy of ISO27001 certificate should be submitted along with the technical bid.

13. The bidding agency should have authorized and globally accepted software certification, CMMi Level 5.

14. The bidder should have all relevant facilities and logistics available to execute the work. The bidder should have infrastructure in all the major cities across India with validated nodes/computers. Appropriate technology, hardware and software, dedicated connectivity, trained proctoring staff, adequate security measures with due diligence, etc. Attach documentary evidence.

15. The agency should have an in-house quality assurance and product testing team with proven and robust quality management processes required for conducting the computer based examination. Attach documentary evidence

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

17. The bidder should conduct performance evaluation of Computer Based Test to verify successful achievement of high concurrency, fast response time, and long-stress duration required of the system?.

18. Whether emergency preparedness plans are in place to address any crisis event.

19. Will be able to support the contingency plans (across India India) on 24x7 basis within a response time of 3 hours?

Stage-II:

In the 2nd stage, the Technical Specification offered by the bidders will be evaluated by the Committee for the parameters mentioned in the below given Table – I & II and marks will be given as per the parameters mentioned in the table Table-I & II. Only those bidders who have fully complied with Bidder Eligibility Criteria, Technical Specification and Table I & II will be considered for Opening of Financial Bid.

TABLE- I

S. No.	Criteria / Description	Score (point)
1.0	Prior experience of the vendor/EP in conducting large-scale computer-based examinations, Bidder's profile.	
1.1	Legal structure (max mark: 5) a. A Limited Company b. A Private Limited c. A Partnership bidder d. A Proprietary bidder	5.0 3.0 2.0 1.0
1.2	Overall IT staff strength (Project management / Development / Quality Assurance / Implementation / Operations) (max mark 5) a. 1000-1500 b. > 1500	5 3.0 5.0

1.3	Bidder's certification – CMMi level 5 & ISO 27001 (max mark 5)
	    a. CMMi Level
	    b. ISO 27001
		5
		2.5
		2.5

1.4	Bidder's financial capability: Average annual turnover from examination service for the period 2018-19,2019-20, 2020-21,2021-22, 2022-23 (max mark 5)
	    a. More than 500 cr and less than 750 cr
	    b. More than 750 cr and less than 1000 cr
	    c. More than 1000 cr
		2.0
		3.0
		5.0

1.5	Primary Data Center / Secondary Data Center infrastructure (max mark 10)
	    a. 'Tier III DC infrastructure with Secondary DC outsourced by the bidder/ group of companies
	    b. 'Tier III DC infrastructure with Secondary DC owned by the bidder/ group of companies
	    c. 'Tier III DC infrastructure with Secondary DC owned by the bidder/ group of companies with Cert-in Certified infrastructure
		3.0
		
		5.0
		
		10.0

1.6	Bidder's experience in conducting Computer based Test: Maximum number of candidates appeared in any computer based test in a single shift completed in India in any of the last two years (as on date of bid submission) (max mark 10)
	    a. 2,00,000 - 2,25,000
	    b. 2,25,000 - 2,50,000
	    c. > 2,50,000
		3.0
		5.0
		10.0

1.7	Number of exams in computer based tests (with more than 1,00,000 candidates) completed in India in last two years (as on date of bid submission) (max mark 10)
	    a. 50 - 100
	    b. 100 - 500
	    c. > 500
		3.0
		5.0
		10.0

1.8	Availability of a scientific virtual calculator and built into the software	5.0

TABLE - II

The vendor/EP will be required to give a demonstration of their software for online examination 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. Presentation/demonstration (online/offline) will be maximum of 30 minutes and must be confined to the following areas.

(i)   Company information
(ii)   Technical capability including disaster recovery plan/readiness.
(iii)   Planning for execution of the exam

Presentation & Demonstration: The marks will be given as per the parameters mentioned below and will be given by the Committee based on the presentation made by the bidder

2	Capability of the vendor/EP to develop the required software, solution approach.	
2.1	Development of authoring / examination process / analysis software: score will be given by the committee upon overall evaluation of Approach and Methodology for development. Level of preparedness, ability to adopt stringent security conditions, ability to do mock-tests and ability to quickly respond to any eventuality/problem that might arise . The capability of handling 1500 subjects in a year where exam partner will distribute Question Papers to the exam centers in a secure manner, and further distribute to candidates at all the exam centers for all the exams.	10.0
3	Capability of the vendor/EP to provide at least 1,75,000 nodes per single session, adequately distributed across India	
3.1	Assured number of nodes per single session	2.0
3.2	Adequacy of node distribution across India	2.0
3.3	Number of centers and node capacity per center	2.0
4	Capability of the vendor/EP to conduct Internet Based Exams	
4.1	Assured System Compatibility Test for 50000 parallel exams spread out across the world	2.0
4.2	Development of examination process / analysis software: score will be given by the committee upon overall evaluation of Approach and Methodology for development. Level of preparedness, ability to adopt stringent security conditions, ability to do system compatibility tests and ability to quickly respond to any eventuality/problem that might arise .	10.0
5	Capability of the vendor/EP to conduct Managed Internet Based Exams at centres	

5.1	Assured number of nodes per single session	2.0
5.2	Capability to conduct Load Testing 2 days prior to exam date	2.0
5.3	Development of examination process / analysis software: score will be given by the committee upon overall evaluation of Approach and Methodology for development. Level of preparedness, ability to adopt stringent security conditions, ability to do system compatibility tests and ability to quickly respond to any eventuality/problem that might arise .	10.0
6	**Capability of vendor/EP to conduct exams for hybrid mode of exams**	
6.1	Capability to conduct computer based and paper/pen exams together for the same exam	3.0

Total Maximum Score = 100 points

The stage II will be evaluated for 100 marks as per the Scoring Model provided above. The firms with less than 70 marks in the technical evaluation stage II will be rejected. The technical bid of bidders who have scored 70 marks and more alone will be qualified for opening of financial bid. 70 % weightage will be awarded for Technical Evaluation (technical documents and presentation cum demonstration) and 30 % weightage will be awarded for Financial Evaluation.

3.2. Commercial Evaluation

The commercial bids of only those bidders who have been found to be technically qualified (with scores higher than 70 points from Technical evaluation) by the constituted sub-committee shall be opened. Such qualified vendor/EPs (or) their authorized representative may attend commercial bid opening as scheduled by IIT Madras. The commercial scores of the bidders would be normalized on a scale of 100, with the lowest quote getting a score of 100 and the rest being awarded on a pro-rata basis.

3.3. Final Evaluation

Final selection of the vendor/EP shall be based on Quality and Cost Based Selection (QCBS) with 70 % weightage for technical evaluation and 30 % weightage for commercial evaluation.

The successful bidder will be selected based on assessment of skills, experience, and understanding/analysis of the project scope and cost (QCBS). The total score, both technical and financial, shall be obtained by weighing the technical (70%) and cost (30%) scores and adding them up. The combined technical and financial scores of all the bidders will be calculated as per formula given below:

Marks obtained by a bidder for the technical bid	=	T_M
Amount quoted by the lowest bidder	=	L1
Amount quoted by a Bidder	=	L
Points for Financial proposal of the bidder	=	$(L1/L)\times100$ $= F_M$
Combined technical and financial score (H) of the bidder	=	$(T_M \times 0.70) + (F_M \times 0.30)$ $= H$

The combined technical and financial scores of all the bidders will be calculated as above and the bidder who secures the highest combined score (H1) will be selected as the successful Bidder/EP-Exam Partner.

4. Eligibility Criteria of Exam Partner (EP)

4.1.1 Technical proposal/Specification (including operational proposal)

The technical proposal should consist of bids for all the seven options given below:
1. Computer based Programming testing capability in centers
2. Computer based Non-programming testing capability in centers
3. (paper/pen) testing capability in centers
4. Language Assessment through Audio/Video Testing capability in centers
5. Internet Based Assessment capability
6. Managed Internet Based Assessment capability in centers
7. Hybrid exams - computer based and paper/pen exams together for the same exam

Note:
- Above exams are to be conducted across India and outside India.
- The capability of handling 1500 subjects in a year where EP will distribute Question Papers to the exam centers in a secure manner, and further distribute to candidates at all the exam centers for all the exams conducted as mentioned above.

Hence both technical and commercial bids need to be submitted for each of the above seven testing capabilities.

4.1.1.1 Computer based Programming testing capability

Please refer Annexure 9 for complete details on the requirements and design of the testing platform.

