



भारतीय प्रौद्योगिकी की संस्थान मद्रास चेन्नै 600 036
INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036
भंडार एवं क्रय अनुभाग
STORES & PURCHASE SECTION
Email: adstores@iitm.ac.in
दूरभाष: (044) 2257 8285 / 8287 / 8288 फ़ैक्स: (044) 2257 8292
Telephone : (044) 2257 8285/ 8287 / 8288 FAX: (044) 2257 8292
GSTIN: 33AAAAI3615G1Z6



Tender No. IITM/SPS/JEE (ADV)/016/2023-24/SPL

Date: 16.10.2023

Due Date: 06.11.2023
Before 02.00 p.m.

Dear Sirs,

On behalf of the Indian Institute of Technology Madras, Tenders are invited in two bid system, namely technical and financial bids for

Conducting Computer Based Online Exam Partners for JEE (Advanced)

conforming to the specifications enclosed.

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 bidders for the e-submission of the bids online through this e-Procurement Portal].

Tenderers 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.

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

| | | | |
|---|--|---|---|
| | LAST DATE for receipt of Tender | : | 06.11.2023 before 02.00 p.m. |
| 1 | Pre-bid meeting | : | The Pre-bid Meeting will be conducted via Google Meet on 20.10.2023 @ 03:00 p.m. Please see the below link to join the meeting https://meet.google.com/ccf-cryh-usr Prospective bidders are requested to register their participation by sending an email to adstores@iitm.ac.in , with name/designation of the representative who will attend the meeting along with queries on or before 19.10.2023 . |
| | Date & Time of opening of Tender | : | 07.11.2023 @ 03.00 p.m. |
| GUIDELINES FOR TENDER SUBMISSION IN CENTRAL PUBLIC PROCUREMENT PORTAL (E-PROCUREMENT MODE) | | | |
| A | निविदा की प्रस्तुति /Submission of Tender | : | As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal URL: https://etenders.gov.in/eprocure/app |

| | | |
|---|--|---|
| | | <p>The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal</p> <p>More information useful for submitting online bids on the CPP Portal may be obtained at: https://etenders.gov.in/eprocure/app</p> <p>All tender documents including 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.</p> |
| B | ऑनलाइन बोली जमा के अनुदेश / Instructions for online bid submission | <p>REGISTRATION</p> <ul style="list-style-type: none"> 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”. Enrolment 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.) https://eprocure.gov.in/eprocure/app with their profile. 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. |
| C | निविदा दस्तावेज़ की खोज / Searching for tender documents | <ul style="list-style-type: none"> 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. |
| D | बोली की तैयारी / Preparation of bids | <ul style="list-style-type: none"> 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 |

| | | |
|---|---|--|
| | | <p>and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.</p> <ul style="list-style-type: none"> • 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 | बोली की प्रस्तुति / Submission of bids | <p>:</p> <ul style="list-style-type: none"> • 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. • A standard BOQ format has been provided in Annexure-C 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. |
| F | बोलीदाताओं के लिए सहायता /Assistance to bidders | <p>:</p> <ul style="list-style-type: none"> • 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] |
| G | बोलीदाताओं के लिए सामान्य अनुदेश /General Instructions to the Bidders | <p>:</p> <ul style="list-style-type: none"> • The tenders will be received online through portal https://etenders.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in single pdf file. |

| | | |
|---|---|---|
| | | <ul style="list-style-type: none"> • 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". |
| H | बयाना जमा / (ईएमडी) Earnest Money Deposit (EMD) | <p>i. EMD of INR 34,00,000/- (Rupees Thirty four lakhs only) should be transferred through NEFT/RTGS to the following bank account on or before due date 26.11.2023 before 2:00 p.m. Name : Registrar IIT Madras Bank : State Bank of India Account No. : 10620824305 Branch : IIT MADRAS IFSC CODE : SBIN0001055</p> <p>ii. The EMD will be returned to unsuccessful Bidder(s), after finalization of the tender. The EMD shall be forfeited if any Bidder withdraws the offer before finalization of the tender.</p> <p>iii. The EMD amount should not be sent through DD.</p> <p>iv. Non-submission of EMD details on or before the due date and time will result in rejection of the e-bid.</p> <p>v. As per Rule 170 of GFR 2017, exemption of EMD will be given subject to submission of valid document proof by the bidder seeking such exemption. Copies of relevant orders/ documents regarding such exemption should be submitted along with the tender document</p> <p>The successful bidder shall submit a Performance Guarantee of 5% of the quoted value in the form of Demand Draft / Bank Guarantee / e- Bank Guarantee/ Insurance Bond in favour of "The Registrar, IIT Madras" to be obtained from any commercial bank within 14 (fourteen) days from the date of issue of Order by IIT Madras, which would be released 60 days after the successful completion of the warranty period after the adjustment dues if any, without interest.</p> <p>In case the successful bidder fails to submit performance guarantee within the time stipulated, IIT Madras/Organizing Institutions, at its discretion, may cancel the order placed on the successful bidder without giving any notice. IIT Madras/Organizing Institutions shall invoke the performance guarantee in case the successful Vendor fails to discharge their contractual obligations during the period or IIT Madras/Organizing Institutions incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.</p> |
| I | तकनीकी बोली पर मार्किंग / Marking on Technical Bid | <p>i. The pre-qualification criteria, technical specification of the item for this tender is given in Annexure A. The Bidders shall go through the pre-qualification criteria, technical specification and submit the technical bid in the proforma given in Annexure B in the tender document along with the supporting documents.</p> <p>ii. The Technical bid should be submitted in pdf format only through online (e-tender). No manual submission of bid will be entertained.</p> <p>iii. The technical bid should have the page-wise heading as "Technical Bid" and page no. in all pages with seal and signature of authorized signatory.</p> |

| | | | |
|---|---|---|--|
| | | | <p>The total no. of pages should be mentioned at the last page of the documents.</p> <p>iv. The technical bid should consist of</p> <p>a) Document proof for EMD payment</p> <p>b) Technical Compliance sheet as per proforma given in Annexure -B</p> <p>c) Document proof for pre-qualification criteria, technical details along with catalogue / brochure and other technical, commercial terms and conditions.</p> |
| J | वर्गीय बोली पर मार्किंग / Marking on Financial Bid | : | Financial bid (BOQ) should be submitted in the prescribed format given in Annexure- C in xls format through e-tender only. No manual or other form of submission of Financial Bid will be entertained. |
| 2 | निवदा की तैयारी / Preparation of Tender: | | <ul style="list-style-type: none"> The bids should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately. The bidder has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status shall be indicated below the signature along with official seal/stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of the bid submitted by the firm. The bids of the agency/firm/company not in possession of valid statutory license / registrations are liable for rejection. If any relative of the bidder is an employee of the IIT Madras, the name, designation and relationship of such employee shall be intimated to the Registrar, IIT Madras in writing while submitting the bid. No bidder will be allowed to withdraw / alter / modify the bid during the bid validity period. |
| 3 | निवदा पर हस्ताक्षर / Signing of Tender: | | <p>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. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. Each page of the bid is required to be signed and bear the official seal of the Bidders.</p> <p>If the bid is submitted by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.</p> <p>If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The bidder shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public.</p> |
| 4 | वह अवधि जिसके लिए ऑफर खुला रहेगा / Period for which the offer will remain open: | | <p>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.</p> |
| 5 | कीमत / Prices: | | <ul style="list-style-type: none"> The prices quoted must be considering all scope of work, terms & conditions and as per the Technical bid mentioned in Annexure A. The prices quoted by the Bidders should be exclusive of GST and other statutory levies. All conditional tenders will be summarily rejected. <p>Price quoted for foreign nodes will not be considered for evaluation of bids but</p> |

| | |
|----|--|
| | <ul style="list-style-type: none"> quotation for foreign nodes will not be more than ten times of the price quoted for single Indian node as mentioned in Table V.1 (Financial Bid). assured nodes for foreign centers will be 25 numbers in each center, however, if the number exceeds 25 the payment will be made as actuals. However, the chairperson reserves the right to finalize the minimum number of nodes, depending on the situation. no payment will be made for any foreign center if there is no candidate at all which will be intimated minimum of 10-12 days prior to the conduct of JEE (Advanced). |
| 6 | <p>आपूर्ति के लिए कोई अग्रिम भुगतान नहीं किया जाएगा No Advance Payment will be made for the supply. The payment to the selected Service Provider shall be made in Indian rupees and shall be paid only after the successful completion of the entire work without any delays or errors. No advance payment shall be made. Total payment will be done within a month after the receipt of the final reports on completion of the project. This has to be done as per the amount quoted by the selected bidder in financial bid.</p> |
| 7 | <p>सं वदा की अव ध / Duration of the contract: The award of contract shall be initially for a period of one year and may be extended up to three years, on a year-to-year renewal basis on satisfactory performance on same terms and conditions. It may also be noted that the performance will be evaluated by the respective organizing institute who will be responsible for the issue of the work order.</p> |
| 8 | <p>निबंधन व शर्तें / Terms and Conditions: 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.</p> |
| 9 | <p>स्वीकृति का अधिकार / Right of Acceptance: IIT Madras reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full.</p> |
| 10 | <p>स्वीकृति की सूचना / Communication of Acceptance: Letter of Intimation and acceptance will be communicated by post /email to the successful bidder to the address indicated in the bid.</p> |
| 11 | <p>All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through CPP 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.</p> |
| 12 | <p>क्षेत्राधिकार / Jurisdiction: All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued.</p> |
| 13 | <p>जुर्माना & परिसमापन क्षति /Penalty & Liquidated Damages:</p> <p>The successful bidder must sign an agreement on non-judicial stamp paper which shall contain penalty clauses related to liquidate damages on account of delays, errors, cost and time overruns etc. Final payment may take as much as a month after all the formalities are finished.</p> <p>In case of non-fulfilment of the service provider's specific obligation as under the contract, which nonfulfillment leads to data loss/ noncompliance of event based log/ data saving. The service provider shall indemnify IIT Madras to the extent of any loss suffered by IIT Madras as a result of such data loss/ non-compliance of event-based log/ data saving. However, the total liability of the service provider under this clause as well as under any other clause of the contract shall be limited to total amount payable by IIT Madras to the service provider (under the terms of the contract), provided, however, that this limitation shall not apply to any liability for damages arising from wilful misconduct or negligence.</p> <p>If the examination has to be conducted on any other weekend due to any technical or non-technical problems from the service provider's side, then the service provider has to bear the cost of the conduct of the examination as quoted in the commercial proposal.</p> <p>In case of any deficiency of service provided by the Technical Administrators in conducting the Online examination at a Test center that would lead to unacceptable delay in completing the examination, the service provider will be penalized with 5% of total payable by IITM / Organizing Institutes to the service provider for that particular test center where the deficiency has been verified and confirmed by IITM / Organizing Institutes.</p> |

