



**Gokhale Institute
of Politics and
Economics**
(Deemed to be University)

**Gokhale Institute of Politics and
Economics(Deemed to be University)
846 B, Shivaji Nagar, Pune 411004
Tel: 91-20-2568300,
email: registrar@gipe.ac.in**

**Tender
For Online Examination (Computer Based Test)
for various PG and UG programmes**

Gokhale Institute of Politics and Economics (GIPE), Deemed to be University, Pune invites technical & commercial bids for conducting online exam i.e. Computer Based Test (CBT) for various PG and UG programmes being offered by GIPE. Interested Agencies involved in similar work or capable of undertaking such work may send their bids, both Technical and Commercial in sealed envelopes, separately.

The tender document, objective, scope of work, timeline and information to be furnished by the agency, evaluation criteria for selection and other relevant details are available on GIPE website www.gipe.ac.in

Bids shall be addressed to:

**Registrar
Gokhale Institute of Politics and Economics
846 B, Shivaji Nagar, Pune 411004.**

The last date for receipt is **21/12/2022** up to 1.00 PM. Bids received after this date & time will not be considered under any circumstances.



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Tender

**For
Online Examination (Computer Based Test)
for various PG programmes**

Tender Issue Date : 20th November, 2022
Tender No. : Admn/Tender/CBT/11/2022
Pre-Bid Meeting : 09th December, 2022 at 3:00 PM.
Last Date of Submission: 21st December, 2022 at 1:00 PM.



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SECTION I

BACKGROUND

1. Aims & Objectives of the tender

GIPE has decided to conduct "Computer Based Test (CBT-2017 and onwards) for following POST GRADUATE and UNDER GRADUATE PROGRAMMES at 5-20 CITIES in India.

1. M.Sc. (Economics/Financial Economics/Agro-business Economics/International Business Economics & Finance/ Population Studies and Health Economics, etc.) which is common entrance test.
2. M.A. (Economics)
3. B.Sc. (Economics)
4. Ph.D.

GIPE intends to select an agency to execute the design of online application form, management of application form, conduct of the Computer Based Test and all related administration like processing of results, preparation of programme-wise merit list, and handover all data base to the GIPE within given time and as per schedule time. Also, agency will provide all entrance exam related IT support to GIPE for the composite declaration of the entrance exam results as per requirements.



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SECTION-II

2. SCOPE OF THE WORK:

2.1) General

1) Vendor should have necessary where withal in terms of technology and infrastructure to conduct online examinations for the candidates enrolled for various courses offered by GIPE.

The bidder should own or be an authorized licensee for the application software to conduct online examinations. The bidder should provide necessary proof to GIPE. Detailed technical specification of online examination is given in **Annexure-5**.

2) Centres of the bidder shall be permitted to be used for conducting online examinations for GIPE .The bidder should have a direct and indirect supervision over the online examination centres. It would be the responsibility of bidder to conduct the online examination at the place and centre strictly as per the guidelines of GIPE. Minimum facilities required at test centres in **Annexure -6** and List of test centres are given in **Annexure-7**.

3) The online examination to be conducted every year, starting from 2020.

4) GIPE shall develop a question set for each subject on the basis of which online examination is conducted. It would be the responsibility of the vendor to put in place all the security measures to protect this question bank from leakage, unauthorized access, hacking or any other security threats. GIPE reserves the rights to change the question bank as and when required, without additional cost.

5) GIPE shall share the centre wise details of the candidates who intend to appear for the online examination. It would be the responsibility of the vendor to provide slots to the candidates at the centre preferred by the candidate and also to communicate these details to the candidates immediately through SMS and E-mail.

6) The examination is to be conducted as per the guidelines of GIPE. Any deviation in conduct of the examinations from these guidelines and the liability arising out of the same is to be entirely borne by the vendor.

7) The vendor must provide the candidates data in the format as desired by GIPE.

8) No extra license fees should be charged by the shortlisted bidder for implementing the software in the test environment and at the Disaster Recovery.



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9) The ownership of entire data will be solely on GIPE. The vendor shall retain the data of the candidates including the question paper & the answers up to one year from the date of examination. GIPE may demand such data as and when required. The bidder should take a backup of the data before destroying and submit the same in encrypted and password protected format to GIPE. All the backups must be kept in fire proof vault while it is at the bidders premise. The bidder has to handover complete data in a restorable format within 2 days whenever required by GIPE.