4.1.1.2 Computer based Non-programming testing capability

This includes creation and support for a maximum number of the following forms of testing:

- Multiple choice questions
- Multiple select questions (with more than one correct option) with partial marking option when a subset of the correct options is chosen
- Option for negative marking
- Fill in the blanks –
    - Numerical type - with answer that matches an exact value or a range of values
    - Alphanumeric type whose answer matches an exact value or a set of values with option to specify if the answer should be case sensitive or insensitive with exact/set of matches/partial match
- Drag and Drop / match the following
- Order the sequence of actions
- Identification of hot spots
- Essay type questions – which will be manually evaluated

The vendor/EP must be willing to consider other formats as requested by IITM CODE from time to time.

4.1.1.3 Paper-Pen testing capability

This includes securing all the data/contents/materials for conducting the exam.
Question papers will be given to the exam partner for the courses that have a paper/pen exam – which will be displayed on the candidate screen, by the EP. Answer sheets will be provided by IITM CODE to the exam partner ahead of time, and it is the EPs responsibility to distribute to centers across the country as necessary. The EP will then coordinate collection of the same from the various centers and hand over the used as well as unused answer sheets to the IITM CODE office in a secure manner. EP will also scan the Answer Sheets and hand over to the Institute Representatives in a pen drive.

4.1.1.4 Language Assessment by Audio/Video testing capability

To conduct language assessment tests to assess candidates on their language skills and oral communication. The test will administer video, audio and Multiple-Choice Questions (MCQ) through an interactive device (example: android tablet). The vendor/EP should provide an integrated and complete solution.

- The components for the language assessment are listening, reading and speaking skills. A single integrated solution is required to cater to these components of the language assessment
- **For Listening and Reading component,** the solution should be capable of supporting objective type questions and capture its responses digitally. The solution should support various question types.

- **For Speaking component,** the solution should be capable of providing questions in audio, video, picture or text format and capture the audio responses of the candidate.
- The vendor/EP should provide an evaluation mechanism for the audio responses and an auto evaluation mechanism for responses to objective questions.
- The solution provided by the vendor/EP should be highly secured in all phases of the examination - pre, during and post examination.
- The vendor/EP should bring in the best practices for the language test available in the market.

4.1.1.5 Internet Based Assessment capability

This includes creation and support for a maximum number of the following forms of testing:
- The vendor/EP should provide a digital testing mechanism where students can take exams through an internet-connected device
- Provide support for System Compatibility Test for learners prior to exam date
- All other capabilities as mentioned in section 4.1.2.2 above

4.1.1.6 Managed Internet Based Assessment capability in centers

This includes creation and support for a maximum number of the following forms of testing:
- The vendor/EP should provide a digital testing mechanism where students can take exams through an internet-connected device in centers
- The centers should have sufficient Internet bandwidth to support the exams
- Invigilation and other administrative center support staff similar to that for computer-based tests at centers must be available for managing the exam as listed in section **6.3.5.4** and should be provided by the EP.
- Provide support for System Compatibility Test at the centers prior to exam date
- All other capabilities as mentioned in section 4.1.2.2 above

4.1.1.7 Hybrid exams - computer based and paper/pen exams together

Exam will be in hybrid mode at the center; part of the exam will be conducted as computer based, the remaining part will be conducted as a paper/pen exam. This includes creation and support for a maximum number of the following forms of testing:
- The EP should provide a digital testing mechanism where students can take one part of the exams through an internet-connected device in centers. All other capabilities as mentioned in section 4.1.2.1 above
- The EP should also provide for paper-pen exams which will be the remaining part of the exam. All other capabilities as mentioned in section 4.1.2.3 above

For all types of exams, good quality rough sheets of A4 size, 75 GSM or better, to be provided, as per

requirements of candidates

4.1.2 Technical bid should contain

1. A technical proposal that details the capabilities of the following:

- **Question Paper Authoring Software:** Simple and easy to handle software (Windows/Linux based) to be made available to the course instructors (SME) which will be installed on their machines locally. The SME should be able to create the questions for the final exam using this software with the least amount of training and the software should be intuitive enough with a simple UI to be used by any SME who is situated anywhere in India or the world.

- **A Bundling Software (or Equivalent):** to be available for installation at the IITM CODE office which will collect all the question papers from various SMEs for a particular exam date and allow review of the same.

- There must be a simple interface for to and fro interactions between the IITM CODE office and the SMEs – keeping the interaction about the question papers secure.

- Method to encrypt the bundle of question papers and transfer to exam partner which should again be secure without any of the EP personnel having access to the same unless authorized by IITM CODE on the day of the exam.

- **Examination Software (Client and Server):** which includes software for the conduct of the exam in the best possible way and software to monitor the status during the conduct of the exam across centers.

- Software that handles post examination operations that includes a consolidated mark sheet of all candidates who appeared for the examination, detailed response sheet for every candidate, the audit logs of every candidate recorded during the exam, analytics and basic statistics on the responses obtained.

2. An operational proposal that gives the following details:

- The number of nodes per city that the vendor/EP has qualified as per their process (Please check Annexure 7 (A) & (B) for the list of cities where exams have been conducted in Sep'23/Oct' 2023 and state how many of these are part of the vendor/EP city list).

- Please also indicate the number of nodes per city in which you have conducted an exam.

- Note that for the qualified nodes you MUST have in place your own dedicated exam centers or an agreement with the institute/college providing the infrastructure, Proof of agreement to be produced if requested.

- The projected capability in terms of the number of audited seats in each city that the vendor/EP will be able to identify by the end of Sep '2023.

- The availability of adequate numbers of technical personnel for conducting the examination in the required

number of exam centers. The EP has to submit a complete list of such personnel one week before each exam.

- Properly trained invigilators qualified to monitor the exams (who are not currently studying in college) to be made available.
- The process followed by the vendor/EP for qualifying an exam center
- The procedures followed for the pre-exam, exam and post-exam operations including the capability of the vendor/EP to set up a secure Master Control facility where the post-exam data will be uploaded.
- Information on EP personnel who will have access to exam questions/data in any form during any stage of the exam processing.
- Availability of Audit Log.
- In case any computer-based tests are conducted outside India, cities and corresponding number of nodes should be provided.

3. A statement that gives the following details of the exams conducted by the vendor/EP in the past 24 months:
   A. Total number of candidates appeared for each examination
   B. Total number of candidates across all the cities in a single session
   C. Number of sessions on a day of examination
   D. Number of days of examination.
   E. Capability to conduct Multi session Flexible date exam- Exam will be available over a period specified by IITM CODE, candidates can choose a center and session to take the exam. Give cost per candidate
   F. Capability to conduct exams in locations outside India – Give list of locations and cost per candidate
   G. Capability to conduct Internet Based exams - Candidate can participate in a browser based exam environment
   H. Capability to conduct Managed Internet Based exams - Candidate can participate in a browser based exam environment in a center that is managed by the EP
   I. Capability to conduct Hybrid exams at the center - one part of the exam as computer based and the other part as paper-pen exam

4. A statement that outlines the three largest exams, if any, conducted by the vendor/EP over the period of Jan2021-Dec2023. This should indicate the expected number of candidates for each exam as well as the expected number of candidates in a single session. The vendor/EP may withhold the details of clients for these future exams if that information is confidential.

4.1.3 Commercial proposal/Specification

The commercial proposal should contain the financial bid for the seven types of exams – Computer based Programming test, Computer based Non-Programming test, Paper/pen test, Language Assessment by Audio/Video test, Internet Based exams, Managed Internet Based exams and Hybrid exams.

The commercial proposal should give the details of the charges per registered candidate AND the minimum number of candidates at this rate at a center.

The charges per registered candidate should include the cost towards (for each of the 6 types of exams):
   a) charges paid to their technical personnel by the EP during vetting of exam centers
   b) charges paid by the EP to the center for hiring the infrastructure
   c) charges for providing partitions at the Exam Centers (across india and outside india)
   d) deployment of the Company Personnel, i.e. the Test Administrators and Company representatives at the Exam Centers and the technical personnel at the Master Control Rooms
   e) charges involved in administration of Exam, payment to other personnel involved in the conduct of the examination, payment to exam invigilators
   f) other incidental expenses

A clear break-up as indicated in (a) to (f) should be provided. The applicable taxes should be indicated in the proposal. For the sake of uniformity across all the exam centers, the EP is advised to maintain uniform rates for infrastructure for all the exam centers and adhere to the same without any deviation.

The commercial proposal should also give details of the charges per registered candidate AND the minimum number of candidates at this rate for cities outside India also.