| | |
|----|--|
| 14 | <p>अप्रत्या शत घटना / Force Majeure</p> <p>Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or IITM as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:</p> <ul style="list-style-type: none"> • Natural phenomenon, including but not limited to floods, droughts, earthquakes, and epidemics. • Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos. • Terrorist attack, public unrest in the work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes. <p>The selected bidder or IITM shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on the date of termination. Notwithstanding this, provisions relating to, confidentiality survive termination of the contract further for a period of one year. However, IITM shall make payment for all the services rendered by the selected bidder till such date of termination of contract.</p> |
| 15 | <p>कपटपूर्ण और भ्रष्ट आचरण / Fraudulent and Corrupt Practices</p> <p>The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, IIT Madras shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, IIT Madras shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal.</p> <p>For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:</p> <p>_ “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of IITM who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of IITM, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of IITM in relation to any matter concerning the Project;</p> <p>_ “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.</p> <p>_ “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;</p> <p>_ “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by IITM with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and</p> <p>_ “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.</p> |
| 16 | <p>साम्पत्तिक अधिकार / Proprietary Rights</p> <p>All rights, title, and interests in and to the Services Environment and any other material used by the selected bidder in the provision of the Services shall exclusively belong to the selected bidder or its licensors</p> |

| | |
|----|---|
| | <p>("Bidder Proprietary Material"). Any and all Intellectual Property Rights with respect to the Services and the selected bidder Proprietary Material and all modifications, improvements, enhancements, or derivative works made thereto, shall always belong to the selected bidder or its licensors and IIT Madras shall not be entitled to claim any rights therein. All rights, title and interests in IIT Madras Data shall always remain with IIT Madras. IIT Madras agrees that the selected bidder shall have the right to list IIT Madras name in its marketing material and use IIT Madras logo with respect to such listing and for reference purposes. IIT Madras acknowledges that the provision of the Services hereunder by the selected bidder shall be on a nonexclusive basis and the selected bidder shall be free at all times to provide the services or perform obligations same or similar to the Services and obligations envisaged hereunder to any of its other clients, either existing or future, and nothing herein shall preclude Bidder from providing such services or performing such obligations to its other clients.</p> |
| 17 | <p>दायित्व की सीमा / Limitation of Liability</p> <p>Neither party shall be liable to the other party for any special, indirect, incidental, exemplary, punitive, or consequential losses or damages or loss of profit, loss of goodwill, loss of revenue or operational losses whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages. The total aggregate liability of either party under this Agreement shall not exceed the exam value paid to bidder by IITM for the Service that gives rise to such liability. The limitation on any Party's liability herein shall not apply to (i) liability for damages, resulting from the willful misconduct and (ii) breach of the use terms in respect of bidder's application system. The bidder shall not be held liable for any delay or failure in its obligations, if and to the extent such delay or failure has resulted from a delay or failure by or on behalf of IIT Madras to perform any of IIT Madras's obligations. In such event, Bidder shall be (a) allowed additional time as may be required to perform its obligations, and (b) entitled to charge IIT Madras for additional costs incurred, if any, as may be mutually agreed upon between the Parties.</p> |
| 18 | <p>Information security and data privacy</p> <p>The selected bidder will be responsible for providing secure systems. The selected bidder is expected to adhere to Information Security Management procedures as per acceptable standards with best practices.</p> <p>The selected bidder shall be responsible for guarding the Systems against virus, malware, spyware and spam infections using the latest Antivirus corporate/Enterprise edition suites which include anti malware, anti-spyware and anti-spam solution for the entire system. The vendor must maintain strict privacy and confidentiality of all the data they gets access to.</p> |
| 19 | <p>The bidder 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.</p> |
| 20 | <p>I. बोलीदाता पात्रता मानदंड / Bidder Eligibility CRITERIA:</p> <ol style="list-style-type: none"> 1. 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 – D. 2. 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 – E. 3. Neither the tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic |

offence is **pending** against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in **Annexure – F**.

4. The bidder should be registered in India. The registered bidder should be operating for a minimum of 5 years with an objective of offering relevant Computer Based Entrance Examination Services that are the subject matter of this tender.
5. The bidder should be a Partnership/ Proprietary / Private Limited / Limited Company. Consortium firms will not be considered. No subletting will be allowed for any of the components of the task. (Necessary document proof should be submitted).
6. The financial turnover of the bidder should be minimum 41 crores in each of the last 3 consecutive financial years i.e. 2020-21, 2021-22 and 2022-23. The turnover should be of the bidder and not of the group companies or consortium. The turnover refers to a company and not the composite turnover of its subsidiaries/sister concerns etc. for the last three years. (Financial statements/certificates issued by Chartered Accountant should be submitted as a proof)
7. The bidder's Average Annual Turnover during the last three financial years i.e. 2020-21, 2021-22 and 2022-23 should be Rs 50 crores or more in India from Computer Based Examination. (Attach documentary evidence such as audited Balance Sheet etc. issued by Chartered Accountant)
8. The bidder should not have incurred any loss during the last three years up to financial year ending 31 March 2023. The bidder should submit certified copies of their company Balance Sheet and Profit and Loss Account duly audited for the last three financial years.
9. The Bidder should be registered with appropriate tax authorities such as GST, PAN etc. and should submit valid certificates of registration with these authorities.
10. The bidder must have successfully executed 5 similar projects (conduct of CBT) in all India basis, out of which at least one project should be Conduct of Computer based Examination with capability of at least 1.8 lakhs candidates in a single shift. The documentary evidence in form of work order/contract should be submitted and the performance report must be submitted on the client's letterhead.
11. The bidder must have a primary data center with a 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 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. Necessary document proof should be submitted.
12. The bidder must be able to conduct computer-based examinations in multiple subjects in English, Hindi and any other language as deemed necessary by Joint Admission Board (JAB). The bidder should submit the declaration as per **Annexure – G**.
13. The bidder must have authorized and globally accepted software certifications i.e. ISO-27001, ISO 20000, ISO 9001 and SEI CMMi Level 3. Necessary document proof should be submitted.
14. The Bidder should have infrastructure in all the major cities in India with validated nodes/computers, appropriate technology, hardware and software, dedicated connectivity, trained proctoring staff, adequate security measures and due diligence etc. Necessary document proof should be submitted.
15. The bidder must show and submit suitable emergency management plan during any crisis situations/ redundancy of servers, switches, nodes, additional centre locations, and students' data.

The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Technical Bid format

II. TECHNICAL DETAIL WITH OPERATIONAL CAPABILITY:

1. All annexures as required have been furnished?
2. Whether vendor can conduct following types of exams?
 - i. Computer based testing
 - ii. Offline (paper/pen) testing
3. Say Yes/No to each of the types supported. If under development and not available immediately, mention expected timeline of availability.
 - i. Multiple choice questions
 - ii. Multiple select questions
 - iii. Option for negative marking
 - iv. Fill in the blanks –
 - v. Numerical type - exact value or a range of values
 - vi. Alphanumeric type - exact value or a set of values
4. Rough pads (blank paper booklet) consisting of 10 A5 size sheets given to candidates are of 75 g/m² or better?
5. Does the technical proposal have the following? Say Yes/No for each of the following.
 - 5.1 Question Paper Authoring Software
 - i. Whether supports as per the past JEE(Adv) question papers
 - ii. Whether supports Numerical Answer Type questions for which the answer may be either a signed integer or a real number up to 10 digits?
 - iii. The same software version used for Question paper authoring will be used during examination.
 - iv. Whether the software allows for creating multiple versions of a question paper by jumbling the questions and the choices for each question?
 - 5.2 Whether the software allows for encryption and password protection of the question papers following appropriate standards?
 - 5.3 Whether bidder has provided the certificate of confidentiality with regards to content of all the question papers.
 - 5.4 Whether bidder has ensured strict confidentiality by its staff with regard to the content of all the question papers.
 - 5.5 State whether you are willing to modify the question paper authoring software as per the JEE(Adv) requirements.
 - 5.6 Whether bidder can set up a model test facility for testing with dummy question papers?
 - 5.7 Do you have a foolproof method to encrypt the bundle of question papers?
 - 5.8 Whether a scientific virtual calculator is available and built into the software?
 - 5.9 Whether the copyright for the source code of the virtual calculator rests with the bidder / Whether the calculator is in-house product?
 - 5.10 Software to conduct as well as to centrally monitor the status during the exam across all centres.
 - 5.11 Software for post examination operations that includes:
 - i. a consolidated mark sheet of all candidates
 - ii. detailed response sheet for every candidate the audit logs of every candidate analytics and basic statistics on the responses obtained
6. Please mention if the following have been included in the proposal.
 - 6.1 The number of nodes per city for conduct of exam.
 - 6.2 Whether minimum hardware / operating software requirements for the candidate system have been met?
 - 6.3 Whether minimum hardware / software requirements for the Examination Centre servers, namely main and back-up server, have been met?

