



कृषि वैज्ञानिक चयन मंडल  
AGRICULTURAL SCIENTISTS RECRUITMENT BOARD  
भारतीय कृषि अनुसंधान परिषद्  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली-110 012  
KRISHI ANUSANDHAN BHAVAN-I, PUSA, NEW DELHI-110 012  
Telephone : 25840251, 25848172 Fax : 25846311



F.No. 2-3/2016-Exam.II

Dated the 10<sup>th</sup> August, 2016

### E-Procurement Tender Notice

1. The Agricultural Scientists Recruitment Board (ASRB), an autonomous body under Department of Agricultural Research & Education, Ministry of Agriculture, Govt. of India invites Technical & Financial bids through E-tendering process for conduct of Online Computer Based (CBT) Examination including online registration of applications for recruitment to the posts under Indian Council of Agricultural Research (ICAR) and its Research Institutes/KVKs.

2. **Details of Tender Deposits:-**

Cost of Tender Form : ` 1000/- (Rupees one thousand Only)

Earnest Money Deposit : ` 50,000/-(Rupees Fifty thousand only)

Security Deposit : 10% of the Contract Value

**The tender documents contains the following:-**

**Terms & conditions**

for invitation of tender : Page No. (3-6)

Schedule-I : Technical bid (p. 7-8 ).

Schedule-II : General Information, other terms & conditions and scope of the work (p.10-25 ).

Schedule-III(A) : Financial Bid 1(p. 26 ).

Schedule-III(B) : Financial Bid 2(p. 27)

Annexure-I : Statement of the Minimum 3 year experience (p. 9 ).

Annexure-III : Undertaking by the Contractor (p. 28 & 29).

Annexure-IV : Draft specimen agreement (p. 30 & 31)

3. **Tender schedule:**


Tender id	
Tender No.	F.No. 2(3)/2016-Exam.II
Date of release of Tender through e-procurement	12.08.2016 at 11.00 AM
Pre Bid meeting date/time/venue	17.08.2016/1100 hours/Room No. 211, ASRB, Krishi Anusandhan Bhawan-I, New Delhi-12
Last date & time for submission of bid	02.09.2016 at 1500 hours
Date & time for opening of technical bid	02.09.2016 at 1600 hours
Date & time for opening of financial bid	08.09.2016 at 1500 hours
Address for Communication	Controller of Examination, Room No. 211, ASRB,

4. On-line bids are invited under two-bid system through e-procurement system from registered/well-established/reputed firms for conduct of Online Computer Based (CBT) Examination including online registration of applications for recruitment to the posts under Indian Council of Agricultural Research (ICAR) and its Research Institutes. The scope of work, timelines, information to be furnished by the agency, evaluation criteria for selection and other relevant details have been laid down in the tender document. **The instructions for uploading the tender/bid/quotation may be obtained from the website of CPP portal i.e. <http://eprocare.gov.in>.**

5. Tender form, terms & conditions and draft agreement can be downloaded from the website <http://eprocare.gov.in>, [www.asrb.org.in](http://www.asrb.org.in) and [www.icar.org.in](http://www.icar.org.in) upto 1300 hours of 02.09.2016. On-line bids complete in all respects should be submitted through CPP portal <https://eprocare.gov.in/eprocare/app> only on or before the last date and time i.e. 02.09.2016 at 1500 hours.

6. In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The Board reserves the right to accept or reject any or all the tenders without assigning any reason.

**Please note that only online bids will be accepted.**

  
(Ajay Gautam)  
Under Secretary(Exam.)  
ASRB

F.No. 2(3)/2016-Exam.II  
AGRICULTURAL SCIENTISTS RECRUITMENT BOARD  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
Krishi Anusandhan Bhawan-I, Pusa: New Delhi-110 012

Tel. No. 25841928  
Fax No. 91-11-25846311

**INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS OF CONTRACT FOR CONDUCT OF ONLINE COMPUTER BASED (CBT) EXAMINATION INCLUDING ONLINE REGISTRATION OF APPLICATIONS FOR RECRUITMENT TO THE POSTS UNDER INDIAN COUNCIL OF AGRICULTURAL RESEARCH AND ITS RESEARCH INSTITUTES/KVKS.**