In the event of any unforeseen circumstances, examinations may have to be held in buffer sessions decided by mutual consultation between IITM CODE and the EP. It may be noted that if any examination has to be conducted on the buffer date due to any technical or non-technical problems from the vendor/EP's side, the vendor/EP has to bear the cost of the conduct of the examination as quoted in the commercial proposal.

4.1.4 Expected value of tender and quantity of work:

Year	No. of Candidates	No. of subjects
2024 (20 days)	20,00,000	1500
2025 (25 days)	25,00,000	1700
2026 (30 days)	30,00,000	1800

Projections are based on our previous experience - which is approximately 15-20% increase over the earlier exams. The quoted costs will have to be valid till the validity of the contract.

5. Detailed scope of work

5.1 Administering the Examination

The procedures followed for admitting the candidate into the exam hall, the processes to be followed during the duration of the exam and after the exam is completed, need to be described clearly.

The bidding agency shall ensure a single point of contact with IITM CODE for the period of the contract and shall be solely responsible for the execution and delivery of the work

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

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

The agency should design a high-performance system and conduct performance exams to verify successful achievement of high concurrency, fast response time, and long-stress duration required of the system used to conduct the examination. Results of such performance exams should be made available to the client as and when required. Sometimes these exams may have to be conducted within a short notice and with strict deadlines.

The agency 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 and the infrastructure must be carried out. Results of such security tests should be made available to the client, when requested.

There should be suitable emergency management plans towards any crisis situations/redundancy of servers, nodes, additional center location, candidates 'data. The vendor/EP has to clearly indicate these plans in the technical proposal.

The agency should be able to support the entire solution (across India & outside India) on a 24x7 basis with a maximum response time of 3 hours.

The agency should have conducted exams in the countries/cities mentioned as per Annexure 11.

All disputes arising with respect to the bid document shall be subject to the jurisdiction of Madras High court, Chennai, Tamil Nadu, India alone and shall be governed by the law of India. The Chair of the Purchase Committee reserves the 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 the Chairman of the Purchase Committee shall be final. Any disputes arising out of this tender will be subject to Madras High court, Chennai, Tamil Nadu only. In the event of any dispute arising between the parties, the same shall be referred to theChair, IITM CODE, whose decision shall be final and binding on the parties.

The Purchase Committee of IITM shall award the tender to an agency that fulfills each of the criteria mentioned above and further set out more particularly in the Technical and Commercial Proposal.

The bidding agency should enclose the compliance report (Annexure 8 & 8A) along with the technical bid. Based on the compliance report the qualified bidders will be considered for the technical evaluation.

5.2 Post Processing

1. The evaluation of the exam, if computer based, needs to be done within 3 days and results shared with IITM CODE office
2. Attendance Sheets, Error Logs, Malpractice Declarations to be scanned and shared with IITM CODE office
3. For pen/paper exams,
   a. Answer Sheets to be scanned by EP at each exam centre immediately after the exam, and handed over to the Institute Representative in a pendrive
   b. within 7 days the physical copies of answer sheets need to be handed over to IITM CODE
4. Audit logs for each and every candidate that covers the computer activity done by them should be shared with the IITM CODE office along with the results.

5.3 Dedicated Program Manager and Escalation

The EP should provide IITM CODE with a dedicated Program manager who will interface and provide support right from the start of the course run until the exams are completed and results handed over.

There should be a tracking system with suitable mechanisms for raising tickets and closure of outstanding issues along with the escalation matrix provided.

5.4 Time of exam and Exam Process

Timelines for various activities related to the exam will be agreed sufficiently in advance between IITM CODE and the EP.

6. Conduct of Exam

The following sections list the features in the Examinations that the EP is expected to provide through their technology and operations, and the capabilities of the EP needed for delivery of the Examination:

6.1 Number of courses and unique question papers
Every semester 1500-1800 subjects may be offered and question papers for each of these subjects will be created.

6.2 Exam question paper creation

1. The EP would provide the Question Paper Authoring software and train the IITM CODE office staff on Question Paper Authoring and Question Pack Generation.

2. Each SME will be provided easy access to use Front End for QP creation and secure way of Question Pack Generation for the IITM CODE offices.

3. The EP should be **willing to modify** the Question Paper Authoring Software as per the requirements of the IITM CODE committee. These requirements will be communicated to the EP as and when required, but well before the beginning of the actual authoring process.

4. Provision of review mechanisms of QP for back & forth between SMEs & IITM CODE office.

5. The authoring software must be modified to include new features as requested by the faculty instructors of the courses, as much as possible.

6. The Question Paper Authoring software must allow for creating multiple versions of a question paper by jumbling the questions and the choices for a question.

7. Authoring software must allow for encryption and password protection. The EP should provide the certificate of confidentiality with regard to the contents of all the question papers.

8. No personnel of EP should have direct or indirect access to any of the questions in the authoring process until the day of the exam when IITM CODE authorizes the content to be accessed.

6.3 Examination Cities, Exam Centers, Personnel, Infrastructure, Administration, Pre-exam processes, Exam Delivery and Post-Examination Operations

6.3.1 .Examination Cities

EP will be provided with a list of cities across India and Abroad with probable number of candidates. EP will confirm the same for opening in the exam registration form. EP should be flexible to add more cities/alter cities & candidates as required. The list of cities across India and Abroad with the number of candidates who appeared in the last run of IITM CODE exams is given in Annexure 7 along with the tentative list of cities in which the IITM CODE Examination may be conducted in the future. The final list of cities will be identified by the IITM CODE Coordinators for every run based on registrations and requests and EP will be notified sufficiently in advance regarding the same.

6.3.2. Exam Centers

The EP would arrange to identify Exam Centers that have been certified and audited by the EP. A College may have one or more Exam Centers. The Internal Training Facilities (ITF) of the EP may be used as exam centers.

6.3.3. Personnel
● The EP would provide adequately trained Test Administrators (TAs) in every Exam Center, who should be the staff of the EP. Temporary staff of EP are not acceptable.
● There will be one TA for every 100 candidates and part thereof at an Exam Center.

- The TAs will administer and provide the technical support for maintaining the servers used in the conduct of examination at the Exam Center.
- The EP will also ensure availability of at least one adequately trained Network Maintenance Engineer at each Center - 1 person per 200 candidates.
- The EP would identify a senior staff member of the Company as the Center Head (CH) at each College or ITF. The CH will be responsible for supervising the Technical Personnel of the EP at all the Exam Centers in the College or ITF.
- The CH will be the contact person of the EP for the College Personnel and the IITM CODE office staff including Institute Representatives (IRs) to interact regarding the conduct of Examination at the College or ITF.
- There will be one Admin person from the EP who will ensure a comfortable experience for the candidate and the people accompanying them by ensuring facilities such as Directions and sign boards to exam halls, clean and well-maintained toilets, availability of a refreshment center within the premises, a waiting room for accompanying people, adequate parking facility within the premises are available. This person will also ensure last mile connectivity to the center by managing local transport from the main roads.
- Invigilators: Proctors of the exam will be chosen by the EP, who have to be well trained and capable of invigilating and are aware of the responsibilities/tasks for the same. College students will not be permitted to be invigilators. There will be one invigilator for every 30 candidates and at an Exam Center with less than 20 registered candidates, there will be a minimum of 2 Invigilators. The EP should train the Invigilators for 6.3.5 invigilating the Computer-based/paper-pen Examination. There will be two Technical Staff from the College or the ITF at each Exam Center to assist the TAs from the EP. The honorarium for all the personnel involved in the exam conduct will be paid by the EP.
- EP should make arrangement to Frisk candidate before admitting to exam hall both(Male and Female)

6.3.4. Infrastructure

- All computers, servers & monitors should be of the latest configuration, in conformance with the specifications required to host the exam software and as agreed between IITM CODE & EP.
- The EP should arrange for the servers necessary, and any necessary backup to conduct the examination at each Exam Center.
- The College or the ITF should arrange for the client systems necessary to conduct the examination at each Exam Center. One client system will be available for every candidate registered at each Exam Center. There will be a reserve pool of client systems. The number of systems in the reserve pool will be at least 10 % of the total number of registered candidates in a session at an Exam Center. However, there will be a minimum of 10 client systems in the reserve pool at an Exam Center with less than100 candidates in a session
- There must be adequate spacing (**of at least 2ft.**) between two adjacent seats.In addition the EP must

arrange for providing **partitions** of appropriate size between the adjacent seats.