- 6.4 The availability of adequate number of technical personnel for each centre.
- 6.5 Qualified personnel, who are currently studying in college should not be considered for invigilation.
- 6.6 Input on the process followed by the vendor for qualifying an exam center.
- 7 Test center and Exam processes
- 7.1 Whether bidder will provide one TA(Support Staff) for every 100 candidates and minimum two TAs(support staff) in a test center?
- 7.2 Whether bidder will provide 1 adequately trained Network Maintenance Engineer at each Center - per 250 candidates?
- 7.3 Whether bidder has provided training to the Invigilators (Every test center will have one invigilator for every 30 candidates and a minimum of 2 Invigilators. For every hundred candidates there will be 1 additional Invigilator and a maximum of 3 roving Invigilators.)
- 7.4 Whether a senior faculty member / senior staff member of the ITF will be a Venue Head (VH)?
- 7.5 Whether two technical staff members are provided by the college / ITF?
- 7.6 Whether a reserve node pool of least 10% of total number of registered candidates is available?
- 7.7 Adequate spacing (of at least 2 ft.) between two adjacent seats should be provided.
- 7.8 Whether exam software with ability to magnify/zoom content on the screen is available?
- 7.9 Whether arrangements for PwD candidates can be made?
- 7.10 Whether scribe (with maximum qualification of Class XI from Science stream with Maths as one of the subject and having computer Literacy) for PwD candidates who would request for such services, will be arranged?
- 7.11 Whether a separate examination room for PwD candidates with Scribe is available.
- 7.12 Lighting, ventilation & comfortable temperature must be ensured within the exam hall.
- 7.13 Whether the necessary security of the test center will be ensured: minimum one security guard per 100 candidates?
- 7.14 Whether a functional local area network, uninterrupted power supply (UPS unit) and a power backup generator will be available at each test center?
- 7.15 Whether systems and network equipment at each are provided with a functional UPS.
- 7.16 Whether an uninterrupted power can be made available for the period of each paper and for 30 minutes prior to and after each paper on the day of examination?
- 7.17 Whether clean and well maintained toilets, refreshment centre within the premises, a waiting room for accompanying people, adequate parking facility within the premises are available?
- 7.18 Whether arrangements will be made for mock tests at the centre – one day prior to the date of examination?
- 7.19 No other examination should be conducted on the Mock test day and after the mock test and before the scheduled JEE(Adv) examination.
- 7.20 JEE(Adv) Organizing Institute will have the final say in re-allocation of candidates if the arrangement is found to be unsuitable during the mock test.
- 7.21 Whether the online examination software by the bidder supports the following two modes of loading the Question Packs.
- i. Locally at the server via a CD / Pen drive collected from Institute Representatives (IRs)
 - ii. Over the network from Master Control Room?
- 7.22 Whether authoring software allows encrypted and password protected content to be generated which can be loaded on to a CD / a pen drive?
- 7.23 Whether the confidentiality and protection of the
- 7.24 QP content both at the Maser Control Room and during transfer over a network will be maintained?

| | |
|----|---|
| | <p>8. Candidate requirements during the exam:</p> <p>8.1 Ensure required instruction / information to the candidates appearing for exam at test centers and Display of instructions to candidates upon login.</p> <p>8.2 Ensure announcement of instructions to the candidates, candidate identity verification, attendance recording for all candidates.</p> <p>8.3 Seeking concurrence of the candidate having read the instructions before start of examination.</p> <p>8.4 Ensuring 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).</p> <p>8.5 Display of remaining time available and clock showing the standard time.</p> <p>8.6 Display of candidate details on the screen (including a photograph if available) during the examination.</p> <p>8.7 Viewing the complete question paper or a section in case of sectional papers.</p> <p>8.8 Marking/unmarking a question (answered or unanswered) for review.</p> <p>8.9 Display status of questions.</p> <p>8.10 Switching between sections in the question paper (if applicable).</p> <p>8.11 Provision of Data tables and its display.</p> <p>8.12 Provision of virtual scientific calculator.</p> <p>8.13 Candidates should not be able to exit at any time before the actual end of the examination.</p> <p>8.14 Provision of a software to simulate the online examination environment so that interested applicants can practice at home by using old question papers loaded on the JEE(Adv) website.</p> <p>9. Zero Loss of Data as entered by the candidate.</p> <p>10. Generation of event and mouse-click based log (audit trails).</p> <p>11. Saving of response: After the examination, ensuring data upload to a server at the Master Control Facility and external hard disk/USB pen-drive storage.</p> <p>12. Security in terms of network / sanitized systems: 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.</p> <p>13. Capability of server to monitor the examination: The server should have the capability to start, control, and monitor the examination for all candidates.</p> <p>14. Ensuring one or more Master Control Facilities accessible for monitoring by OIs. bidder must ensure Master control facility with at least 2 technical personnel.</p> <p>15. Ensuring post examination operations as described in Section 5.3</p> <p>16. Preparation of the Standard operational protocols and availability of standard process manuals.</p> |
| 21 | <p>बो लयों की संख्या और उनका प्रस्तुतीकरण Number of Bids and their Submission:</p> <p>Bids should be submitted CPP (E-procurement) portal. Two bid system should be followed as detailed below:</p> <p>Bid I Technical Bid</p> <p>The technical bid should consist of Scope of Work, Bidder Eligibility Criteria, additional terms, Technical Detail with Operational Capability and compliance sheet as per Annexure – A.</p> <p>The bidder should go through the scope of work and technical specification given in Annexure-A of the tender document, understand the requirement of IITM and submit their technical bid covering the following details along with all relevant document proof in the proforma given in Annexure–B</p> <ul style="list-style-type: none"> • Technical information as desired in prescribed format (Annexure V) • The financial information as per Annexure –I |

- The details of experience of similar works as per Annexure – II
- Organizational Structure and information as per Annexure III
- Technical and Administrative manpower available for this work as per Annexure IV
- Physical Infrastructure such as availability of Exam Centers, technology, hardware, software etc. as desired and scope of work under Section
- Information (Phone number, email ID, WhatsApp number, Name) of the authorized person(s) to attend the meeting

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

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

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

Bid II Financial Bid

The financial bid should be submitted in excel format (BoQ) as per the proforma (**Annexure C**) uploaded in the e-Tender website. In case, any bidder encloses the financial bid in the technical bid, the same shall be disqualified summarily.

22 बो लरुओ कल मूलुतलंकन / **Evaluation of Bids:**

Evaluation of bids will be carried as Quality and Cost Based Selection (QCBS)

Technical Bid evaluation

Bid evaluation will be done in two stages:

Stage I:

In the 1st stage, each point given in the Technical Bid (**Annexure-B**) will be evaluated. Bidders who have complied all the conditions stipulated in the **Annexure – B** alone will be qualified for stage –II evaluation.

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 **Table – I & II** of Sl.No.22 terms and conditions of this tender 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

| Sl. No. | Parameters | Score |
|---------|--|-------|
| 1.1 | Overall IT staff strength (Project Management/ Development/ Quality Assurance /Implementation/ Operations) | 10 |

| | | |
|--------------|--|-----------|
| | 1000 - 1500 | 5 |
| | > 1500 | 10 |
| 1.2 | Bidder's certification | 20 |
| 1.2.1 | CMMi level (Organisation Development) | 10 |
| | CMMi level 3 Development | 5 |
| | CMMi level 5 Development | 10 |
| 1.2.2 | CMMi level (Organisation Service) | 10 |
| | CMMi level 3 Service | 5 |
| | CMMi level 5 Service | 10 |
| 1.3 | Bidder's Financial Capability | 15 |
| 1.3.1 | Average annual turnover from examination service for the period 2020-2021, 2021-2022, 2022-2023 in INR | 15 |
| | - More than 50 CR and Less than 75 Crore | 5 |
| | - More than 75 CR and Less than 100 Crore | 10 |
| | - More than 100 Crore INR | 15 |
| 1.4 | Bidder's experience in CBT | 20 |
| 1.4.1 | Maximum number of candidates appeared in computer-based examination in single shift completed in India in last five year (as on date of bid submission) | 10 |
| | 1,50,000 – 1,75,000 | 2 |
| | 1,75,000-2,00,000 | 5 |
| | > 2,00,000 | 10 |
| 1.4.2 | No of Assignments/shifts in computer-based examination (with more than 1,50,000 candidates) completed in India in the last five year (as on date of bid submission) | 10 |
| | 1 - 10 assignments | 2 |
| | 11 - 20 assignments | 5 |
| | > 20 assignments | 10 |
| 1.5 | Bidder's Infrastructure Capability | 25 |
| 1.5.1 | Owned Node (available 24X7 with minimum 250 nodes in each center) Capability in India (Proof to be submitted) | 10 |
| | <= 50,000 | 2 |
| | 50,001 – 100,000 | 5 |
| | > 100,000 | 10 |
| 1.5.2 | Primary Data Center with Secondary DC site to be managed by the bidder/group of companies for data Security | 15 |
| | 'Tier III DC infrastructure with Secondary DC outsourced by the bidder/group of companies | 5 |
| | 'Tier III DC infrastructure with Secondary DC owned by the bidder/group of companies | 10 |
| | 'Tier III DC infrastructure with Secondary DC owned by the bidder/ group of companies with Cert-in Certified infrastructure | 15 |

Any tender documents without these shall be invalid and rejected.

TABLE - II

| | | |
|----------|--|-----------|
| 2 | Software/ Solution Approach and Methodology | 10 |
| 2.1 | <p>The vendor will be required to give a demonstration for their client and server software for online examination using the previous year JEE (Advanced) 2023 paper. They will also be required to make a presentation on their capabilities to conduct the online examination as per the conditions specified in this document. Presentation/demonstration (online/offline) will be maximum for 30 minutes and must be confined to the following areas.</p> <ul style="list-style-type: none"> (i) Company information (ii) Technical capability including disaster recovery plan/readiness. (iii) Planning for execution of the exam <p>Presentation & Demonstration: The marks for Approach and Methodology will be given by the Committee based on the presentation made by the bidder on the same</p> | 10 |

Total Score: 100

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.

Stage II: Financial Bid Evaluation

Financial Bid with the lowest quoted amount (L1) will be assigned a financial score of 100 and other bids will be assigned scores that are inversely proportional to their quoted amount. **Price quoted for foreign nodes will not be considered for evaluation of bids. The financial bid will be considered based on the examination conducted in India with any one of the Options (I or II).**

Bidders can quote for Option I or Option II (or) both Option I and Option II. If bidder quoted both Option I and Option II, price of each option should be clearly indicated in the bid. If bidder submit a bid for Option I and Option II, each of those shall be treated as separate bids and evaluated independently of each other.

Based on the Lowest quoted amount (L1) for Option I and Option II, the Committee will take a decision to consider anyone of the option for Financial bid evaluation.

22 सफल बोलीदाता का चयन और आदेश प्रदान करना / Selection of successful bidder and Award of Order:

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 | = | $(L1/L) \times 100 = F_M$ |
| 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 contractor.