10) The technically eligible bidders shall be required to demonstrate the Proof of Concept (POC) on a test bed showing detailed functionalities of the software solution for the suggested workflow at their own cost to the satisfaction of GIPE.

11) The Applicant should submit Compliance Statement in the prescribed format (**Annexure-8**). Further the bidder may specify the details of additional functionalities being offered to GIPE as part of their solution, without any extra cost.

12) The service provider shall be responsible for providing a Tier 3 Data Centres for Primary data centre and Disaster recovery (DR) facility within India .The DR should be in a different seismic zone. The service provider shall ensure and maintain following parameters

- a. Recovery Point Objective(RPO)– 15 Minutes
- b. Recovery Time Objective (RTO) – 30 Minutes

2.2) Operations

1) GIPE shall provide the guidelines for making of the forms/registration and other details as needed by the Bidder team from time to time.

2) To complete registration process of the candidates before start of examination (digital photo, bio-metric finger print etc) and after that allow candidates to appear for test at Examination Centres.

3) GIPE shall also inform the window period during which the students can appear for the examinations at the said centres.

4) Bidder shall verify the name and particulars of the students appearing for examination with the names and particulars of the students received from the data supplied by GIPE and thereupon shall permit the concerned students to appear for the respective online examination.

5) In addition to the names and particulars, GIPE shall also inform the subjects required to be fixed/allotted to the respective student for the purpose of giving online examinations.



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6) Question Paper will be of multiple choice questions, some involving mathematical/ statistical expressions/ formulae.

- i) Duration of examination will be one hour.
- ii) ii) Medium of examination will be English

The test is to be conducted on day and date as decided by the GIPE (to **be uploaded on website www.gipe.ac.in**)

GIPE shall forward the online multiple choice questions in a format specified by the bidder only through uploading it in a minimum 128-bit encrypted File Transfer Management for authoring.

7) The bidder shall strictly take care that the concerned students are permitted to appear/give the online examination in the specified period and by going through the prescribed questions, that are sent by GIPE to the BIDDER. The bidder shall provide most convenient route map from the nearest railway station(s), bus stand(s) and airport to their examination centre(s).

8) It shall be the responsibility of the bidder to see that no question from the online examination should be leaked or nobody should have the access to make any correction of whatsoever nature, once they have submitted after completion of the period of online examination.

9) The bidder shall provide the Internet Connection, Computers, necessary Software and other Computer related help to the students for giving online examination and shall also provide sufficient convenient space, table, chair etc. to the students appearing for the examination, conducted by GIPE.

2.3) Duties and responsibilities of the bidder

1) The bidder shall take every care that all the necessary facilities and arrangements as mentioned in **Annexure-5 and Annexure -6**, required for the purpose of conducting the examination shall be made readily available to the students appearing for the online examination, organized and conducted by GIPE.

2) The bidder shall strictly adhere to the instructions and directions given by GIPE regarding the organizing and conducting the examination at various centres of the BIDDER and shall also strictly follow-up the schedule and programmes for examination that may be forwarded to them by GIPE.

3) The bidder and its centres shall maintain utmost secrecy about the examination programme as well as question that may be forwarded to it.



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4) In case any complaint is received regarding the breach of any of the responsibilities, cast on the bidder and its Officers at various centres, then GIPE shall have the right to take cognizance of the same and incase the same are found to be true, the necessary escalations can be done at a higher level by GIPE and necessary actions can be taken for the same.

5) The bidder shall appoint the Supervisor/Invigilators for conducting the online examination on its respective centres.

6) The bidder will ensure that the centres install and maintain necessary security controls and measures in respect of the equipment/infrastructure provided to students as per **Annexure-6** for taking the online tests and further shall also ensure the integrity of the Test process at all centres.

7) The bidder shall be responsible for training suitable personnel who would be authorized as its supervisors by the bidder for the online Tests. The bidder is and shall be bound by the acts of commission and omission by its supervisors and other employees authorized as its supervisors for the online test not withstanding the fact that such personnel not being on the pay rolls of the bidder.

8) The bidder covenants and warrants to GIPE that it is the lawful owner of all the rights, title and interest (including copyrights) in respect of the testing services and system. The bidder shall at all times be responsible for managing the system and for compliance of all laws in force, for the test delivery services provided. GIPE acknowledges that the bidder possesses proprietary rights in respect of the said test delivery systems.