From: Controller of Examination,  
Agricultural Scientists Recruitment Board  
KAB-I, Pusa: New Delhi-110 012

To

Dear Sir(s),

Online Tenders are hereby invited on behalf of the Secretary, Agricultural Scientists Recruitment Board, New Delhi for **CONDUCT OF ONLINE COMPUTER BASED (CBT) EXAMINATION INCLUDING ONLINE REGISTRATION OF APPLICATIONS FOR RECRUITMENT TO THE POSTS UNDER INDIAN COUNCIL OF AGRICULTURAL RESEARCH AND ITS RESEARCH INSTITUTES/KVKS.**

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ASRB as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. Earnest money of ₹50,000/- and ₹1000/- as cost of tender form must be deposited in the form of demand draft/pay order payable to Secretary, ASRB at New Delhi to **Controller of Examination, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-110012 on or before the last date/time of submission** during working hours i.e. 9.00 A.M. to 5.30 P.M. on all working days (except Saturday, Sunday and Gazetted Holidays). The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the draft/pay order number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected outright.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations the aforesaid amount of EMD will be forfeited by the Board. In the event of the offer made by the tenderer not being accepted by ASRB, the amount of earnest money deposited by the tenderer will

be refunded to him after he has applied for the same, in the manner prescribed by the Board. An undertaking as per **Annexure-‘III’** is also required to be submitted by the tendering firm.

4. The schedule I & III of the tender form as well as Annexure-I & Annexure-III should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tenders.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If a tenderer does not accept the offer, after issue of letter of award by ASRB within 15 (fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/ agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Board shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure(s), if any, should be signed by the tenderer.
8. The rates quoted by each firm for job/service contract in tenders be given both in words and figure failing which the same is liable to be rejected. Tenders will be opened online by the authorised officer. Bidders have two options to participate in tendering process at the time of opening of Bids. Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process or he can visualize the process online without physically being present at ASRB.
9. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
10. **An amount equivalent to 10% of the contract value** is to be deposited by the selected agency/ successful tenderer as Performance Security Deposit only after receiving a communication from the Board. In the event of non-deposition of the same, the earnest money will be forfeited.
11. No interest on security deposit and earnest money deposit shall be paid by the Board to the tenderer.

12. The Service tax or any other tax which is as per the rules of the Govt. of NCT of Delhi/Govt. of India shall be deducted at source from monthly bills of the successful tenderer, as per rules/ instructions made applicable from time to time by government.
13. Decision of Secretary, ASRB shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement, dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ASRB. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
14. Acceptance by the Board will be communicated by fax/telegram, express letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the fax/ telegram, express letter etc. should be acted upon immediately.
15. The Board does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
16. The Board reserve the right to modify any of the terms and conditions of the contract as mentioned in the **Schedules I & II** of this document, at its discretion, in the interest of the job/work.
17. Successful Bidder/tenderer will have to enter into a detailed contract agreement with ASRB on non- judicial stamp paper of ₹ 100/- (One hundred only) for work as per draft agreement enclosed at **Annexure-IV**.
18. The following document/vouchers are required to be uploaded with the technical bid (Schedule-I):-
- (a) Scanned copy of DD/Pay order of Earnest Money Deposit (EMD) and tender cost form.
  - (b) Scanned copy of Registration Certificate of the firm under Delhi Shops & Establishment Act, 1954 for this purpose.
  - (c) Scanned copy of the profile of the Agency/Tenderer
  - (d) Scanned copy of list of clients including PSUs, Educational Institutions/ Central Government/State Government etc. where similar jobs are executed in past 3 years with copy of self attested work orders, minimum three (3) projects of similar nature, with details in enclosed tabular form **(Annexure-I)**.
  - (e) Scanned copy of list of centres & Infrastructure facilities available on All India Basis.
  - (f) Scanned copy of confirmation of testing system compliant with ISO 27001.
  - (g) Scanned copy of 'safe to host' certificate by CERT-in empanelled agency.
  - (h) Scanned copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years.