The bidder shall be single point of contact with IIT Madras/Organizing IIT and shall be solely responsible for the execution and delivery of the work.

| | |
|----|---|
| 23 | <p>Execution of Contract and Security Deposit</p> <ul style="list-style-type: none"> • A formal Contract / Agreement shall be entered into with successful service provider. • Agreement on Rs.100 Non-judicial stamp paper which shall contain penalty clauses related to liquidate damages on account of delays, errors, cost and time overruns etc. as per terms and conditions of Sl.No.13. • The Security deposit will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the Institute on account of failure or negligence on the part of employees of contractor. |
| 24 | <p>The pre-bid meeting will be conducted online. Bidders can submit their queries and doubts to the email id: adstores@iitm.ac.in on or before 19.10.2023. Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/addendum in the e-tenders portal and Institute Website (tenders.iitm.ac.in). For the bidders, submitting bids on downloaded tender documents, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIT Madras or check for the same CPP Portal before submitting their duly completed bids. After the pre-bid meeting, queries/ clarification if any will not be considered.</p> |

Sd/-
Assistant Registrar
Stores & Purchase

DECLARATION OF THE TENDER

It is hereby acknowledged that I/We have gone through all the points listed under “**Scope of work and Terms and Conditions**” of tender document, the same is abided and agreed to be executed. In case, if any of the information furnished by me/us is found false, I/We are fully aware that the tender /contract will be rejected / cancelled by IIT Madras and EMD shall be forfeited.

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

SCHEDULE OF TENDER

Conducting Computer Based Online Exam Partners for JEE (Advanced)

Tender No. IITM/SPS/JEE (ADV)/016/2023-24/SPL

| | |
|--|--|
| Name of Organization | Indian Institute of Technology Madras |
| Tender Type (Open/Limited/EOI/Auction/Single) | OPEN |
| Tender Category (Services/Goods/Works) | Goods |
| Type/Form of Contract (Work/Supply/Auction/ Service/ Buy/ Empanelment/ Sell) | Supply |
| Name of the Supply | Conducting Computer Based Online Exam Partners for JEE (Advanced) |
| Source of Fund (Institute/Project) | IIT Madras |
| Is Multi Currency Allowed | Yes |
| Date of Issue/Publishing | 16.10.2023 |
| Document Download Start Date | 16.10.2023 |
| Document Download End Date | 06.11.2023 |
| Prebid Meeting via Google Meet | 20.10.2023 @ 03.00 p.m. |
| Bid Submission Start Date | 26.10.2023 @ 09.00 a.m. |
| Last Date and Time for Uploading of Bids | 06.11.2023 @ 02.00 p.m. |
| Date and Time of Tender Opening | 07.11.2023 @ 03.00 p.m. |
| No. of Covers (1/2/3/4) | 2 |
| Bid Validity days (180/120/90/60/30) | 120 Days |
| Address for Communication | <p><u>For Technical Queries:</u> Prof. A. Gopalakrishna Chairman Joint Entrance Examination (JEE) Office IIT Madras, Chennai - 600 036. Phone No: 044- 2257 8220 Email: jeechair@iitm.ac.in</p> <p><u>For General Queries:</u> The Assistant Registrar Stores & Purchase Section IIT Madras Chennai – 600 036 Number 044-2257 8287 / 8288 Email: adstores@iitm.ac.in</p> |

TECHNICAL BID**Conducting Computer Based Online Exam Partners for JEE (Advanced)****Tender No. IITM/SPS/JEE (ADV)/016/2023-24/SPL****1. About JEE (Advanced)**

JEE (Advanced) will be conducted by the seven coordinating IITs under the guidance of the Joint Admission Board (JAB). The performance of a candidate in JEE (Advanced) will form the basis for admission to the Bachelors, Integrated Masters, and Dual Degree programs (entry at the 10+2 level), in all the IITs. The decisions of JAB will be final in all matters related to JEE (Advanced) and admission to IITs. The operations related to JEE (Advanced) in each of the 7 zones are managed by a zonal JEE (Advanced) team at the respective IIT. The Organizing Institute (OI) of each year is responsible for end-to-end process and coordination amongst the administering institutes in that year.

The OI for JEE (Advanced) 2024 is IIT Madras. JEE (Advanced) OI intends to implement a system that will manage the online examination process for a total number of around 1.8 lakhs to 2.5 lakh candidates in India and possibly a few countries outside India. The examination consists of two papers (Paper 1 and Paper 2) of three hours duration each. Appearing in both the papers is compulsory and will be conducted in 2 sessions in a single day.

2. Project Background

IITM / Organizing Institute intends to implement a system that will manage the online examination process for a total number of around 1,80,000 to 2,50,000 candidates in India with 2 sessions on a single day requiring a total number of at least 1,80,000 to 2,50,000 nodes for each session. The system shall mainly comprise of the following activities**:

- Preparation of centers for Computer based test.
- Providing software and training for Question Paper generation in English, Hindi and any other language as deemed necessary by Joint Admission Board (JAB)
- Conduct of mock tests and workshops regarding online Computer based test.
- Aadhaar/non-Aadhaar based biometric (thumb impression) and/or iris and digital photo registration and verification of candidates during examination (one time for each session and comparison of both for confirmation).
- Providing the recorded biometric and/or iris and digital photo data of the candidates and verification at later stages of admission process
- Conduct of Computer Based Examination
- Compilation of response data in the desired format for result generation
- Customized report generation

** The number and choice will depend on the prevailing situation at the time of JEE (Advanced) examination which would be intimated minimum 15 days prior to the date of examination.

2.1 About the Organizing Institute (Indian Institute of Technology Madras)

In 1956, the German Government offered technical assistance for establishing an Institute of higher education in engineering in India. The first Indo-German agreement in Bonn, West Germany for the establishment of the Indian Institute of Technology at Madras, was signed in 1959. The Indian Institute of Technology Madras is known both nationally and internationally for excellence in technical education, basic and applied research, innovation, entrepreneurship, and industrial consultancy. A faculty of international repute, a highly motivated and brilliant student community, excellent technical and supporting staff and an effective administration have all contributed to the pre-eminent status of IIT Madras. The Institute is proud to bear the laureate of being No.1 engineering University in India. More recently, IIT Madras has been given the title of Institute of Eminence.

3. Brief Scope of Work

The selected bidder and JEE (Advanced) Committee will be required to work together to conduct the JEE (Advanced) Examination. The selected bidder shall provide the technology and the operational solutions for the conduct of online examination for JEE (Advanced). The JEE (Advanced) Committee will provide the question papers which is set for the JEE (Advanced) examination to be held for the year 2024 and question papers for the years 2025 and 2026 will be provided at the relevant point of time. The total number of candidates taking the JEE (Advanced) examination is expected to be around 1.8 lakhs to 2.5 lakhs each year. Online JEE (Advanced) examination could also be conducted in various other countries, details of which will be provided at an appropriate time. The examinations in all centers will be held in same time (Indian Standard Time) irrespective of country in which the test centers are located.

4. Detailed scope of work

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

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

4.1 Pre-Examination Phase:

- The selected bidder is expected to draw the examination plan and implement the design of the examination processes as required by IIT Madras. Broadly, the requirements will be as follows:
 - Complete Security management processes
 - Physical Security
 - Information Security
 - Server Security
 - Network Security
 - Candidate handling process

- Mapping of candidate's details with Exam Centers
- Validation and verification of identity
- Attendance and biometric (photograph and thumb impression) and/or iris handling
- Machine/seat allocation and handling of security parameters
- Any other processes related to the conduct of examination including vetting activities, preparation of pre-examination mock test and practice modules for potential candidates to be hosted 24/7 on operational servers for the conduct of practice sessions from a fortnight after the selection of the bidder.
- The selected bidder shall prepare and provide Standard Operating Procedure (SOP) for all processes for safe and secure conduct of examination along with rules for contingency and exception handling/ emergency procedures.
- The selected bidder shall ensure that the software used for examination is updated to work on the computer systems with latest configuration of the processor and memory technology (for example core i7 processors and LCD screen preferably of 768 X 1366 resolution)
- The selected bidder shall provide specifications for Hardware and Software required at all stages of the examination at:
 - Setting up the question papers
 - Exam Centers
 - Devices and systems to be used for authentication and audit trail mechanisms required for the exam.
- The selected bidder shall provide consulting, training, and manpower support to handle the entire examination. The required Hardware, Software, networking shall be installed by the Bidder on lease/rent basis, whose cost would be covered under the commercial bid.
- The selected bidder, as per the requirements and directives from IIT Madras, shall setup systems at the required Exam Centers ensuring that at least 10% overall or minimum 2 nodes per room are available as backup per session i.e., if 100 systems are going to be used, the center shall have at least 110 systems available per shift.
- The directives of the central and state governments regarding Standard Operating Procedure (SOP) during pandemic-like situations must be complied with. Further, if any center falls within the containment zone, then the service provider should immediately arrange an alternate test center to accommodate the candidates.
- The selected bidder shall ensure that all Exam Centers have the prescribed Hardware, Software, and LAN connectivity for conducting Examination.
- The selected bidder shall ensure that UPS facilities and Generator facilities are available at each Exam Centre for uninterrupted power supply as required by the JEE (Advanced) Committee.
- The selected bidder shall carry periodic audit at Exam Centers for
 - Hardware, Operating System, Processor Speed, RAM, Network and Keyboards etc.
 - Software - Screen resolution and LAN connectivity, Browser.
 - Working condition of UPS and Generator.

- The selected bidder shall ensure suitable drinking water and separate clean toilet facilities for both Boys and Girls at each examination center.
- The selected bidder shall provide a facility to candidates for static mock link for mock test within a fortnight of signing the contract. The same facility should also be available online to be run through a web server. The mock test should be a replica of the examination software.
- The selected bidder shall host and manage the examination process through intranet-based solution at Exam Centers.
- The selected bidder shall securely install and implement Question Papers in English, Hindi and any other language as deemed necessary by JAB for the online examination.
- The selected bidder shall ensure checking of original documents and admit card of the candidates at the entrance gate of the examination center. Individual passwords (e.g., date of birth of the candidate) shall be given to each candidate by the selected bidder at the examination center after verification of the documents.
- The selected bidder shall ensure that the Signature of the candidate is taken in the attendance sheet and Verification of the signature in attendance sheet is done vis-à-vis the signature in the admit card.
- The selected bidder shall ensure complete biometric and/or iris and digital photo registration and verification process of the candidates (digital photo, fingerprint etc.) and allow candidates to appear for exam at Exam Centre through pre-allotted seat/machine. The biometrics and/or iris and digital photo taken at this stage shall be used later for authentication purposes.
- The selected bidder shall arrange/provide adequate displays and provide required instructions/ information to the candidates appearing for exam at Exam Centers.
- All pre-examination phase processes shall be carried out by the selected bidder in consultation with IITM/ Organizing IIT.