9) During the subsistence of this Agreement, the bidder is free to provide its services, including online Testing services, to any other parties. In other words, bidder is providing a non- exclusive service to GIPE under this agreement. However the same shall not cause any hindrance or obstruction in the services that may be provided to GIPE. Similarly, GIPE shall also have the right to procure similar services from any other vendor without any reference to the selected bidder under this agreement.

10) The bidder should have Helpdesk Support to resolve candidate queries. To provide documented inputs and support for handling

- Students queries
- RTI queries
- Court Cases

Note: The agency shall have to carry/ demonstrate complete System Test Run (STR) with test data to the GIPE before implementation. The agency should also be able to demonstrate click by click audit trail for any type of enquiry.



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2.4) Responsibilities of GIPE

1) GIPE shall be responsible to provide the detailed particulars about the students appearing for the online examination at various respective centres to the bidder. The bidder shall provide a specific arrangement for the same and the machinery for providing the said, shall be set up in consultation with GIPE for the same and the bidder shall be required to strictly adhere for the same.

2) GIPE shall provide the requisite online question of multiple choices. It shall be the responsibility of GIPE to declare the final results and selected the bidder shall not be concerned or responsible for declaration of results or any anomalies if any existing at any time.

3) GIPE shall be responsible for answer to any of the queries or questions of any local authority or the Government Authority regarding conducting the online examination. However, providing the licensed Software to the Computer, used for conducting the online examination shall always be the responsibility of the bidder.

4) GIPE and the bidder shall cooperate with each other in taking necessary action against erring students.

Names of cities is enlisted in **Annexure-7**. Depending upon the number of applications, the number and name of the examination centres would be finalized by GIPE. Number of cities and shifts may increase or decrease on mutual understanding. Programme wise Data of the Candidates shall be made available by the GIPE

5) GIPE covenants that its students shall conduct themselves in an orderly manner and shall abide by all the rules and regulations laid down by GIPE and the bidder or the Test centres and in case of any unruly behavior GIPE agrees that such students shall be removed from the Centre by the supervisors and no claims whatsoever will be entertained by the BIDDER in this regard.



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SECTION-III

3. GENERAL INFORMATION AND INSTRUCTIONS TO THE BIDDERS-

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

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

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

3.4 The bidder should enclose **EMD of Rs. 50,000/- (Rupees fifty Thousand only)** in form of Demand Draft drawn in favor of Director GIPE, and payable at Mumbai. The tenders without EMD shall be summarily rejected. The EMD of the unsuccessful bidders shall be returned without interest after award of contract to the successful bidder. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document. Upon selection the agency has to submit Security Deposit of equal to total project value. EMD for the selected bidder will be retained with the institute till Completion of the Admission process or 120 days whichever is later.

3.5 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.

3.6 The bidder is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged



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work. He is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the GIPE calls for it.

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

3.8 The tender document has to be downloaded from GIPE web site www.gipe.ac.in and submitted along with a **fee of Rs. 1,000/- + 18% GST = Rs. 1180/- (non refundable)** in form of demand draft in favor of Director GIPE, Pune payable at Pune. There is no exemption from payment of tender document fees and tenders without requisite fees shall not be accepted. The technical and financial documents should be kept separately in sealed envelopes and both these envelopes should be kept in one envelope super scribing "Tender for Computer Based Test, Administration and Processing" for CBT-2023 so as to reach Registrar GIPE, Pune. The EMD must be placed in a separate envelop & not with financial Bid. Late tenders shall not be accepted. The technical bid shall be opened on same day at 3.00 pm in presence of bidders who may like to be present.

3.9 All disputes arising shall be subject to the jurisdiction of appropriate court of Pune (India) alone and shall be governed by the law of India. The Offg. Director GIPE reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Offg. Director, GIPE shall be final. The work can be awarded to one or more agencies if need arises. Initially the contract will be for one year extendable upto 3 years upon successful completion of the job.

3.10 The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clause related to liquidated damages on account of delays, errors, cost and time over runs etc. In case the bidder fails to execute the contract, GIPE shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty. (Maximum up to 10 % work order)

3.11 Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case found otherwise, their bid is liable to be rejected. Subletting of the work will not be allowed.

4. EVALUATION OF THE BIDS-

4.1 Technical Evaluation-

Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to details and other conditions in the tender document to determine the substantial responsiveness of each tender.