- (i) Scanned copy of audited balance sheet of the firm during each of the last three financial years by the Chartered Accountant.
- (j) Scanned copy of the document to show that the turn-over from the online exam and overall turnover to the satisfaction of the ASRB, as per criterion listed in para 4.2 of Schedule -II of this tender document.
- (k) Scanned copies of Income Tax and Service Tax Registration Certificates and latest Income Tax Return submission copy.
- (l) Scanned copies of PAN Number and TIN Number.
- (m) An Undertaking as per **ANNEXURE-III**, duly attested by Notary on a non-judicial stamp paper of value of ₹100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years.
- (n) Scanned copy of a certificate as per para 1.7 of Schedule II of this tender document.

**Only those firms who will qualify in the technical bid will be considered for financial bid (s).**

Yours faithfully,



**(Ajay Gautam)**

**Under Secretary ( Exam.)**

**ASRB**

**SCHEDULE-I**

**Technical Bid**  
F.No. 2(3)/2016-Exam.II

**PART –I**

1. Name of the Firm/Agency
2. Full address with Post Box No. and telephone no. if any.
3. Constitution of the firm/ agency (Attached copy)
  - (i) Indian Companies Act, 1956
  - (ii) Indian Partnership Act, 1932  
(please give names of partners)
  - (iii) Any other Act, if not, the owners
4. (i) For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
  - (ii) If answer to the above is in negative. Whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration
  - (iii) If the answer to point (i) and (ii) above is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner(s)
5. Name, address, tel. no. of the proprietor/  
Partner of the agency/firm or if it is a company,  
the same details of the Director(s) of the company.
6. Name and full address of your banker
7. Your Permanent Income Tax No. / Circle/ Ward  
(copies of PAN/TAN and Service tax registration  
to be uploaded)
8. Date of establishment of the agency/firm/company
9. Any other relevant information

PART-II

10. Scanned copy of DD/Pay order of Earnest Money Deposit (EMD) and tender cost form.
11. Scanned copy of Registration Certificate of the firm under Delhi Shops & Establishment Act, 1954 for this purpose.
12. Scanned copy of the profile of the Agency/Tenderer
13. Scanned copy of list of clients including PSUs, Educational Institutions/ Central Government/State Government etc. where similar jobs are executed in past 3 years with copy of self attested work orders, minimum three (3) projects of similar nature, with details in enclosed tabular form (Annexure-I).
14. Scanned copy of list of centres & Infrastructure facilities available on All India Basis.
15. Scanned copy of confirmation of testing system compliant with ISO 27001.
16. Scanned copy of 'safe to host' certificate by CERT-in empanelled agency.
17. Scanned copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years.
18. Scanned copy of audited balance sheet of the firm during each of the last three financial years by the Chartered Accountant.
19. Scanned copy of the document to show that the turn-over from the online exam and overall turnover to the satisfaction of the ASRB, as per criterion listed in para 4.2.
20. Scanned copies of Income Tax and Service Tax Registration Certificates and latest Income Tax Return submission copy.
21. Scanned copies of PAN Number and TIN Number.
22. An Undertaking as per ANNEXURE-III duly attested by Notary on a non-judicial stamp paper of value of ₹100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years, etc.
- .23. Scanned copy of a Certificate as per para 1.7 of Schedule II of this tender document.

PART-III

23. Name and address of the firm's representative and whether the firm would be representing at the opening of the tenders
24. Name of the permanent representative to be visiting ASRB KAB-I, Pusa, regarding the contract

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer



F.No. 8(1)/2015-GA

Details of the project executed/work done in the last 3 years alongwith satisfactory report  
strictly as per criterion in para 4.2 (A) of Schedule -II .

Sl. No.	Name of the Deptt./ Organization & Name of contact Person with Ph. No.	Period		Remarks
		From	To	

(Authorized Signatory)

## SCHEDULE-II

### F.No.2(3)/2016-Exam.II

#### **GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF CONTRACT FOR CONDUCT OF ONLINE COMPUTER BASED (CBT) EXAMINATION INCLUDING ONLINE REGISTRATION OF APPLICATIONS FOR RECRUITMENT TO THE POSTS UNDER INDIAN COUNCIL OF AGRICULTURAL RESEARCH AND ITS RESEARCH INSTITUTES/KVKs.**

The Agricultural Scientists Recruitment Board (ASRB), an autonomous body under Department of Agricultural Research & Education, Ministry of Agriculture, Govt. of India invites tender for appointment of an Agency for conducting online examination, including Online registration of applications for recruitment to posts under Indian Council of Agricultural Research (ICAR, HQ) and its Research Institutes/KVKs This tender establish fundamental requirements for Online Examination (Computer Based Test) for entering into a contractual relationship with a qualified agency for conduct of Online Examination of Agricultural Scientists Recruitment Board (ASRB).