Test Centers: The service provider will help IITM and other zones in identifying the test centers in each of the cities where examinations will be held. Each of the identified centers will be vetted and certified by authorized IIT personnel and the service provider. The decision of the respective IIT in selecting the examination center will prevail. One test location may have one or more test centers. The offices of service providers must not be considered for test centers. Internal training facilities or other infrastructures specially for conducting online examinations may be used.

If any pandemic situation persists, necessary arrangements as stipulated by central and state governments are to be adhered to in an appropriate manner in congruence with the Organizing Institute.

4.2 Examination Phase

- The selected bidder shall make necessary arrangements, in consultation with the organizing Chairperson, for providing adequately trained manpower as per the requirements mentioned below: Each Exam Center should have the following minimum number of personnel to be deployed.
 - i. Venue head-1 (with four years of experience in conducting similar CBT exams)
 - ii. Exam Center Administrator – 1 (Should be Administrative Head/Deputy of the College/Institute/LISP)

- iii. IT Manager –1 per 250 nodes or part thereof (minimum 1 in a center)
- iv. Invigilators - 1 per 30 nodes (minimum of 2 in a room) (with a minimum educational qualification of graduation)
- v. Support Staff - Minimum 1 per 100 students (Suitability need to be justified with centers) and per location.
- vi. Security Guards - Minimum 1 per 100 students (Suitability need to be justified with centers). In no case the number of security guards should be less than 2 in any center.
- vii. Unskilled support staff - Minimum 2 per 100 students.

The bidder is expected to install cell phone hand held metal detectors (HHMD)/JAMMER, etc IN ALL CENTERS on demand (Rates of all optional add-on services **TO BE** quoted separately).

The bidder should quote rates separately for handling LISPs; stating amounts depending on whether payment is handled by the bidder or if the payment is handled by the Organizing Institute.

The bidder has to ensure exclusivity of the examination hall to JEE (Advanced) on the day of the exam and no other examination will be conducted simultaneously in the same hall.

The above staff should be increased proportionately on the basis of size of the center in terms of nodes for exam. In addition, service provider should provide a **City Head** for each of the cities of examination. The names of the officials mentioned above must be provided to the zonal Chairpersons at least 2 weeks before the commencement of the examination.

- The Examination shall be computer based with the questions in English, Hindi and any other language deemed necessary by the JAB, to be made to appear on screen using suitable randomization, without any manual intervention.
- Sufficient time of 15-20 minutes shall be allotted before the exam for providing suitable instructions to the candidates on the structure of the exam, time limits and guidelines for answering the questions.
- Computer based exam software should support standard features such as display of details of candidates, detailed instructions upon login, start and closure of the examination at the scheduled times, virtual numeric scientific keypad, time left, flagging questions for review, marking/unmarking of questions, display of status of questions with different colors and symbols, switching between sections, switching between the languages, provision for change of font size, navigation to unanswered questions and prompt for submission.

Minimum Candidate System Pre-requisites

| | |
|------------------|---|
| Screen | preferably 768 X 1366 |
| Operating System | Microsoft Windows or Comparable operating System, windows 8 or better with appropriate Service Pack |
| Browser | Internet Explorer 11.0 or above as supported by above Operating Systems |

| | |
|-------------------------|---|
| Browser settings | <p>Java Script enabled.</p> <p>Pop-up blocker disabled.</p> <p>Under 'Settings' of 'Temporary Internet Files', set 'Check for newer versions of stored pages' to 'Every visit to the page'</p> <p>Proxy disabled (Direct Internet)</p> <p>USB disabled; Keyboard disabled during exam after login</p> |
| RAM | 2 GB or more |
| UPS and Power Generator | <p>UPS: 0.25 KVA per client node</p> <p>DG GENSET: suitable capacity depending upon number of nodes</p> |

Minimum Exam Centre Server Prerequisites

| | |
|----------------------|--|
| Processor | CPU Speed: 1.5 GHz or above. |
| RAM | 4 GB or higher |
| Screen resolution | 1024 X 768 |
| Operating system | Compatible for candidates' systems as clients, must meet the performance criteria |
| Performance Criteria | <p>Must support at least 250 clients without any perceivable degradation in performance. All mouse/key clicks are to be recorded for each client with time stamp for audit purposes.</p> <p>Response time for question/page loading must be less than one second. All responses to be acted upon in real time.</p> |

Infrastructure:

- The selected bidder 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 from the main and backup servers.
- The selected bidder shall complete biometric and/or iris and digital photo or any other identification process as may be stipulated for registration of the candidates before the start of examinations (digital photo and biometric fingerprint and/or iris etc.) and allowing the candidates to appear for the examination at the Centers.
- The selected bidder shall arrange/provide adequate displays and required instructions/ information to the candidates appearing for the test at Examination Centers.
- While the examination will be conducted on local LAN, data of test progress should be transferred to central server every 15 minutes (or as specified by IITM/Organizing IIT) for monitoring purposes. The selected bidder should provide reports to IITM/Organizing IIT to view the test progress at all the centers during the examination.
- The service provider will arrange for the necessary servers to conduct the examination at each test center. One main server and one backup server will be available for every 250 candidates at a test center.
- The service provider has to ensure that the server room/enclosure is air conditioned.
- The service provider has to ensure that the UPS unit(s) in the exam center are housed in a well-ventilated environment under conducive temperature. A technical audit of the UPS unit(s), performed not more than 15 days prior to the examination day and a wellness certificate, confirming the readiness of the unit(s), must be produced one day prior to the exam day, to IIT Representative(s).
- The service provider must have the requisite MOUs with the colleges and those who will arrange for the

client systems necessary for the conduct of examination at each test center. There should be at least 10% reserve pool of client systems of the total number of registered candidates in a session at each test center.

- There must be adequate (2 feet) spacing between two adjacent seats. Service provider should arrange for partitions of appropriate size between adjacent seats.
- At the test center, main server, backup server and client systems would be provided with a functional UPS or generator set. Uninterrupted power should be made available for the period of each session and for 30 minutes prior to and after each session on the day of examination.
- The selected bidder will ensure that the event (click) based log (audit trail) for every candidate will be generated and saved on the servers. The audit trail for every candidate will be provided at the end of session in the format agreed upon.
- The selected bidder will ensure that the click-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 saved/updated. The question clicks by candidates without a response is also recorded in the database. The final response data in a format specified by IITM/ Organizing IIT should be uploaded to the server in the "Master Control Room" and should also be copied in a pen drive within 30 minutes of the completion of each session of examination. The pen drive will be handed over to the IRs.
- The selected bidder shall monitor and supervise Exam Centre activities on monitoring console to be installed by the selected bidder in IITM/Organizing IIT at least four weeks before the examination. The data should be real time data generated from each Exam Centre during the examination.
- 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 based on the instruction of the IRs, and close the examination. The server MUST maintain an audit trail of every operation. All server-side audit trails are also the property of JEE(Adv) and shall be handed over to the IR at the end of the examination.
- The selected bidder must make arrangements to conduct mock tests at each center and verify with the mapping of the registered applicants at the center. The Mock test will be conducted using old or dummy question papers. The Mock tests should be performed a day before the exam day to simulate the environment of the examination day and test the center's readiness.
- The selected bidder must conduct mock tests a day before each exam day in addition to any unscheduled mocks conducted prior to this. No other examinations should be scheduled on mock day at the Center. The selected bidder also must make arrangements to upload the results of one of the mock tests conducted onto the server so that the Organizing Institute can make observations of the results from the Master Control Facility.
- The selected bidder must ensure that conducive temperature (< 30 deg C) is maintained in the exam hall throughout the exam period.
- The selected bidder shall obtain candidate's feedback through online Feedback Form, after the examination is over.
- The selected bidder shall provide blank paper pads or blank paper sheet/s for rough work to the candidates as per the 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 immediately by the selected bidder on a secured channel from local server to Central server of the selected bidder. Other data such as attendance sheet, fingerprint and/or iris, photograph, seating plan etc. (if any) should be sent to IITM/Organizing IIT within 7 days of conclusion of the examination.
- The selected bidder shall provide software to simulate the online examination environment so that interested applicants can practice at home by using old question papers loaded on JEE (Advanced) website.
- The directives of the central and state governments regarding Standard Operating Procedure (SOP) during

pandemic-like situations must be complied with. Further, if any center falls within the containment zone then the service provider should immediately arrange an alternate test center to accommodate the candidates.

- **The bidder must ensure presence of alternate centers in case of any eventuality (this should include transportation)**

Note – Following shall be made available by IIT Madras/Organizing IIT:

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

Note- Following shall be made available by the selected bidder

- Master Copy of Centre details
- Complete candidates' responses during the examination, audit trails, digital photographs and biometric and/or iris data
- Audit trails and responses including time stamps of mock test conducted on the previous day of the examination.
- The bidder should ensure that all exam related data from the center is handed over to the OI or its representative immediately after the conclusion of the examination.

4.3 Post Examination Phase

- The candidate's responses, biometric and/or iris, photograph, audit trails should be uploaded automatically from the local server to the selected bidder's data center in a secured manner. There should not be any traces of any data pertaining to the candidates, whatsoever, post uploads, left on the exam server.
- The bidder should ensure that all exam related data from the center is handed over to the OI or its representative immediately after the conclusion of the examinations in a pen drive provided by the OI.
- The selected bidder should be able to hand over the raw responses/data to IITM/Organizing IIT immediately (same day) after the candidate's response upload from the local exam server. The software should have capability to take the answer key post examination. The data also need to be uploaded to a server at the Master Control Facility of the service provider. After confirmation of proper transfer of data to the server, the IT manager of service provider in presence of Institute Representatives from IITs should demonstrate complete automatic deletion of the responses and audit trails in the hard disc of the main and backup server.
- The selected bidder should send responses of each of the candidates to the Organizing Institutes after the examinations.
- The selected bidder shall provide biometric and/or iris data of all the candidates captured during examination, in the desired format, for verification/authentication purposes during subsequent stages of the admission procedure.
- A detailed Standard process manual will be prepared by the service provider and handed over to the OI JEE (Advanced) Committee for approval.
- The selected bidder shall provide documented inputs and support for handling,

O Candidates queries

O RTI queries

O Court Cases

for a minimum period of eight years from the date of the examination exclusively to the Organizing IIT and no one else. JEE (Advanced) related data/information cannot be given/shared/disseminated for commercial or non-commercial purposes to anyone other than the IITs.