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The technical evaluation committee will have decided qualified technical bidder and may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation.

4.2 The final selection of the agency will be based on QUALITY AND COST BASED SELECTION

There will be 50 % weightage for Technical Evaluation (T.E) and 50 % for Financial Evaluation GIPE Criteria for Technical Evaluation will be:

1. Turnover of the organization Position (10marks) – Based on balance sheet/Profit & Loss Account
2. Software/ Solution (15 marks) - Ease & understanding of software during presentation
3. Similar work Experience with other institutions (15 marks) - Number of years & No. of projects during
4. Manpower capability (5 marks)
5. Proven Test Capability (5 marks)- Reference & success record

Document related to above may be submitted



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4.3 Commercial/Financial Bid Evaluation:

The financial bid shall be opened of only those bidders who have been found to be technically eligible after presentation. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The GIPE shall inform the date, place and time for opening of financial bid.

I/we have read all the Terms & Conditions of the tender and agree to the same.

Signature of Bidder _____

Name _____

Address _____

Phone _____

Email and mobile _____



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SECTION IV

5. TECHNICAL PRE REQUISITES/ CRITERIA

5.1 The bidder shall be single point of contract with GIPE and shall be solely responsible for the execution and delivery of the work.

5.2 The bidder should be a company/ organization/ firm in India and having its operation for at least last three years.

5.3 The bidder should have successfully executed similar project(s) on all India basis, out of which at least one should be of conduct of Indian Professional Competitive Examination in 10 cities or more and should have proven capacity of conduct of CBT mode exam of 1000 candidates in single shift. The documentary evidence in form of work/contract and client report must be enclosed.

Note: Similar nature of work means design/ development of computer based test for professional examination, application processing, test delivery, evaluation and result processing. The bidder should have its own developed software which can be customized as per the requirements of GIPE. The bidder should have ready infrastructure in all the pre-defined **10-20 test centres**.



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TECHNICAL BID

PART - A

S.No	Criteria	Give Detail (with proof)
1	Conduct of at least two Indian Competitive Entrance Examinations on CBT mode at least in 10 cities as well as capacity of minimum 1000 candidates in a single shift.	
2	List of Test Centres in pre identified 5-20 cities where the Agency has conducted similar tests with validated nodes/computers, requisite hardware/software, appropriate technology, unbridled connectivity, trained proctoring staff etc. with capacity of each centre as 50 students per shift (minimum).	
3	Financial capacity information	Annexure '1'
4	Details of similar completed works during last 3 years a) Development of computer based test for professional institution, online application, Processing, Test Delivery, evaluation and result processing in stipulated time frame. b) The bidder should have developed themselves which can be customized as per the requirement of GIPE. Details of infrastructure of bidder.	Annexure –2 (A –D)
5	Structural details of the organization	Annexure '3'
6	Earnest Money Deposit and Tender Fees.	Yes/No
7	ISO certification	
8	Financial/Commercial Bid	Annexure'4'
9	Certificate on bond/ Affidavit for not involved in court matter for arbitration .	
10	Technical specification of online examination	Annexure – 5
11	Technical Criteria for Online test Centres	ANNEXURE-6
12	Compliance Statement	ANNEXURE-7
13	List of Online Test Centres	ANNEXURE-8



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ANNEXURE- 1

The final selection of the agency will be based on QUALITY AND COST BASED SELECTION

FINANCIAL INFORMATION

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). Pl check years (2016-2017 / 2017-2018 & 2018-2019)

FINANCIAL YEAR	ANNUAL TURNOVER (In Rs.)
2019-20	
2020-21	
2021-22	

NOTE:

- A. Copies of audited balance sheets with Profit & Loss account statement for last 3 years are enclosed along with the bid.
- B. Registration Certificate – Proprietor / Company / Other etc. (Legal Status certificate)
- B. P.F. Account No.
- C. PAN No.
- D. Service Tax No. /
GST No.

Submitted By:

Signature :

Name :

Designation :

Agency Address :

Agency Seal :

Contact No:
Email ID



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Authority letter of Organization

DETAILS OF SIMILAR WORKS EXECUTED

ANNEXURE -2 - A

Sr. No	Name of Work/ Project & Location	Owner of sponsoring organization	Cost of Project Work (in crores)	Number of students & No of test centre	Stipulated date of initiation and completion	Actual date of completion	Litigation/ Arbitration pending in progress with details	Name ,Designation and Address/telephone Number/Email's Of Officers to whome reference may be made minimum three reference	Remarks
1	2	3	4	5	6	7	8	9	10
								1. 2. 3.	