● The exam software must be designed to handle partially visually handicapped candidates with ability to magnify/zoom content on the screen.
● Arrangements for Orthopedically handicapped candidates should also be handled by the EP at the centers.
● Lighting, ventilation & comfortable temperature must be ensured within the exam hall.
● The College or the ITF should also ensure the availability of a functional local area network and a power backup generator. All systems and network equipment at each Exam center should be provided with functional UPS. 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.
● Clean and well-maintained toilets, availability of a refreshment center within the premises, a waiting room for accompanying people, and adequate parking facility within the premises must be available.

6.3.5. Exam Delivery

The proposal submitted by the vendor/EP should indicate the manner of Exam delivery and the limits to which the server has been tested in terms of the number of client systems connected simultaneously without loss of performance in the examination environment. This needs to be provided for all types of exams.

6.3.5.1 Pre-examination processes

● The EP must make arrangements so that static mock exams can be conducted by the interested candidates, if necessary, using mock question papers provided by the IITM CODE team. The static mock exams should be available to all the applicants at least two weeks before the actual examinations so that the candidates can have practice sessions.
● URL for the mock exam should be sent to every registered candidate by email and SMS as soon as the mock exam is available by the EP.

6.3.5.2 Mock tests at the center – day prior to exam

The day prior to the actual exam, IITM CODE will depute their representatives to be present at each and every center where the exam is to be conducted. A complete mock exam should be conducted at each of these places in the presence IITM CODE personnel whereby each and every machine is logged into and switched on to verify the following:

● if the exam software is working and launching
● if data attachments are opening for courses that have them
● if the candidate seating is acceptable such that no two candidates having the same subject are seated adjacent to each other
● for a programming exam, to check if a test code is getting compiled and executed

IITM CODE will have the final say in re-allocation of candidates if the arrangement is found to be unsuitable during the mock test.

6.3.5.3 Distribution of Question Packs to the Exam Centers

The Examination Software developed and used by the EP must ensure confidentiality and protection of the QP content both at the Master Control Room as well as during transfer over a network. The loading of a QP into the Examination Software on the servers at an Exam Center must be password protected. No personnel of EP must have access to the same unless authorized by IITM CODE.

6.3.5.4 Invigilation

Announcement of instructions to the candidates, admit card check, candidate identity verification, attendance recording and collection of undertaking given by candidates will be carried out by Invigilators. Attendance sheets, Instruction sheets and other relevant documents should be provided by EP. Invigilators should also ensure proper conduct of examination and ensure that candidates use no unfair means during the exam.

6.3.5.5 Details to be displayed on candidate console as part of Exam software

The Examination Software should include the following features:
- Display of details of candidate (including a photograph) upon login for verification by the candidate and invigilators.
- Display of instructions to candidates up on login and before the start of examination. The candidate must be able to retrieve instructions at any time during the examination as well. The software must obtain concurrence of the candidate having read the instructions before the start of examination.
- Start and closure of the examination at scheduled time (candidates must not be able to start their examination even if they login before the scheduled time).
- Display of remaining time available
- Display of candidate details on the screen (including a photograph if available) during the examination.
- Viewing the complete question paper or a section in the case of sectional papers.
- Display of a selected question with choices of answers for multiple choice type questions.
- Display of a selected question and a virtual numeric keypad for numerical answer type questions.
- Marking/unmarking a question (answered or unanswered) for review.
- Display of status of questions
- Switching between sections in the question paper (if applicable).
- Provision of Data tables
- Provision of scientific calculators on the screen.
- Exit from exam software will be only as per the settings given by IITM CODE. Candidates cannot exit at any time before the duration given by IITM CODE.

6.3.5.6 Zero Loss of Data

The EP will ensure that there is no loss of response related data for any candidate or any other data related to the examination either from the client systems or the servers.

6.3.5.7 Generation of Event based Log (Audit Trail)

The EP will ensure that the event (click and keyboard) based log (audit trail) for every candidate will be generated and saved on the servers. The audit trail for every candidate should be provided at the end of session in the format agreed upon. The EP should not keep/have any audit trail data with them post-handover.

6.3.5.8 Saving of Response

The EP will ensure that the click-based and keyboard-based activity of every candidate will be saved on servers. This means that the answer responses for each question at that click time will be only saved/updated. The question clicks by candidates without a response are also recorded in the database. The final response data in a format specified by IITM CODE should be uploaded to the server in the Master Control Room within 30 minutes of the completion of each session of examination. The EP will not keep/have any response data with them post-handover.

6.3.5.9 Security

The computers administering the examinations should not be able to connect or access any other machine or network other than the one on which the examination is being conducted. The computers shall be sanitized (during pre-examination preparations).

6.3.5.10 Monitoring

The server shall have the capability to start the examination for all candidates, monitor the status of each candidate (whether logged in, examination started, idle/active, disconnected, submitted, etc.), award additional time for candidates (only with approval of IITM CODE) and close the examination. The server MUST maintain an audit trail of every operation on the server. All server-side audit trails are also the property of IITM CODE and shall be handed over at the end of the examination.

6.3.5.11 Master Control Facility

There will be one or more Master Control Facilities fully operated by the EP in a Data Center, which should be accessible for monitoring by IITM CODE. The activities at each Exam Center will be monitored in the Master Control Facility. At the Master Control Facility, the EP should provide at least 2 technical personnel who are well versed with the Examination Software. These personnel will interact with the CH in each of the Exam Centers and the overall project manager. A secure and highly reliable server should be set up in each Master Control Facility. At the end of examination in a session, the candidate response data and audit trail data from each of the Exam Centers will be uploaded to the servers at the Master Control Facility. The EP should provide the application to monitor, from the control center at the MCF, the pre-examination, during examination and post examination activities for all the centers in and outside India.

6.3.5.12 Conduct of Examination and Security of Examination Centers

The EP and the College or the ITF shall ensure that the Exam Centers are kept in examination-friendly environments with no disturbances from external sources. The EP will also ensure the secrecy of the examination material and will support IITM CODE in maintaining the secrecy of the examination material. Any decision by IITM CODE in this regard shall be final. The EP will also ensure that the examination is held in a candidate-friendly environment and enough security arrangements have been made to ensure the safety of examination material and the persons involved in the conduct of examination.

6.3.5.13 Disaster Recovery

The bidder must have a primary data center with DR (Disaster Recovery) 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 compliant and ISO certified. Data Center should be certified as per the Government of India Guidelines. The infrastructure of the bidder must be CERT–In certified as per Govt. of India guidelines.

7. Post-Examination Operations at every center

Individual candidate-wise, item-wise responses and audit trail will be captured and loaded into a physical storage medium such as CDs or pen drives. The CDs or pen drives will be handed over to IITM CODE. The data will also be uploaded to a server at the Master Control Facility. After the confirmation of proper transfer of data to the server at the Master Control Facility, the TAs will delete the responses and audit trails in the hard disks of any local server (if applicable). The EP will maintain the data in a secure manner till instructed by IITM CODE to delete the same.

8. Process Manual

The detailed Standard Process Manual (SPM)will be prepared by the EP and submitted to IITM CODE for approval two weeks prior to the exam.

Other requirements

- The selected bidder shall obtain candidate's feedback through an online Feedback Form, after the examination is over.
- The selected bidder shall provide rough pad(s) / blank paper booklet(s) to the candidates as per requirement.
- The selected bidder shall have a contingency plan for candidate management/Shifting in case of any emergency.
- At the end of the exam, transfer/export of candidate response and audit trails shall be done by the selected bidder on a secured channel from the local server to the Central server of the selected bidder within 4 hours from each exam center. Other data such as attendance sheet, fingerprint, photograph, seating plan etc. (if any) should be sent to the respective Organizing Institute within 7 days of conclusion of the examination.
- In the case of a provision of the biometric system, 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.

- The selected bidder shall provide documented inputs and support for handling: Candidates queries, RTI queries, Court Cases etc.
- 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 solutions for the entire system. The vendor/EP shall have to maintain strict privacy and confidentiality of all the data it gets access to.
- The selected bidder shall provide software to simulate the examination environment so that interested applicants can practice at home by using old question papers loaded on the respective zonal website.

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

a) Made misleading or false representation of 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 the bidder is engaged in any activity such as conducting coaching classes etc. which can influence conduct of professional exams.