Note:

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

5. Assessment Platform level

1. The proposed examination and question paper (in English, Hindi and any language as deemed necessary by JAB) generation software should be in-house developed by the bidder and the bidder must own the complete source code of the software being used for conducting the computer based exam. They must have the copyright of the source code and all its components.
 - a. The bidder should have all the necessary components and dependency of source code of the computer-based examination system in place so that any change required in any of the components of the software can be undertaken by their in-house technical team. Required skills should be made available to make necessary configuration changes. The major/minor configuration changes in software requested by IITM/Organizing IIT must be met immediately. The bidder should have at least 1000 technical employees employed in-house in India for conduct of exam, development of software, maintenance of software, networking and data security. The proof of ESI/PF registration or self-declaration shall be submitted.
 - b. Different versions of Software code should be managed appropriately in a standard version control system within the organization.
 - c. Software code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster.
 - d. The bidder should own the test cases and regression testing code to produce, to prove that they have done necessary testing of the software to scale up to conduct large scale assessments. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High Availability, Business Continuity, and Disaster-Recovery.
 - e. The bidder should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the exam.
 - f. The bidder should have in-house quality assurance group and a strong quality management system to do

quality check of the software.

- g. Proper security provision for source codes shall be maintained.
2. The proposed software should be Govt. of India compliant CERT-IN certified for IT security.
3. The bidder's software should have a facility to create question paper (in English, Hindi and any other language as deemed necessary by JAB) securely at a designated place decided by authorized personnel of IIT Madras/Organizing IIT.
4. The bidder must use 256-bit (AES) encryption for Question paper storage and transfer.
5. The system should support question randomization with shuffling option ensuring that no two question papers are alike as per the instruction of IIT Madras/Organizing IIT.
6. The final question paper would be password protected by IIT Madras/Organizing IIT and IIT Madras/Organizing IIT will never share the password.
7. The bidder should provide a web application to monitor, from the control center at IIT Madras/Organizing IIT, the pre-examination, during examination and post examination activities for all the centers in India and abroad (if needed).

ADDITIONAL TERMS AND CONDITIONS:

6. Submission of Proposals

The responses should be typewritten.

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

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

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

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

7. Important Instructions

1. The successful bidder shall obtain declaration from their personnel (employed by them for the work) that none of them have any near relations (such as children, brother, sister, nephew and nieces of self and spouse) as well as anyone on whom they may have any special interest, is appearing in the JEE (Advanced) 2024 examination.
2. The successful Bidder would be required to follow defined Software Change Management processes to manage changes in the software. Such a process would include Change Request Management, Impact Analysis, Change Approval, Change Implementation, Version Control, Version labelling, Testing, OA

Certification and Deployment into production.

3. The successful Bidder must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.
4. The successful Bidder would be required to have an in-house quality assurance and product testing team with a robust quality management process that are followed to test and certify the system used to conduct the exam. The bidder should maintain documented test cases and maintain evidence of successful test execution covering all test cases. Rigorous testing must be done for major as well as minor and patch releases. Results of such tests should be made available to the Organizing Institute.
5. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster-Recovery. Results of such tests should be made available to the Organizing Institute.
6. The successful Bidder would be required to design a high-performance system and conduct performance tests to verify successful achievement of high concurrency, fast response time, and long-stress duration required of the system used to conduct the exam. Results of such performance tests should be made available to the Organizing Institute for each major release of the system used to conduct the exam.
7. The successful Bidder would be required to design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries, and the infrastructure must be carried out. Results of such security tests should be made available to the Organizing Institute for each major release of the system used to conduct the exam.
8. Suitable emergency management plans towards any crisis situations/redundancy of servers, nodes additional center locations, students' data etc. should be maintained by the Bidder.
9. The successful Bidder should be able to support the entire solution across India (and in other* countries where the exam might be conducted) on a 24 x 7 basis with a maximum response time of 3 hours.
10. At any time before the submission of bids, IIT Madras may amend the tender by issuing an addendum in writing or by standard electronic means. In case of any corrigendum/alteration/addendum will be uploaded in CPP portal and IIT Madras website only. The addendum shall be sent to all bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments.
11. If the amendment is substantial, successful Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by IIT Madras.

* This number will depend on the prevailing situation at the time of JEE (Advanced) examination.

8. Appointment of Successful Bidder

8.1 Award Criteria

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

8.2 Time Frame:

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

8.3 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

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

8.4 Signing of Contract

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

9. बोलीदाता पात्रता मानदंड / BIDDER ELIGIBILITY CRITERIA:

1. 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 – D**.
2. 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 – E**.
3. Neither the tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is **pending** against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in **Annexure – F**.
4. The bidder should be registered in India. The registered bidder should be operating for a minimum of 5 years with an objective of offering relevant Computer Based Entrance Examination Services that are the subject matter of this tender.
5. The bidder should be a Partnership/ Proprietary / Private Limited / Limited Company. Consortium firms will not be considered. No subletting will be allowed for any of the components of the task. (Necessary document proof should be submitted).
6. The bidder shall be single point of contact with IIT Madras/Organizing IIT and shall be solely responsible for the execution and delivery of the work.
7. The financial turnover of the bidder should be minimum 41 crores in each of the last 3 consecutive financial years i.e. 2020-21, 2021-22 and 2022-23. The turnover should be of the bidder and not of the group companies or consortium. The turnover refers to a company and not the composite turnover of its subsidiaries/sister concerns etc. for the last three years. (Financial statements/certificates issued by Chartered Accountant should be submitted as a proof)
8. The bidder's Average Annual Turnover during the last three financial years i.e. 2020-21, 2021-22 and 2022-23 should be Rs 50 crores or more in India from Computer Based Examination. (Attach documentary evidence such as audited Balance Sheet etc. issued by Chartered Accountant)
9. The bidder should not have incurred any loss during the last three years up to financial year ending 31

March 2023. The bidder should submit certified copies of their company Balance Sheet and Profit and Loss Account duly audited for the last three financial years.

10. The Bidder should be registered with appropriate tax authorities such as GST, PAN etc. and should submit valid certificates of registration with these authorities.
11. The bidder must have successfully executed 5 similar projects (conduct of CBT) in all India basis, out of which at least one project should be Conduct of Computer based Examination with capability of at least 1.5 lakhs candidates in a single shift. The documentary evidence in form of work order/contract and performance report must be enclosed on the client's letterhead. Bidder's past achievement in this regard shall be considered for technical evaluation.
12. The bidder must have a primary data center with a 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 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.
13. The bidder must be able to conduct computer-based examinations in multiple subjects in English, Hindi and any other language as deemed necessary by JAB. The bidder should submit the declaration as per **Annexure – G**.
14. The bidder must have authorized and globally accepted software certifications i.e. ISO-27001, ISO 20000, ISO 9001 and SEI CMMi Level 3.
15. The Bidder should have infrastructure in all the major cities in India with validated nodes/computers, appropriate technology, hardware and software, dedicated connectivity, trained proctoring staff, adequate security measures and due diligence etc.
16. The bidder must show and submit suitable emergency management plan during any crisis situations/ redundancy of servers, switches, nodes, additional centre locations, and students' data.

10. TECHNICAL DETAIL WITH OPERATIONAL CAPABILITY:

1. All annexures as required have been furnished?
2. Whether vendor can conduct following types of exams?
 - i. Computer based testing
 - ii. Offline (paper/pen) testing
3. Say Yes/No to each of the types supported. If under development and not available immediately, mention expected timeline of availability.
 - i. Multiple choice questions
 - ii. Multiple select questions
 - iii. Option for negative marking
 - iv. Fill in the blanks –
 - v. Numerical type - exact value or a range of values
 - vi. Alphanumeric type - exact value or a set of values
4. Rough pads (blank paper booklet) consisting of 10 A5 size sheets given to candidates are of 75 g/m² or better?
5. Does the technical proposal have the following? Say Yes/No for each of the following.
 - 5.1 Question Paper Authoring Software
 - i. Whether supports as per the past JEE(Adv) question papers
 - ii. Whether supports Numerical Answer Type questions for which the answer may be either a signed integer or a real number up to 10 digits?
 - iii. The same software version used for Question paper authoring will be used during examination.
 - iv. Whether the software allows for creating multiple versions of a question paper by jumbling the questions and the choices for each question?

- 5.2 Whether the software allows for encryption and password protection of the question papers following appropriate standards?
- 5.3 Whether bidder has provided the certificate of confidentiality with regards to content of all the question papers.
- 5.4 Whether bidder has ensured strict confidentiality by its staff with regard to the content of all the question papers.
- 5.5 State whether you are willing to modify the question paper authoring software as per the JEE(Adv) requirements.
- 5.6 Whether bidder can set up a model test facility for testing with dummy question papers?
- 5.7 Do you have a foolproof method to encrypt the bundle of question papers?
- 5.8 Whether a scientific virtual calculator is available and built into the software?
- 5.9 Whether the copyright for the source code of the virtual calculator rests with the bidder / Whether the calculator is in-house product?
- 5.10 Software to conduct as well as to centrally monitor the status during the exam across all centres.
- 5.11 Software for post examination operations that includes:
- i. a consolidated mark sheet of all candidates
 - ii. detailed response sheet for every candidate the audit logs of every candidate analytics and basic statistics on the responses obtained
6. Please mention if the following have been included in the proposal.
- 6.1 The number of nodes per city for conduct of exam.
- 6.2 Whether minimum hardware / operating software requirements for the candidate system have been met?
- 6.3 Whether minimum hardware / software requirements for the Examination Centre servers, namely main and back-up server, have been met?
- 6.4 The availability of adequate number of technical personnel for each centre.
- 6.5 Qualified personnel, who are currently studying in college should not be considered for invigilation.
- 6.6 Input on the process followed by the vendor for qualifying an exam center.
7. Test center and Exam processes
- 7.1 Whether bidder will provide one TA (support staff) for every 100 candidates and minimum two TAs (support staff) in a test center?
- 7.2 Whether bidder will provide 1 adequately trained Network Maintenance Engineer at each Center - per 250 candidates?
- 7.3 Whether bidder has provided training to the Invigilators (Every test center will have one invigilator for every 30 candidates and a minimum of 2 Invigilators. For every hundred candidates there will be 1 additional Invigilator and a maximum of 3 roving Invigilators.)
- 7.4 Whether a senior faculty member / senior staff member of the ITF will be a Venue Head (VH)?
- 7.5 Whether two technical staff members are provided by the college / ITF?
- 7.6 Whether a reserve node pool of least 10% of total number of registered candidates is available?
- 7.7 Adequate spacing (of at least 2 ft.) between two adjacent seats should be provided.
- 7.8 Whether exam software with ability to magnify/zoom content on the screen is available?
- 7.9 Whether arrangements for PwD candidates can be made?
- 7.10 Whether scribe (with maximum qualification of Class XI from Science stream with Maths as one of the subject and having computer Literacy) for PwD candidates who would request for such services, will be arranged?
- 7.11 Whether a separate examination room for PwD candidates with Scribe is available.
- 7.12 Lighting, ventilation & comfortable temperature must be ensured within the exam hall.
- 7.13 Whether the necessary security of the test center will be ensured: minimum one security guard per 100 candidates?
- 7.14 Whether a functional local area network, uninterrupted power supply (UPS unit) and a power backup generator will be available at each test center?
- 7.15 Whether systems and network equipment at each are provided with a functional UPS.
- 7.16 Whether an uninterrupted power can be made available for the period of each paper and for 30 minutes prior to and after each paper on the day of examination?