### **1. Introduction and General Information**

- 1.0 ASRB conducts written examinations for appointment to various posts under ICAR. Quotations are invited for appointment of an agency for conducting Computer Based Examination for recruitment to certain posts under ICAR, HQ and its Research Institutes/KVKs. The first exam by availing the services of agency to be engaged through this tender is likely to be conducted in Oct/Nov, 2016 in a single slot of two hours as per tentative schedule given under para 3 of this Schedule. The rates offered and decided for this Exam shall be treated as 'Rate Contract' for any other Exam which may be conducted by the Board during 2016-17. The contract may be renewed for one more year by mutual agreement of the two parties.
- 1.1 The list of cities where the Exam scheduled during Oct/Nov 2016 is given in **Annexure - II**. The requirement of Centres may, however, change at the direction of ASRB.
- 1.2 The tender should be computer generated. The name and signature of bidder's authorized person should be recorded on each page. All pages of the tender shall be numbered and submitted as a package along with forwarding letter on agency's letter head as per **Annexure-III**. If the bidder gives any misleading or incorrect information in their tender or wrongfully create circumstances for acceptance of the tender, ASRB reserve the right to reject such a tender at any stage.
- 1.3 Late bids i.e., bids received after the specified date and time for receipt of bids shall not be considered.
- 1.4 The Earnest Money Deposit (EMD) should remain valid for a period of forty five days beyond the final bid validity period. EMD of unsuccessful bidders would be returned to them after the finalisation of the tender.

- 1.5 The successful bidder will be required to furnish **Performance Security of 10% of the contract value** in the form of Fixed Deposit Receipt/ Bank Guarantee from any Commercial Bank, Demand Draft/ Pay Order in favour of Secretary, ASRB, New Delhi payable at New Delhi within two days of receipt of the order. The Performance Security would be retained by ASRB till satisfactory completion of the work assigned and shall remain valid till ninety days of the completion of all contractual obligations.
- 1.6 The EMD would be returned to the successful bidder on receipt of Performance Security. No interest on Performance Security would be payable by ASRB under any circumstances.
- 1.7 Considering the confidentiality and sensitivity of the work involved, the bidders have to enclose a certificate along with the technical bid to the effect that it would not divulge any details pertaining to the examination to anybody without prior permission of ASRB and that it would take necessary preventive measures to ensure that nobody would come to know that the exam is being conducted by them. The agency will also have to certify that none of the relations of the personnel to be deployed for this work would appear for the exam to be conducted by the Agency.

## **2. SCOPE OF WORK**

The selected solution and service provider (S&SP) shall be responsible for end-to-end examination management and undertake the below mentioned but not limited to the following activities. The selected S&SP shall take necessary precaution to safe-guard system data from all vulnerabilities / threats and maintain confidentiality and secrecy of all information related to people, process and data during all the three phases i.e. pre examination, conducting examination and post examination. The selected S&SP shall deploy one Project manager who would be responsible for communicating the progress of work on the examination, team management, issue management etc.

### **A. Pre Examination Phase:**

#### **I. Online Registration of Candidates**

- Design, configuration, customization and deployment of eForms on official / given website to enable online registration of candidates / applicants. Server of IT company shall be used. Registration process differs in each entrance/recruitment examination.
- Configure system validations and facility to capture applicant data through Online payment and Challan mode.
- Online Help / FAQs
- Integration of candidate registration module with Syndicate Bank and application to enable receipt of examination fee through Syndicate Bank payment gateway as of now, but they may change as per need of ASRB.

- The application shall be certified as “Safe to Host” by any CERT-in empanelled agency at least 30 days prior to the scheduled date of examination. Payment to CERT in certification will be borne by the bidder.
- Applicants can apply online only and upload scan copy of candidate’s photo, signature, thumb impression, challan copy, etc.
- Generation of fee receipt and filled up application form
- Provision for updation of application status based on successful fee receipt from candidates.
- Disable application form after expiry of the scheduled application submission date.
- System generated “Candidate Registration Report” detailing day-wise registration, gender / caste categorization, fee confirmation details and valid candidates enrolled for the online assessment examination etc.