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under "Specification, Guidelines, Terms and Conditions" of the tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF TENDERER ALONG WITH
SEAL OF THE COMPANY WITH DATE**

ANNEXURES

Annexure - 1: Financial Information

Details furnished below are to be supported duly by figures in Balance Sheet, Profit & Loss Account for the last 5 years as certified by the chartered accountant and submitted by the bidder to the Income Tax department

Details	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1) Gross annual turnover For works of similar nature					
2) Profit/Loss					
3) Financial position a) Cash b) Current assets c) Current liabilities d) Working capital e) Current Assets to Liabilities Ratio					

Documents to be attached along with the above statement:

a) Up-to-date Income Tax Clearance Certificate
b) Certificate of Financial soundness from the bankers of the Bidders
c) Financial Arrangements for carrying out the proposed work
d) Any other relevant documents

Note: If 2022-23 is not closed, share provisional certificate

(Signature of Bidder)

Annexure - 2: Details regarding works of similar nature executed in the past 3 years

S. No	Name of the work	Client's organization	Cost of work (in Crores)	Starting date	Ending date	Details of officer to whom reference can be made	Remarks

(Signature of Bidder)

Annexure - 3: Projects of similar nature currently under execution

S. no	Name of the work	Client's Organization	Cost of work (in Crores)	Starting date	Expected date of completion	Details of officer to Whom reference can be made	Remarks

(Signature of Bidder)

Annexure - 4: Performance Report for works referred in Annexures -2 and 3

(Please furnish the following details for each individual project from the Client)

1. Name and location of project:

2. Agreement No.:

3. Estimated Cost

4. Tendered Cost:

5. Date of Start:

6. Date of Completion

      a) Stipulated date:

      b) Actual date:

7. Performance report by client:

a. Quality of Work:(Excellent/Very Good/Good/Fair/Poor)

b. Approach to problem solving:(Excellent/Very Good/Good/Fair/Poor)

c. Resourcefulness:(Excellent/Very Good/Good/Fair/Poor)

Date: (Signature of the client with seal)

Annexure - 5: 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 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 and 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 the name of the project and reasons for not completing the work.

8. Have you or your constituent partner(s) been debarred/blacklisted 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 - 6: Details of Technical and Administrative Personnel to be employed for this work

S. No	Designation	Total No. of employees in this category	Number available for this project	Name	Qualification	Professional experience	Capacity in which the employee was involved in this work

(Signature of the Bidder)

Annexure - 7: List of cities where we have conducted exams in the recent past with candidate count

(A) **Exams conducted in OCT 2023: Number of courses – 689**

State	City	Candidate Count
Andaman & Nicobar Islands	Port Blair	63
Andhra Pradesh	Amalapuram	234
	Anantapur	6496
	Bapatla	974
	Bhimavaram	1390
	Chirala	1968
	Eluru	720
	Gudlavalleru	2176
	Guntur	13397
	Kadapa	5492
	Kakinada	1588
	Kurnool	4742
	Madanapalle	6194
	Markapur	554
	Nandyal	3284
	Narasaraopet	2644
	Narsapuram	362
	Nellore	7452
	Ongole	3056
	Proddatur	3270
	Rajahmundry	1308
	Surampalem	1056
	Tadepalligudem	1228
	Tekkali	812
	Tirupathi	13854
	Vijayawada	13962

	Visakhapatnam	10965
	Vizianagaram	4128
Arunachal Pradesh	Naharlagun	790
	Tezu	1
Assam	Dibrugarh	242
	Guwahati	2076
	Silchar	169
	Tezpur	959
Bihar	Bhagalpur	1476
	Darbhanga	920
	Gaya	990
	Muzaffarpur	1496
	Patna	6028
Chhattisgarh	Bhilai Nagar	348
	Raipur	1105
Delhi	Delhi	26569
Goa	Madgaon	1620
	Mapusa	688
	Panaji	966
Gujarat	Ahmedabad	2494
	Anand	1491
	Gandhinagar	1032
	Rajkot	1122
	Surat	1396
	Vadodara	8863
Haryana	Faridabad	7492
	Gurgaon	2562
	Hisar	438
	Kurukshetra	774
Himachal Pradesh	Hamirpur	220
	Mandi	18

	Shimla	485
	Solan	906
Jammu and Kashmir	Jammu	2389
	Srinagar	303
Jharkhand	Dhanbad	485
	Jamshedpur	764
	Ranchi	2386
Karnataka	Bagalkot	886
	Belgaum	2061
	Bengaluru	24617
	Bhalki	136
	Chikkamagaluru	254
	Davanagere	1142
	Dharwad/ Hubli	1464
	Gulbarga	877
	Hassan	930
	Mandya	420
	Mangalore	2320
	Manipal	434
	Mysore	1985
	Tumkur	628
	Udupi	342
Kerala	Alappuzha	672
	Calicut	1550
	Ernakulam	4238
	Kannur	552
	Kollam	1808
	Kottayam	2732
	Malappuram	628
	Palakkad	1304
	Thrissur	2217

	Trivandrum	2634
Madhya Pradesh	Bhopal	2641
	Gwalior	2877
	Indore	2733
	Jabalpur	1529
	Satna	33
	Ujjain	308
Maharashtra	Amravati	1642
	Aurangabad	1613
	Baramati	652
	Dhule	286
	Jalgaon	494
	Kolhapur	1201
	KOPARGAON	1844
	Latur	314
	Mumbai-East	5689
	Mumbai-West	3998
	Nagpur	6546
	Nanded	385
	Nashik	1926
	Pune	12139
	Ratnagiri	234
	Sangli	546
	Satara	490
	Solapur	734
Manipur	Imphal	47
Meghalaya	Shillong	498
Mizoram	Aizawl	80
Nagaland	Dimapur	502
Odisha	Berhampur	1320
	Bhubaneswar	10289

	Gunupur	844
	Rourkela	595
	Sambalpur	1304
Puducherry	Puducherry	2893
Punjab	Amritsar	636
	Chandigarh/Mohali	12088
	Jalandhar	1178
	Ludhiana	894
	Patiala	844
Rajasthan	Bikaner	188
	Jaipur	7830
	Jodhpur	402
	Kota	536
	Udaipur	818
Sikkim	Bardang/Gangtok	330
Tamil Nadu	Ariyalur	204
	Chennai-Avadi	16353
	Chennai-South	33702
	Coimbatore	24955
	Cuddalore	1186
	Dharmapuri	606
	Dindigul	1024
	Erode	6295
	Kallakurichi	428
	Kanchipuram	4338
	Kanyakumari	450
	Karur	2016
	Kovilpatti	1776
	Krishnagiri	2130
	Madurai	5653
	Mayiladuthurai	546

	Nagapattinam	342
	Nagercoil	1484
	Namakkal	2334
	Perambalur	334
	Pollachi	1502
	Pudukkottai	520
	Ramanathapuram	356
	Salem	6590
	Sivaganga	512
	Sivakasi	3106
	Thanjavur	1969
	Theni	586
	Tirupattur	624
	Thiruvannamalai	664
	Thoothukudi	618
	Tiruchengode	1228
	Tiruchirappalli	6549
	Tirunelveli	1957
	Tirupur	1648
	Tiruvallur	860
	Vellore	6313
	Villupuram	520
	Virudhunagar	1286
Telangana	Hyderabad	21187
	Karim nagar	688
	Nizamabad	462
	Warangal	2294
Tripura	Agartala	496
Uttar Pradesh	Agra	3226
	Bareilly	366
	Firozabad	438

	Ghaziabad	3359
	Gorakhpur	2490
	Kanpur	1526
	Lucknow	2785
	Mathura	8388
	Meerut	2775
	Moradabad	440
	Noida	6212
	Prayagraj/Allahabad	786
	Varanasi	2021
Uttarakhand	Dehradun	2134
	Haldwani	722
	Roorkee	564
West Bengal	Asansol	302
	Adisaptagram (Hooghly)	406
	Bankura	138
	Barasat	498
	Durgapur	610
	Haldia	138
	Hooghly	202
	Kalyani	336
	Kharagpur	214
	Kolaghat	166
	Kolkata Salt Lake	5463
	Midnapore	128
	Siliguri	575

(B) ALSO, EXAMS CONDUCTED IN THE FOLLOWING CITIES IN THE LAST 2 YEARS

S. No.	City Name
1	Durg
2	Itangar
3	Phagwara
4	Pulivendula
5	Ramgarh

(C) Additional Cities, which are not covered in the above list

City	Available nodes (Nos.)	Description	Remarks

Annexure - 8: Compliance sheet

S. No.	Item	Complied/Not Complied	Support Document (YES / NO)	Page No.	Any deviations?
1	The local content of all inputs which constitute the said item/service/work is more than 50% (Make in India)				
2	Have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am/I am not from such a country.				
3	Bidding agency based in India / Operating in India for at least the last **5** years in conducting computer based examinations				
4	Minimum turnover of Rs. 500 crores in each of the last 5 years starting from 2018-19				
5	Average annual turnover during the last three financial years should be Rs. 200 crores more in India from Computer Based Tests.				
6	The Bidder should be registered with appropriate tax authorities such as Income tax, ServiceTax/GST etc., and should submit valid certificates of registration with these authorities.				
7	The bidder must have successfully executed at least 5 similar academic projects (conduct of Computer Based Test (CBT)) on an all India basis every year in the last 3 years.				