- 7.17 Whether clean and well maintained toilets, refreshment centre within the premises, a waiting room for accompanying people, adequate parking facility within the premises are available?
- 7.18 Whether arrangements will be made for mock tests at the centre – one day prior to the date of examination?
- 7.19 No other examination should be conducted on the Mock test day and after the mock test and before the scheduled JEE(Adv) examination.
- 7.20 JEE(Adv) Organizing Institute will have the final say in re-allocation of candidates if the arrangement is found to be unsuitable during the mock test.
- 7.21 Whether the online examination software by the bidder supports the following two modes of loading the Question Packs.
- iii. Locally at the server via a CD / Pen drive collected from Institute Representatives (IRs)
 - iv. Over the network from Master Control Room?
- 7.22 Whether authoring software allows encrypted and password protected content to be generated which can be loaded on to a CD / a pen drive?
- 7.23 Whether the confidentiality and protection of the
- 7.24 QP content both at the Maser Control Room and during transfer over a network will be maintained?
8. Candidate requirements during the exam:
- 8.1 Ensure required instruction / information to the candidates appearing for exam at test centers and Display of instructions to candidates upon login.
 - 8.2 Ensure announcement of instructions to the candidates, candidate identity verification, attendance recording for all candidates.
 - 8.3 Seeking concurrence of the candidate having read the instructions before start of examination.
 - 8.4 Ensuring 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).
 - 8.5 Display of remaining time available and clock showing the standard time.
 - 8.6 Display of candidate details on the screen (including a photograph if available) during the examination.
 - 8.7 Viewing the complete question paper or a section in case of sectional papers.
 - 8.8 Marking/unmarking a question (answered or unanswered) for review.
 - 8.9 Display status of questions.
 - 8.10 Switching between sections in the question paper (if applicable).
 - 8.11 Provision of Data tables and its display.
 - 8.12 Provision of virtual scientific calculator.
 - 8.13 Candidates should not be able to exit at any time before the actual end of the examination.
 - 8.14 Provision of a software to simulate the online examination environment so that interested applicants can practice at home by using old question papers loaded on the JEE(Adv) website.
9. Zero Loss of Data as entered by the candidate.
10. Generation of event and mouse-click based log (audit trails).
11. Saving of response: After the examination, ensuring data upload to a server at the Master Control Facility and external hard disk/USB pen-drive storage.
12. Security in terms of network / sanitized systems: 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.
13. Capability of server to monitor the examination:
The server should have the capability to start, control, and monitor the examination for all candidates.
14. Ensuring one or more Master Control Facilities accessible for monitoring by OIs.
bidder must ensure Master control facility with at least 2 technical personnel.
15. Ensuring post examination operations as described in Section 5.3
16. Preparation of the Standard operational protocols and availability of standard process manuals.

PROFORMA FOR TECHNICAL COMPLIANCE SHEET**Tender No. IITM/SPS/JEE (ADV)/016/2023-24/SPL****Conducting Computer Based Online Exam Partners for JEE (Advanced)****बोलीदाता पात्रता मानदंड / BIDDER ELIGIBILITY CRITERIA:**

| S. No. | I. BIDDER ELIGIBILITY CRITERIA | Compliance (Yes / No) | Reference Page No. |
|--------|--|-----------------------|--------------------|
| 1 | 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 – D . | | |
| 2 | 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 16 th 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 – E . | | |
| 3 | Neither the tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in Annexure – F . | | |
| 4 | The bidder should be registered in India. The registered bidder should be operating for a minimum of 5 years with an objective of offering relevant Computer Based Entrance Examination Services that are the subject matter of this tender. | | |
| 5 | The bidder should be a Partnership/ Proprietary / Private Limited / Limited Company. Consortium firms will not be considered. No subletting will be allowed for any of the components of the task. (Necessary document proof should be submitted). | | |
| 6 | The bidder shall be single point of contact with IIT Madras/Organizing IIT and shall be solely responsible for the execution and delivery of the work. | | |
| 7 | The financial turnover of the bidder should be minimum 41 crores in each of the last 3 consecutive financial years i.e. 2020-21, 2021-22 and 2022-23. The turnover should be of the bidder and not of the group companies or consortium. The turnover refers to a company and not the composite turnover of its subsidiaries/sister concerns etc. for the last three years. (Financial statements/certificates issued by Chartered Accountant should be submitted as a proof) | | |
| 8 | The bidder's Average Annual Turnover during the last three financial years i.e. 2020-21, 2021-22 and 2022-23 should be Rs 50 crores or more in India from Computer Based Examination. (Attach documentary evidence such as audited Balance Sheet etc. issued by Chartered Accountant) | | |
| 9 | The bidder should not have incurred any loss during the last three years up to financial year ending 31 March 2023. The bidder should submit certified copies of their company Balance Sheet and Profit and Loss Account duly | | |

| | | | |
|----|---|--|--|
| | audited for the last three financial years. | | |
| 10 | The Bidder should be registered with appropriate tax authorities such as GST, PAN etc. and should submit valid certificates of registration with these authorities. | | |
| 11 | The bidder must have successfully executed 5 similar projects (conduct of CBT) in all India basis, out of which at least one project should be Conduct of Computer based Examination with capability of at least 1.5 lakhs candidates in a single shift. The documentary evidence in form of work order/contract and performance report must be enclosed on the client's letterhead. Bidder's past achievement in this regard shall be considered for technical evaluation. | | |
| 12 | Any experience as a consortium partner will not be considered. | | |
| 13 | The bidder must have a primary data center with a 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 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. | | |
| 14 | The bidder must be able to conduct computer-based examinations in multiple subjects in English, Hindi and any other language as deemed necessary by JAB. The bidder should submit the declaration as per Annexure – G . | | |
| 15 | The bidder must have authorized and globally accepted software certifications i.e. ISO-27001, ISO 20000, ISO 9001 and SEI CMMi Level 3. | | |
| 16 | The Bidder should have infrastructure in all the major cities in India with validated nodes/computers, appropriate technology, hardware and software, dedicated connectivity, trained proctoring staff, adequate security measures and due diligence etc. | | |
| 17 | The bidder must show and submit suitable emergency management plan during any crisis situations/ redundancy of servers, switches, nodes, additional centre locations, and students' data. | | |

II. TECHNICAL DETAIL WITH OPERATIONAL CAPABILITY

| Sr. No. | Item | Compliance (Yes / No) | Reference Page No. |
|---------|---|-----------------------|--------------------|
| 1 | All annexures as required have been furnished? | | |
| 2 | Whether vendor can conduct following types of exams? Computer based testing Offline (paper/pen) testing | | |
| 3 | Say Yes/No to each of the types supported. If under development and not available immediately, mention expected 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 | | |
| 4 | Rough pads (blank paper booklet) consisting of 10 A5 size sheets given to candidates are of 75 g/m2 or better? | | |
| 5 | Does the technical proposal have the following? Say Yes/No for each of the following. 5.1 Question Paper Authoring Software i. Whether supports as per the past JEE(Adv) question papers ii. Whether supports Numerical Answer Type questions for which the answer may be either a signed integer or a real number up to 10 digits? | | |

| | | | |
|---|--|--|--|
| | <p>v. The same software version used for Question paper authoring will be used during examination.</p> <p>vi. Whether the software allows for creating multiple versions of a question paper by jumbling the questions and the choices for each question?</p> <p>5.2 Whether the software allows for encryption and password protection of the question papers following appropriate standards?</p> <p>5.3 Whether bidder has provided the certificate of confidentiality with regards to content of all the question papers.</p> <p>5.4 Whether bidder has ensured strict confidentiality by its staff with regard to the content of all the question papers.</p> <p>5.5 State whether you are willing to modify the question paper authoring software as per the JEE(Adv) requirements.</p> <p>5.6 Whether bidder can set up a model test facility for testing with dummy question papers?</p> <p>5.7 Do you have a foolproof method to encrypt the bundle of question papers?</p> <p>5.8 Whether a scientific virtual calculator is available and built into the software?</p> <p>5.9 Whether the copyright for the source code of the virtual calculator rests with the bidder / Whether the calculator is in-house product?</p> <p>5.10 Software to conduct as well as to centrally monitor the status during the exam across all centres.</p> <p>5.11 Software for post examination operations that includes:</p> <ul style="list-style-type: none"> i. a consolidated mark sheet of all candidates ii. detailed response sheet for every candidate the audit logs of every candidate analytics and basic statistics on the responses obtained | | |
| 6 | <p>Please mention if the following have been included in the proposal.</p> <p>6.1 The number of nodes per city for conduct of exam.</p> <p>6.2 Whether minimum hardware / operating software requirements for the candidate system have been met?</p> <p>6.3 Whether minimum hardware / software requirements for the Examination Centre servers, namely main and back-up server, have been met?</p> <p>6.4 The availability of adequate number of technical personnel for each centre.</p> <p>6.5 Qualified personnel, who are currently studying in college should not be considered for invigilation.</p> <p>6.6 Input on the process followed by the vendor for qualifying an exam center.</p> | | |
| 7 | <p>Test center and Exam processes</p> <p>7.1 Whether bidder will provide one TA (support staff) for every 100 candidates and minimum two TAs (support staff) in a test center?</p> <p>7.2 Whether bidder will provide 1 adequately trained Network Maintenance Engineer at each Center - per 250 candidates?</p> <p>7.3 Whether bidder has provided training to the Invigilators (Every test center will have one invigilator for every 30 candidates and a minimum of 2 Invigilators. For every hundred candidates there will be 1 additional Invigilator and a maximum of 3 roving Invigilators.)</p> <p>7.4 Whether a senior faculty member / senior staff member of the ITF will be a Venue Head (VH)?</p> <p>7.5 Whether two technical staff members are provided by the college / ITF?</p> <p>7.6 Whether a reserve node pool of least 10% of total number of registered candidates is available?</p> | | |