(Signature of Bidder)



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DETAILS OF SIMILAR WORKS EXECUTED (On going work)

ANNEXURE –2 – B

Sr. No	Name of Work/ Project & Location	Owner of sponsoring organization	Cost of Project Work (in crores)	Number of students & No of test centre	Stipulated date of initiation and completion	Actual date of completion	Litigation/ Arbitration pending in progress with details	Name ,Designation and Address/telephone Number/Email's Of Officers to whome reference may be made minimum three reference	Remarks
1	2	3	4	5	6	7	8	9	10
								1. 2. 3.	

(Signature of Bidder)



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ANNEXURE –2– C

Performance Report of project Referred in BID.

Individual

- a) Furnis this information for each in difference project from the employer for whom the work was executed
- b) GIPE authority may be also individually seek information regarding the performance from the clients.

1. Name of Project and Location :

2. Agremmet Number

3. Estimated Cost

4. Tender Cost:

5. Performance Report and Assessment by Clients

- a) Quality of Work Excellent/Vary Good/Good /Fair
- b) Resources of Performance Excellent/Vary Good/Good /Fair

Date

Signature with Stamp



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ANNEXURE –2 -D

Details of infrastructure

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

Signature
Seal of the Organisation



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ANNEXURE –3 - A

STRUCTURE OF THE ORGANIZATION

1. Name and address of Bidder:
2. Telephone No./Fax No./Email Address:
3. Legal status (Attach copies of original document defining the legal status). a)
An Individual/ Consortium:
b) A Proprietary/ Partnership agency:
c) A Trust:
d) A Limited Company or Corporation:
4. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
 1. Registration Number:
 2. Organization/Place of registration:
 3. Date of validity:
5. Names and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Were you or your company ever required to suspend the work for a period 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 and constitute partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.
8. Have you and constitute partner(s) been debarred/black listed for tendering in any and constitute particular(s) organization at any time? If so, give details.



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9. Number of employee for this project

10.Area of Specialization and interest

11 Any other information considered necessary
but not included above.

12.Performance Reports / Assessment by Clients.

A) Quality of works - Excellent / very Good / Good / Poor

B) Resources - Excellent / very Good / Good / Poor



SI No	ANNETURE –3 B Particulars	Breakup
1	Turnover of the organization - 10 marks	
	Organization Turnover (Average Turnover of last 3 years) from business in India:	
	<1 crore	
	i. ≥ 1 crore to ≤ 5 crores	
	ii. > 5 crores to ≤ 8.5 crores	
	iii. > 8.5 crores to ≤ 10 crores	
	Note: Organization must be profitable in at least last 3 financial years	
2	Software Solution: (15 marks)	
2.1	Organization should own the copyright of the source code of the software being used for conducting the exam	
2.2	The organization should have in-house technical personnel to develop and maintain software and data used to conduct the exam and should follow well defined Software Change Management processes to manage changes in the software	
2.3	Capability to upload question paper after the encryption is done at the client location	
3	Work Experience (15 marks)	
	Past Experience of similar Entrance Examination in terms of no of assignments (Conducting Online Examinations –LAN based CBT mode, in Exam centres all over Indi) No. of assignment for different customers in India.	
	(A) i. No. of assignment with unique customers > 5 to ≤ 10 assignments ii. No. of assignment with unique customers > 2 to ≤ 4 assignments iii. No. of assignment =1	
	(B) i. Any past experience in conducting online Entrance Examination for any government institution in North Eastern India	
4	Manpower capability (5 marks)	
	Organization should have minimum 350 technical people on rolls in India	
	(A) i. ≥ 350 manpower units (employees) to ≤ 499 manpower units (employees) ii. > 500 manpower units (employees) (B)	
	iii. < 100 technical people on rolls in NE India iv. > 100 technical people on rolls in N E India	



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5	Single day Capability (5 marks)	Total highest points - 50
	(A) i. Conduct of ≥ 2000 to ≤ 3999 candidates in NE India ii. Conduct of ≥ 4000 to ≤ 4999 candidates in NE India iii. Conduct of > 5000 in NE India (B) iv. Conduct of > 5000 candidates in India	