S. No.	Item	Complied/Not Complied	Support Document (YES / NO)	Page No.	Any deviations?
8	At least one project conducted for 2.0 lakh candidates in a single session at least 2 times in the last 3 years.				
9	The documentary evidence in the form of work order/contract and performance report enclosed.				
10	Is the Data center located in India and Tier III compliant with ISO certification / CERT-In certified as per Govt. of India guidelines?				
11	Own the copyright of the source code being used for conducting the computer based examinations. The agency should be able to make changes as and when required in any of the components of the software.				
12	Information Security Standards ISO27001 certification.				
13	CMMi Level 5 certification.				
14	Have all relevant facilities and logistics available to execute the work. Have infrastructure in all the major cities across India with validated nodes/computers. Appropriate technology, hardware and software, dedicated connectivity, trained proctoring staff, adequate security measures with due diligence, etc. Attach documentary evidence.				
15	In-house quality assurance and product testing team.				

S. No.	Item	Complied/Not Complied	Support Document (YES / NO)	Page No.	Any deviations?
16	Were you ever blacklisted by any central / state government departments/ undertakings? Provide self-certification.				
17	Do you conduct performance evaluation of Computer Based Test to verify successful achievement of high concurrency, fast response time, and long-stress duration required of the system?				
18	Whether emergency preparedness plans are in place to address any crisis event.				
19	Will be able to support the contingency plans (across India India) on 24x7 basis within a response time of 3 hours?				

Annexure - 8A: Compliance sheet

S. No	Item	Complied/Not Complied	Any Deviations?
1.	All annexures as required furnished?		
2.	Vendor/EP can conduct all 7 types of exams? 1. Computer based Programming testing capability 2. Computer based Non-programming testing capability 3. Offline (paper/pen) testing capability 4. Language Assessment through Audio/Video test 5. Internet Based Assessment 6. Managed Internet Based Assessment 7. Hybrid mode - Computer based and paper/pen exams		
3.	Say Yes/No to each of the types supported. If under development and not available immediately, mention the timeline of availability. ● Multiple choice questions ● Multiple select questions ● Option for negative marking ● Fill in the blanks – ● Numerical type - exact value or a range of values ● Alphanumeric type - exact value or a set of values ● Drag and Drop / match the following ● Order the sequence of actions ● Identification of hot spots ● Essay type questions		
4.	Is the vendor/EP willing to consider other formats as requested by the IITM CODE office from time to time?		
5.	Rough sheets given to candidates are of 75 gsm or better – for all types of exams?		

6.	**Does the technical proposal have the following? Say Yes/No for each of the following.**
	● Question Paper Authoring Software
	● A bundling software or equivalent
	● Simple interface for to and fro interactions between the IITM CODE office and the SMEs
	● Method to encrypt the bundle of question papers and transfer to exam partner
	● Software to conduct as well as monitor the status during the exam across centers.
	● Software for post examination operations that includes:
	    ● a consolidated mark sheet of all candidates
	    ● detailed response sheet for every candidate
	    ● the audit logs of every candidate
	    ● analytics and basic statistics on the responses obtained		

7.	Please mention if the following have been included in the proposal. ● The number of nodes per city for conduct of exam ● Number of cities from Annexure 7 that EP can conduct exams ● The projected capability of number of seats in each city by Sep 2023 ● The availability of adequate number of technical personnel for each center ● Qualified Invigilators who are not currently studying in college ● The process followed by the vendor/EP for qualifying an exam center		
8.	Please confirm if the following details have been provided. ● Details of the exams conducted by the vendor/EP in the past 12 months: ● Total number of candidates appeared for each examination ● Total number of candidates across all the cities in a single session ● Maximum number of sessions that can be conducted if exam duration is 3hrs		

	● Number of days of examination conducted in the period Jan 1-31 Dec 2021, 2022, 2023 ● Capability to conduct Multi session Flexible date exam- Exam will be available over a period specified by IITM CODE, candidate can choose a center and session to take the exam. Give cost per candidate ● Capability to conduct exams in locations outside India – Give list of locations and cost per candidate ● Details of three largest exams, if any, committed during 2021 - 2023.		
9.	**Please say Yes/No** ● The evaluation of the responses, if computer-based, to be done within 3 days from date of exam and results shared with IITM CODE office; ● For paper/pen exams, within 10 days the answer sheets need to be handed over to the IITM CODE office. ● Agreed to the penalty clauses listed		
10.	Dedicated Program Manager from EP to work with IITM CODE		
11.	Tracking system with suitable mechanism for raising tickets and closure of outstanding issues along with the escalation matrix provided.		
12.	Exam processes ● There will be one TA for every 100 candidates and part thereof at an Exam Center. ● 1 adequately trained Network Maintenance Engineer at each Center - per 200 candidates. ● Center Head (CH) at each College or ITF. ● There will one Admin person from the EP ● One invigilator for every 30 candidates ● Reserve pool to be at least 10% of total number of registered candidates ● Adequate spacing (of at least 2ft.) between two adjacent seats		

	● Exam software with ability to magnify/zoom content on the screen. ● Arrangements for Orthopedically handicapped candidates ● Lighting, ventilation & comfortable temperature must be ensured within the exam hall. ● The College or the ITF should also ensure the availability of a function all local area network and a power back-up generator. All systems and network equipment at each Exam center should be provided with functional UPS. 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. ● Clean and well maintained toilets, availability of a refreshment centre within the premises, a waiting room for accompanying people, adequate parking facility within the premises must be available ● Arrangements of static mock exams ● Mock tests at the centre – day prior to exam ● IITM CODE will have the final say in re-allocation of candidates if the arrangement is found to be unsuitable during the mock test.		
13.	Candidate requirements during the exam: ● Display of instructions to candidates upon login ● Concurrence of the candidate having read the instructions before start of examination. ● Start and closure of the examination at scheduled time (candidates must not be able to start their examination even if they login before the scheduled time). ● Display of remaining time available ● Display of candidate details on the screen(including a photograph if available) during the examination. ● Viewing the complete question paper or a section in the case of sectional papers. ● Marking/unmarking a question (answered or unanswered) for review. ● Display of status of questions		

	● Switching between sections in the question paper (if applicable). ● Provision of Data tables ● Provision of scientific calculators on the screen. ● Exit from exam software will be only as per the settings given by IITM CODE. Candidates cannot exit at any time before the duration given by IITM CODE.		
14.	Zero Loss of Data as entered by the candidate		
15.	Generation of Event based Log (Audit Trail) which captures each and every click of the candidate		
16.	Computers administering the examinations should not be able to connect or access any other machine or network other than the one on which the examination is being conducted.		
17.	The server shall have the capability to start, control, and monitor the examination of all candidates.		
18.	After the examination, data will be uploaded to a server at the Master Control Facility and external hard disk/USB storage.		
19.	There will be one or more Master Control Facilities accessible for monitoring by IITM CODE.		

Annexure - 9: Specification of Programming Questions

The exam software of the EP should have capability to support C and C++ programming questions. Debugger should be accessible from the candidate console during the exam.

For programming courses, the questions in the certification exam will be programming questions. Typically, four programming problems will be given with public and private test cases. The methodology of these questions is similar to that of online automatic judging of programming competitions using spoj (http://www.spoj.com/) or mooshak (https://mooshak.dcc.fc.up.pt/). We explain the required features of the programming questions and show here screenshots from our portal (https://onlinecourses.nptel.ac.in) to clearly convey the required features.

Question page

You are given a positive integer N. You have to print N rows as follows. The first row consists of one 0, the second row 2 zeroes, and so on, until the Nth row, which consists of N zeroes.

```
1  #include <stdio.h>
2
3  int main()
4  {
5          int N,i,j;
6          scanf("%d",&N);
7          for (i=1;i<=N;i++)
8          {
9                  for (j=0;j<i;j++)
10                         printf("0");
11                 printf("\n");
12         }
13         return 0;|
14 }
```

Position:	Ln 13, Ch 11	Total:	Ln 14, Ch 144

You may submit any number of times before the due date. The final submission will be considered for grading.