| | | | |
|---|---|--|--|
| | <p>7.7 Adequate spacing (of at least 2 ft.) between two adjacent seats should be provided.</p> <p>7.8 Whether exam software with ability to magnify/zoom content on the screen is available?</p> <p>7.9 Whether arrangements for PwD candidates can be made?</p> <p>7.10 Whether scribe (with maximum qualification of Class XI from Science stream with Maths as one of the subject and having computer Literacy) for PwD candidates who would request for such services, will be arranged?</p> <p>7.11 Whether a separate examination room for PwD candidates with Scribe is available.</p> <p>7.12 Lighting, ventilation & comfortable temperature must be ensured within the exam hall.</p> <p>7.13 Whether the necessary security of the test center will be ensured: minimum one security guard per 100 candidates?</p> <p>7.14 Whether a functional local area network, uninterrupted power supply (UPS unit) and a power backup generator will be available at each test center?</p> <p>7.15 Whether systems and network equipment at each are provided with a functional UPS.</p> <p>7.16 Whether an uninterrupted power can be made available for the period of each paper and for 30 minutes prior to and after each paper on the day of examination?</p> <p>7.17 Whether clean and well maintained toilets, refreshment centre within the premises, a waiting room for accompanying people, adequate parking facility within the premises are available?</p> <p>7.18 Whether arrangements will be made for mock tests at the centre – one day prior to the date of examination?</p> <p>7.19 No other examination should be conducted on the Mock test day and after the mock test and before the scheduled JEE(Adv) examination.</p> <p>7.20 JEE(Adv) Organizing Institute will have the final say in re-allocation of candidates if the arrangement is found to be unsuitable during the mock test.</p> <p>7.21 Whether the online examination software by the bidder supports the following two modes of loading the Question Packs.</p> <ol style="list-style-type: none"> i. Locally at the server via a CD / Pen drive collected from Institute Representatives (IRs) ii. Over the network from Master Control Room? <p>7.22 Whether authoring software allows encrypted and password protected content to be generated which can be loaded on to a CD / a pen drive?</p> <p>7.23 Whether the confidentiality and protection of the</p> <p>7.24 QP content both at the Maser Control Room and during transfer over a network will be maintained?</p> | | |
| 8 | <p>Candidate requirements during the exam:</p> <p>8.1 Ensure required instruction / information to the candidates appearing for exam at test centers and Display of instructions to candidates upon login.</p> <p>8.2 Ensure announcement of instructions to the candidates, candidate identity verification, attendance recording for all candidates.</p> <p>8.3 Seeking concurrence of the candidate having read the instructions before start of examination.</p> <p>8.4 Ensuring 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).</p> | | |

| | | | |
|----|---|--|--|
| | <p>8.5 Display of remaining time available and clock showing the standard time.</p> <p>8.6 Display of candidate details on the screen (including a photograph if available) during the examination.</p> <p>8.7 Viewing the complete question paper or a section in case of sectional papers.</p> <p>8.8 Marking/unmarking a question (answered or unanswered) for review.</p> <p>8.9 Display status of questions.</p> <p>8.10 Switching between sections in the question paper (if applicable).</p> | | |
| 9 | Zero Loss of Data as entered by the candidate. | | |
| 10 | Generation of event and mouse-click based log (audit trails). | | |
| 11 | Saving of response: After the examination, ensuring data upload to a server at the Master Control Facility and external hard disk/USB pen-drive storage. | | |
| 12 | Security in terms of network / sanitized systems: 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. | | |
| 13 | Capability of server to monitor the examination: The server should have the capability to start, control, and monitor the examination for all candidates. | | |
| 14 | Ensuring one or more Master Control Facilities accessible for monitoring by OIs. bidder must ensure Master control facility with at least 2 technical personnel. | | |
| 15 | Ensuring post examination operations as described in Section 5.3 | | |
| 16 | Preparation of the Standard operational protocols and availability of standard process manuals. | | |

Note: Necessary proof of documents to be produced for the above criteria.

*** Reference page number is mandatory and should be mentioned in the technical compliance**

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

Tender No. IITM/SPS/JEE (ADV)/016/2023-24/SPL**Conducting Computer Based Online Exam Partners for JEE (Advanced)****PROFORMA FOR FINANCIAL BID (BoQ)**

Table V.1 (In Indian Rupees (INR))

| Sr. No. | Candidates Strength Range (For examination conducted in India) | Per Candidate (in INR) | Per Candidate (Inclusive of HHMD or alternate arrangement) (in INR) |
|---------|--|------------------------|---|
| 1. | 1,80,000 to 2,50,000 | | |

However, as an example, payment shall be made as per the actual number of candidates allotted/appeared in the examination as per the applicable rates depending upon the situation, subject to the minimum of 1,80,000 candidates. If the number of candidates is more than 1.80 lakhs and less than 2.50 lakh then an additional payment may be included as per the following formula

Additional payment = $0.5 * (2,50,000 - \text{Registered number of candidates}) * \text{Charge per candidate}$

Candidates Strength Range may vary on year to year basis. The Organizing Institute will decide and the same may be intimated well in advance to the successful bidder.

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

Table V.2 (In Indian Rupees (INR))

| Sr. No. | Candidates Strength Range (For examination conducted outside India) | Per Candidate (in INR) |
|---------|---|------------------------|
| 1. | Minimum 25 | |
| 2. | > 25 | |

Note: The rates quoted shall be exclusive of duties and taxes.

Price quoted for foreign nodes will not be considered for evaluation of bids but

- quotation for foreign nodes will not be more than ten times of the price quoted for single Indian node as mentioned in Table V.1 (Financial Bid).
- assured nodes for foreign centers will be 25 numbers in each center, however, if the number exceeds 25 the payment will be made as actuals. However, the chairperson reserves the right to finalize the minimum number of nodes, depending on the situation.
- no payment will be made for any foreign center if there is no candidate at all which will be intimated minimum of 10-12 days prior to the conduct of JEE (Advanced).

Date

(Signature and Seal of Bidder)

ANNEXURE- I

Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

FINANCIAL INFORMATION (Total Turnover): 1

| S. No | Details | 2022-23 | 2021-22 | 2020-21 |
|-------|---|---------|---------|---------|
| i) | Gross annual turnover | | | |
| ii) | Profit/Loss | | | |
| iii) | Financial Position: <ul style="list-style-type: none">• Cash• Current Assets• Current Liabilities• Working Capital (b-c)• Current Ratio: Current Assets/Current Liabilities (b/c) | | | |

- Up to date Income Tax Clearance Certificate/Audited Balance

Sheet. Note: Attach additional sheets, if necessary.

(Signature and Seal of Bidder)

FINANCIAL INFORMATION (Turnover from Computer Based Test): 2

| S. No | Details | 2022-23 | 2021-22 | 2020-21 |
|--------------|---|----------------|----------------|----------------|
| i) | Gross annual turnover from Computer based test | | | |
| ii) | Profit/Loss | | | |
| iii) | Financial Position: <ul style="list-style-type: none">• Cash• Current Assets• Current Liabilities• Working Capital (b-c)• Current Ratio: Current Assets/Current Liabilities (b/c) | | | |

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

Note: Attach additional sheets, if necessary.

(Signature and Seal of Bidder)

ANNEXURE- II

DETAILS OF SIMILAR WORKS EXECUTED

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

(Signature and Seal of Bidder)

STRUCTURE OF THE ORGANIZATION

1. Name and address of Bidder:
2. (i) Telephone No.
(ii) WhatsApp No.
(iii) Email address:
3. Legal status (Attach copies of original document defining the legal statues).
 - a) A Partnership bidder :
 - b) A Proprietary bidder :
 - c) A Private Limited :
 - d) A Limited Company :
4. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
 1. Registration Number :
 2. Organization/Place of registration :
 3. Date of validity :
5. Name and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work.
7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give the name of the project and reasons for not completing the work.
8. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time? If so, give details.
(Has any of your employees been banned/debarred/arrested for involving in malpractice/illegal activities during the course of an exam that your organization has conducted)
9. Area of specialization and Interest
10. Any other information considered necessary but not included above.

(Signature and Seal of Bidder)

ANNEXURE – IV

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

Table IV.1

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

Table IV.2

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

(Signature and Seal of Bidder)

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

Tender No. IITM/SPS/JEE (ADV)/016/2023-24/SPL

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

(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 Bidder

Name & Address of the

Bidder with Office Stamp

**FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY
(PREFERENCE TO MAKE IN INDIA) 2017**

Tender Reference No. IITM/SPS/JEE (ADV)/016/2023-24/SPL

Name of the item / Service: Conducting Computer Based Online Exam Partners for JEE (Advanced)

Date: _____

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, 29.05.2019 and 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 | |
|---|---|
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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-II 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

Percentage of Local content : _____ %**

Location at which value addition done : _____

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.

*** Services such as transportation, insurance, installation, commissioning, and training and after sales service support like AMC/CMC cannot be claimed as local value addition*

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

Self-Declaration that the Service Provider has not been Black listed

I S/o
R/o police station District Director
/ partner/ sole proprietor (Strike out whichever is not applicable) of
..... (Firm or Company) do hereby declare and solemnly affirm:

- I. That the Firm has not been Blacklisted or declared insolvent by any of the Union or State Government / Organization.
- II. That none of the individual / firm / Company Blacklisted or any partners or shareholder thereof has any connection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

Place:

Date:

Signature of the Tenderer

Name & Address of the

Tenderer with Office Stamp

Declaration

I /We hereby declare that we are able to conduct computer-based examinations in multiple subjects in English, Hindi and any other language as deemed necessary by Joint Admission Board (JAB) and also abide the terms and condition of the tender No. IITM/SPS/JEE(ADV)/016/2023-24/SPL without any further cause or reason.

Place:

Date:

Signature of the Bidder

Name & Address of the

Bidder with Office Stamp