Annexure –4

FORMAT FOR THE SUBMISSION OF THE FINANCIALS BID

Format for Commercial Bid (Indicative only)

1. One time Customization charges :

SN	Particulars	Total
1	One time Customization charges	

2. Candidate Usage Charges:

SN	Particulars	Total
1	Usage Charges per candidate	

3. Recurring cost or year wise increase, if any:

SN	Particulars	Total
1	Recurring cost / year wise increase	

3] Any Other Charges

Head/Item	Amount in Rs.
Service Tax Charges /GST Charges	
Other Taxes & levies if any(please specify)	
Any Other Charges (please specify)	



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1. Total Tender Price in Rs –.....

2. In Words: -.....

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

ii)Any Variation in taxes by government of india will be applicable as per government rule/order i.e.
increased /Decreased will be considered.

Submitted By:

Signature :..... **Name**

:.....

Designation :..... **Agency Address**

:.....

Agency Seal :.....



Annexure – 5

Technical specification of online examination

S.No.	Requirement	Compliance (Yes/No)	Remark
1	Test Engine should a) support major Indian languages viz, English, Hindi and others b) be capable of shuffling of questions c) be capable of shuffling of options (alternates) d) be capable of displaying image files e) be possible to display Group Questions f) be capable of getting Input and output files in excel as per GIPE requirements. g) have the facility of Candidate feedback. h) be able to set parameters for submission of exam. i) be able to display of candidate photograph and name on the screen during the examination.		
2	The bidder should have secured environment for question paper upload and response download. Facility of uploading/ deleting questions should also be available with GIPE.		
3.	The bidder should have an active Dashboard to display the exam status on the exam day.		



4.	The examination will comprise Multiple Choice Objective Questions.		
5.	The system should support NEGATIVE MARKING for the wrong answers wherever / whenever required.		
6.	In respect of MCQ examinations, after completion of the same, the marks scored by the candidates should be displayed on the screen immediately		
7.	GIPE should be able to generate the necessary MIS reports and do the analysis within the software itself.		
8.	The solution should have built-in security features to allow only authorized users to use the application, generate logs and audit trails.		
9.	The systems should have the following features besides other mandatory features: a) Administrative module b) Role based access for read/write/modify. c) Audit trail and log. d) The vendor has to provide the software as a service. e) New release and updates are free of cost. f) Integration with existing portal of GIPE if required. h) The web based administrator access is to be provided to GIPE to monitor the activities of the exam centres and generate various MIS reports.		
10	Question bank is stored in encrypted form		
11	Each student will get questions and options in different order selected randomly from a fixed Question Databank.		



12	It must support TCP/IP or be network protocol independent. The product must work in network environment (web based) with multiple users.		
13	<p>The students just need to use the mouse and click on the Right Choice / Correct option from the multiple choices /options given with each question.</p> <p>a.) Objective types of questions presently consist of Multiple Choice questions. To enhance the base of its question bank GIPE may add soon other type of Objective type Questions e.g. matching the information in two tables, filling in the blanks, etc. shall also be included in the Question Databank. b.) The answers to the questions are to be marked by clicking the appropriate radio button.</p> <p>c.) For Multiple Choice Questions, each question has four five options, and the candidate has to click the appropriate option.</p>		
14	<p>The sequence of steps to be followed by each examinee for appearing in Examination will be as follows:</p> <p>a) The students will have to enter required data for authentication on the screen displayed.</p> <p>b) The student's details including photograph shall appear on the screen, which will be verified by invigilator.</p> <p>c) The examinee will get Instructions to guide through the test.</p> <p>d) The Time of the examination begins only when the 'Start Test' button is pressed.</p> <p>e) The examinee proceeds answering the questions one by one by clicking on the small grey circle next to the chosen answer.</p> <p>f) The examinee can move to First, Last, Previous, Next and Un- answered questions by clicking on the buttons with respective labels displayed on screen throughout the</p>		