Save	Compile & Run	Submit

Sample Test Cases

	Input	Output
Test Case 1	2	0 00
Test Case 2	6	0 00 000 0000 00000 000000

1. The question text comes on top.
2. Next is the editor window, where the candidate enters the code.
3. Below the editor, there are buttons for save, compile & run, submit.
4. At the bottom, public test cases with input and correct output are shown.
5. When the candidate presses "Save", the code in the editor needs to be saved with a filename that indicates the candidate registration number, problem id and timestamp.

Compile & Run

Successful compile and run

You are given a positive integer N. You have to print N rows as follows. The first row consists of one 0, the second row 2 zeroes, and so on, until the Nth row, which consists of N zeroes.

```
#include <stdio.h>

int main()
{
        int N,i,j;
        scanf("%d",&N);
        for (i=1;i<=N;i++)
        {
                for (j=0;j<i;j++)
                        printf("0");
                printf("\n");
        }
        return 0;
}
```

| Position: | Ln 1, Ch 1 | Total: | Ln 14, Ch 144 | |

You may submit any number of times before the due date. The final submission will be considered for grading.

| Save | Compile & Run | Submit |

Compilation : Passed
Tests : 2 / 2 Passed

Test Case 1   Passed

Test Case 2   Passed

1. When "Compile & Run" button is pressed, the code is compiled and run with the inputs from the public test cases.

2. The result of compilation is shown first.

3. The output from the code is compared with the expected output.

4. If the output from the code is correct, "Passed" is printed for the corresponding test case.

5. The number of test cases passed is also shown on the top.

6. The code that is compiled needs to be saved with the same filename convention as mentioned earlier.

Compilation error

You are given a positive integer N. You have to print N rows as follows. The first row consists of one 0, the second row 2 zeroes, and so on, until the Nth row, which consists of N zeroes.

```
1  #include <stdio.h>
2
3  int main()
4  {
5          int N,i,j;
6          scanf("%d",&N)
7          for (i=1;i<=N;i++)
8          {
9                  for (j=0;j<i;j++)
10                         printf("0");
11                 printf("\n");
12         }
13         return 0;
14 }
```

Position:	Ln 1, Ch 1	Total:	Ln 14, Ch 143	

You may submit any number of times before the due date. The final submission will be considered for grading.

Save	Compile & Run	Submit

Compilation : Failed

Program: In function 'main':
Program:7:2: error: expected ';' before 'for'

If compilation failed, the error message should be printed as above.

Runtime error

You are given a positive integer N. You have to print N rows as follows. The first row consists of one 0, the second row 2 zeroes, and so on, until the Nth row, which consists of N zeroes.

```
1  #include <stdio.h>
2
3  int main()
4  {
5          int N,i,j;
6          scanf("%d",&N);
7          for (i=1;i<=N;i++)
8              {
9                      for (j=0;j<i;j++)
10                         printf("%d",1/j);
11                 printf("\n");
12             }
13         return 0;
14 }
```

| Position: | Ln 1, Ch 1 | Total: | Ln 14, Ch 149 | |

You may submit any number of times before the due date. The final submission will be considered for grading.
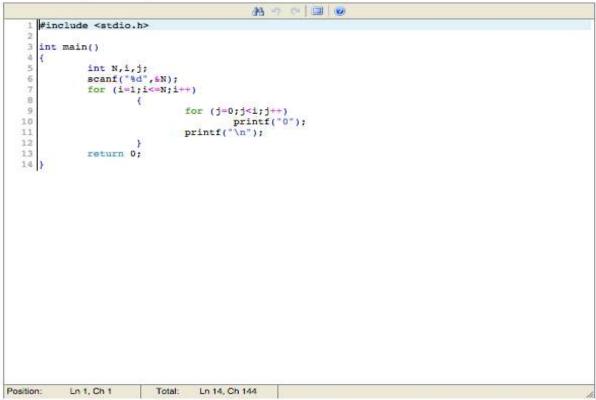
| Save | Compile & Run | Submit |

Compilation : Passed
Tests : 0 / 2 Passed

Test Case 1   **Runtime Error**

Input	Expected Output	Actual Output
2	0\n 00\n	

If a test case caused a runtime error, that should be indicated as above.

Incorrect output

You are given a positive integer N. You have to print N rows as follows. The first row consists of one 0, the second row 2 zeroes, and so on, until the Nth row, which consists of N zeroes.

```c
#include <stdio.h>

int main()
{
        int N,i,j;
        scanf("%d",&N);
        for (i=0;i<N;i++)
            {
                    for (j=0;j<i;j++)
                            printf("0");
                    printf("\n");
            }
        return 0;
}
```

Position: Ln 1, Ch 1   Total: Ln 14, Ch 143

You may submit any number of times before the due date. The final submission will be considered for grading.

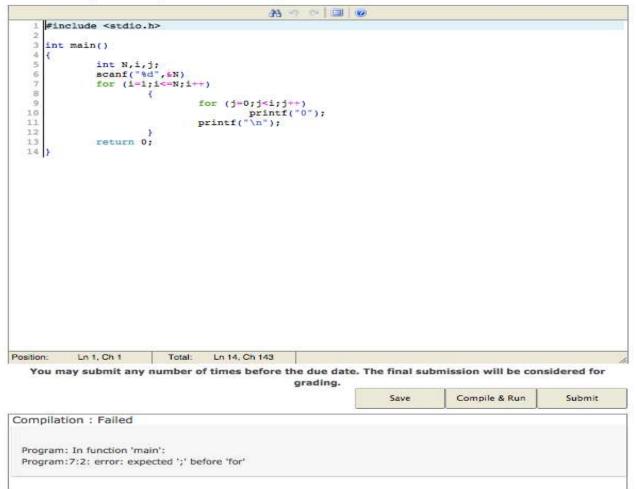| Save | Compile & Run | Submit |

Compilation : Passed
Tests : 0 / 2 Passed

Test Case 1   **Wrong Answer**

Input	Expected Output	Actual Output
2	0\n 00\n	\n 0\n

1. If compile & run was successful, but the answer is wrong for some test case, this should be indicated as above.
2. The expected output and the actual output must be shown on the screen as above.

Submission page
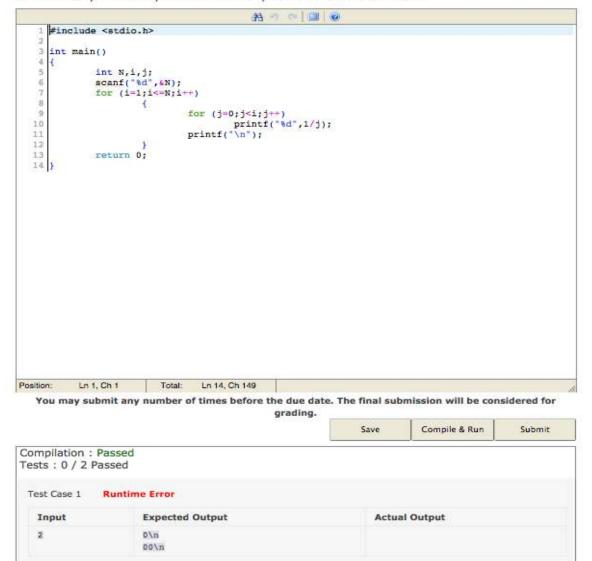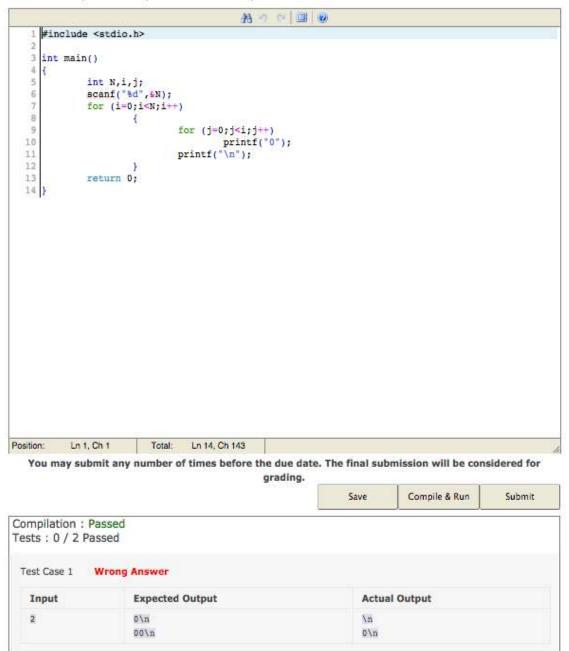
Correct submission

You are given a positive integer N. You have to print N rows as follows. The first row consists of one 0, the second row 2 zeroes, and so on, until the Nth row, which consists of N zeroes.

```c
1  #include <stdio.h>
2
3  int main()
4  {
5          int N,i,j;
6          scanf("%d",&N);
7          for (i=1;i<=N;i++)
8              {
9                      for (j=0;j<i;j++)
10                         printf("0");
11                     printf("\n");
12             }
13         return 0;
14 }
```

Position: Ln 1, Ch 1   Total: Ln 14, Ch 144

You may submit any number of times before the due date. The final submission will be considered for grading.

| Save | Compile & Run | Submit |

You scored 100.0/100

When the candidate presses "Submit", the code is compiled and run with private test cases as input.
1. The private test cases are not to be shown to the candidate. These are used only for the final evaluation.
2. The score displayed should show the percentage of private test cases passed.

3. If all test cases passed, the score is 100/100. If 3 out of 4 private test cases passed, the score is 75/100 and so on.
4. All submitted code must be saved with the filename convention mentioned earlier.

Important points to be considered

1. All compilation and/or runtime scenarios must be gracefully handled and should not result in any errors from the server.
2. Memory problems and infinite loops must be handled gracefully.
3. The compiler to be used will be an open source (mostly GNU) compiler for the language. The IITM CODE office or course instructor will give the exact version.
4. An open source syntax-highlighting editor is to be used in the browser.
5. The compilation server needed for programming questions needs to be suitably configured to ensure a quick response time to candidates during the exam.
6. The connections needed form the candidate machines to the servers or between servers must be robust and suitably configured.

1. As a failsafe option, an IDE for edit/compile/run is to be installed on all candidate machines. The IITM CODE office or course instructor will provide all necessary installation files for the IDE.
2. The installation and testing of the IDE on each candidate machine is the full responsibility of the exam partner.
3. The candidate is to save one final submission file on a local folder with the following file naming convention: A.c, B.c, C.c, D.c pp for Problems A, B, C, D etc.
4. This local folder will be named with the registration number of the candidate.
5. At the end of the exam, all local folders should be handed over on a pen drive to the IITM CODE office.

Annexure - 10: List of Examination Centers

List of Examination Centers with whom you have a Memorandum of Understanding and available for IITM CODE examinations

S. No.	City	Center Name	Contact Details (Name, Designation, Telephone / Fax, Email)	Number of Available Nodes	Any Computer based test conducted (YES / NO) and Name of Examination	Maximum Number of Nodes Used During the Examination

Number of Centers with available node count 10 to 100	Number of Centers with available node count 101 to 200	Number of Centers with available node count 201 to 275	Number of Centers with available node count > 275

Annexure - 11: List of Countries

List of Countries with whom you have a Memorandum of Understanding and available for IITM CODE examinations

S. No.	Country	City	Center Name	Contact Details (Name, Designation, Telephone / Fax, Email)	Number of Available Nodes	Any Computer based test conducted (YES / NO) and Name of Examination
1	Sri Lanka					
2	Bangladesh					
3	Saudi Arabia					
4	Dubai					
5	Qatar					
6	Oman					
7	Myanmar					
8	Singapore					
9	Egypt					
10	Sudan					
11	UK					
12	USA					
13	Germany					
14	France					
15	Brazil					

Annexure - 12: Commercial / Price Bid

To be submitted only in the Commercial Bid

Assume a minimum of 50 candidates at a center per session. Assume 3% candidates are for computer-based Programming Exam, 80% for Computer-based Non-Programming Exam, 7% for Paper-pen Exam, 2% for Internet Based Assessment, 5% for Managed Internet Based Assessment and 3% Language Assessment – use these for calculating the weighted average cost per candidate.
*Hybrid exam will not be considered for evaluation.

It. No	Description of work	Quantity	Units	Basic Rate in INR	GST in Percentage	Total Amount with taxes in INR
1	Computer-based Programming Exam (**Within India**)	1	No.			
2	Computer-based Non-Programming Exam (**Within India**)	1	No.			
3	Paper-pen Exam (**Within India**)	1	No.			
4	Language Assessment through Audio/Video Exam (**Within India**)	1	No.			
5	Managed Internet Based Assessment (**Within India**)	1	No.			
6	Internet Based Assessment (**Within India**)	1	No.			
7	Hybrid exam(**Within India**)	1	No.			
8	Computer-based Programming Exam (**Outside India**)	1	No.			
9	Computer-based Non-Programming Exam (**Outside India**)	1	No.			
10	Paper-pen Exam (**Outside India**)	1	No.			
11	Language Assessment through Audio/Video Exam (**Outside India**)	1	No.			

12	Managed Internet Based Assessment **(Outside India)**	1	No.			
13	Internet Based Assessment **(Outside India)**	1	No.			
14	Hybrid exam **(Outside India)**	1	No.			
	Grand Total					

(Signature of the bidder)

Note: The amount quoted for "Examination conducted in outside India" will not be considered for evaluation of the financial bid. Payment will be made on the total number of registered candidates.

Annexure - 13: IITM Bank Details

CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH (IC&SR)

INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI 600 036

ELECTRONIC CLEARING SERVICE (Credit Clearing)/ REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS
A. Details of Account Holder

Name of the Institution	Indian Institute of Technology - Madras
Complete Contact Address	Industrial Consultancy and Sponsored Research Indian Institute of Technology-Madras, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036
Telephone No./ Fax No.	Tel - 044-2257 8356
E- mail ID of the FO/AO/REG/DIR	dricsr@iitm.ac.in

B. Bank Account Details:

Institution Account Name (As per Bank Record)	The Registrar, Indian Institute of Technology - Madras
Account No.	2722101003872
Account Print Name	IIT F A/C , The Registrar IIT Madras
IFSC CODE	CNRB0002722
Bank Name (in full)	Canara Bank
Branch Name	IIT-Madras Branch
Complete Branch Address	Canara Bank, IIT-Madras Branch, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036
MICR No.	600015085
Account Type	Savings Account

Certified that the Institute's account is in an RTGS enabled branch.
I hereby declare that the particulars given above are correct and complete.

Date:

Signature of the Competent Authority of the Institution with seal.

Annexure - 14

(To be given on the letter head of the bidder)

Tender No.   **Dated:**

CERTIFICATE

(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR
(Whichever is applicable)

(Bidders from Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am from _____ (Name of Country) and have registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and am eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:
Date:

                                 Signature of the
                                 Name & Address of
                                 The Bidder with Office Stamp

Annexure - 15

FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PREFERENCE TO MAKE IN INDIA – PER ITEM

Tender Reference No.
 Name of the item / Service: Computer Based Test Exam Partners

I/We _____S/o, D/o, W/o, _____
Resident of _____

Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019and 04.06.2020)MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P-45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

Tick (√) and Fill the Appropriate Category	
	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under **"Class-I Local Supplier" category**
	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and come under **"Class-I Local Supplier" category**

- The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Address : _____   **Percentage of Local content   : _____ %**

 _____

For and on behalf of.. (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.Non-submission of this will lead to disqualification of bids.

Annexure - 16

NON-BLACKLISTING DECLARATION

Date: XXXX

To,
The Indian Institute of Technology Madras,
Sardar Patel road,
Guindy, Chennai - 600036

Subject: Non-Blacklisting declaration in connection with tender RFF No: XXXXXX for procurement of "XXXXXXXXXXXXXXXXXXXXXXXXXXXXX"

Dear Sir,

This is to notify you that our Firm/Company/Organization *<provide Name of the Firm/Company/Organization>* intends to submit a proposal in response to the invitation for procurement of "XXXXXXXXXXXXXXXXXXXXXXXXXXXX" In accordance with the above we declare that:

a.   We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

b.   We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities in last XX years.

Sincerely,

[BIDDERS NAME]
Name
Title Signature

Annexure – 17

TENDER CHECKLIST – Mandatory to be filled and sent (inside the Main Bid Cover) along with Bidding Document.

(1) I have registered as a Vendor with IC&SR. (Proof to be enclosed) ☐

(2) Technical bid cover and Financial Bid cover to be submitted separated. ☐

(3) Completed and **Signed Form of Tender**. The Form of Tender document shall be signed by a person legally authorized. ☐

(4) Completed Technical Compliance Statement **(Annexure 1 to 11)** ☐

(5) Certification of Class I / Class II **(As a part of technical bid) per item / service/ work as per (Annexure – 15)** ☐

(6) EMD (Ref. tender document Page No.7) ☐

(7) Land Border **(Annexure – 14)** ☐

The bid will be valid only if all the above documents are provided. Bidders are asked to supply and tick off the required information. Failure to provide any of the stated documents may result in the bid being considered as non-compliant and rejected.

Signature of the Bidder