	<p>test. g) The answers can be changed at any time during the test and are saved automatically.</p> <p>h) It is possible to Review the answered as well as the Un-answered questions.</p>		
15	The Time remaining is shown in the Right Top Corner of the screen		
16	The system automatically must submit, when the time limit is over OR alternatively if examinee finishes the exam before time he can quit by pressing the 'End Test' button. After the time limit system must not allow examinee to attempt any question. Computer should generate the score and display.		
17	It must provide fail-over backup and recovery capabilities.		
18	In case of any technical snag during the examination time candidate should get same set of questions with answers already marked if examinee scheduled for the examination on the same day and same batch		
19	If GIPE wants to have access to the "Question paper" answered by the candidates at any future date the system should be able to retrieve the "Question paper".		
20.	<p>Web based portal for Registration Module</p> <p>a.) Bidder will create a registration cum slot booking portal to manage student registration and applications.</p> <p>b.) Systems will allow students to fill the form online. System will have inbuilt validation system to validate the entered data.</p> <p>c.) After successful submission, system will give unique registration number with password for each student.</p>		



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<p>d.) Student can login into the system by using registration number & password to edit their information, download the Hall Ticket. System will process the result thereafter instantly and store the results for further use.</p> <p>e.) Online application from where in the candidate can fill the requisite information as desired</p> <p>f.) The Online registration should have the features like detailed guidelines and instructions about the programme, eligibility conditions, fees etc.</p> <p>g.) The application form should have menu driven items for capturing identical information.</p> <p>h.) Pop ups for the message alerts, instructions etc Validation of email id filled by the candidate.</p> <p>i.) Uploading of scanned certificate to check eligibility.</p> <p>j.) Provision for the candidates to take the printouts of the successfully filled applications.</p> <p>k.) Provision to send individual, common or customized messages through email or SMS to the candidates as required (either individual /group/s).</p> <p>l.) Payment gateway can be part of the portal to allow online processing fee collection .</p> <p>m.) Receipt of payment processing of the print version of the application forms received.</p> <p>n.) Candidates will be able to download admit cards from this portal .</p> <p>o.) Checking of the Eligibility of the candidates will be done as per the details submitted by the candidate during the application submission. However, GIPE will recheck the eligibility at a later stage.</p> <p>p.) FAQ to be incorporated in the portal.</p>		
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ANNEXURE-6

Technical Criteria for Online test Centres

S.No.	Requirement	Compliance (Yes/No)	Remark
1	The test administrators are certified and well versed with system functionalities		
2	The access to the PC at the centres is password protected		
3	All the centres have installed CCTV		
4	The PC provided at the centres are as per the configuration suggested by you		
5	Every centre has the UPS or any other power back up arrangement		
6	The test centre has Broadband internet connection and in case of disruption in internet connection from ISP has the alternate arrangement with other ISP		
7	The location of the test centre is such that candidates can reach the centre easily		
8	Each Test Centre has minimum 50 PC		
9	There should be minimum 1 invigilator in each computer lab and if there are more than 20 candidates in one computer lab, then one proctor should require for every batch of 20 candidates or part thereof.		
10	Should have feature of Remote Proctoring. <input type="checkbox"/> Web Camera <input type="checkbox"/> IP based CCTV		
11	Each test centre should have competent security guards for orderly conduct of examinations.		



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ANNEXUR E-7

List of Online Test Centres

SR.No.	STATE	CENTRE
1	Andhra Pradesh/Telangana	Hyderabad
2.	Assam	Guwahati
3.	Bihar	Patna
4.	Chhattisgarh	Raipur
5.	Delhi	Delhi
6.	Gujarat	Ahmedabad
7.	Jammu and Kashmir	Srinagar
8	Jharkhand	Ranchi
9.	Karnataka	Bangalore
10.	Kerala	Kochi
11.	Madhya Pradesh	Bhopal
12.	Maharashtra	Mumbai/Pune/Aurangabad/ Nashik
13.	Maharashtra	Nagpur
14.	Orissa	Bhubaneshwar
15.	Rajasthan	Kota
16.	Tamil Nadu	Chennai
17.	Uttar Pradesh	Varanasi
18.	Uttar Pradesh	Lucknow
19.	Uttrakhand	Dehradun
20.	West Bengal	Kolkata



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Annexure- 8

Compliance Statement

DECLARATION

We certify that the systems/services offered by us for tender confirms to the specifications stipulated by you. We hereby undertake and agree to abide by all the terms and conditions stipulated by GIPE in this RFP including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).

The system must be compliant to the Information Technology Act 2008 (as amended from time to time) and other govt. and regulatory guidelines in force.

Signature:

Stamp/Seal of company

Place

Date