## **II. Test Centre Management and Examination Schedule**

- Arrangement and preparation of test-centres as per the requirement of the examination at least 20 Days prior to the scheduled date of the examination
- Availability of sufficient number of Test Centers across the Country to ensure conduct of examination in a Single Session covering all candidates.
- DISTANCE BETWEEN SCREENS OF TWO CANDIDATES TAKING THE EXAMINATION SHOULD BE AT LEAST 2 FEET (FRONT AND BOTH SIDES) AND WOODEN/HARD BOARD PARTITIONS TO BE INSTALLED ON THREE SIDES OF COMPUTER MACHINE IN SUCH A MANNER THAT CANDIDATE CANNOT SEE OTHER CANDIDATES COMPUTER SYSTEM. Gatta, Transparent material Thermocol are strictly prohibited in partitions.
- Exam Centre verification using Capacity Estimation Process. Number of seats at a particular center along with buffer capacity and other logistic arrangement i.e. DG set, water arrangement, security etc.
- Ensure availability of at least 2 additional Network / LAN switch at each Test Centre
- Arrangement of necessary power backup arrangement / one (01) DG set in each Test Centre
- Availability of drinking water & first aid facility at Test Centres
- Deployment of following minimum number of Technical Resources to administer servers, hardware devices, networking and facility management at each of the test-centre:
  - One IT technical administrator per 30 exam computers.
  - One IT technical manger per 200 exam computers.
- Deployment of administrative resources (as per ASRB norms) like Exam Supervisors, Invigilators, Security, peon and other supporting staffs at each Test Centre to ensure successful completion of the examination. ASRB on its own discretion may deploy one Observer/Flying squad at each test centre to oversee the overall examination process.

- Thorough checking of all nodes, network equipments, electrifications, CCTV Cameras, Biometrics machine & Web Camera (for capturing fingerprints, photograph & signatures of candidates) and other active / passive devices as per the test-centre worthiness assessment plan at each test centre location at least five (05) days prior to the scheduled date of examination.
- Preparation of Test Centre allocation sheet, Test Centre checklist and fill out the details of each Test Centre (seating capacity, number of nodes and other required facility) and submit the same to ASRB at least 15 days prior to the scheduled date of examination.
- Selection, finalization, registration and mapping of test centres in system alongwith the contact details / address of the Test Centre.

### **III. Admission Card Generation**

- Randomization of candidate data and Randomized generation of examination roll number
- Allocation of Candidates in various Test Centres in system based on the pre-defined parameters as agreed with ASRB .
- Generation of Admission Card in system.
- Randomized allotment of seats to candidates to appear in online test is to be done at the point of biometrics & capturing of candidates on the day of examination.
- System generated “Exam-Roll List” detailing Test Centre wise allocation of the Candidates.
- Facility to send PDF / non-editable version of the Admission Card (containing Registration

No. / Date / Location / Time / Address / Instructions etc. to candidate’s registered email ID at least 15 days prior to the scheduled Date of Examination

- Generate unique Login ID and Password in system and SMS and e-mail notification to the candidates on registered mobile number at least 15 days prior to the scheduled Date of Examination.

### **IV. Centralized Help desk support services:**

- Set-up centralized help desk at least 10 days prior to the scheduled date of examination. Minimum 2 executive required for help desk. Help will be active for 24 Hours & also remain active during the period of registration process.
- To provide Telephonic / email support to the candidates and guide them in taking print out of the Admission Cards, other Examination / Test Centre related queries etc.
- Provide daily call-log details and intimate ASRB team via email
- Escalate / intimate ASRB team, whenever any candidate reports non-receipt of Admission Card / incomplete information provided to the candidate etc. (if required)

### **V. Establishment of confidential Examination Control Unit (ECU)**

- Deployment of sufficient number of Technical Experts at the designated confidential Examination Control Unit to be allocated by ASRB to facilitate in question paper

uploading, configuration in system, test server set-up, console monitoring etc. Necessary IT infrastructure would be provided by the agency.

- Configuration and readiness of the Server at ECU to ensure smooth conduct of the entire examination process including encryption of question papers, uploading of question papers, result processing etc.
- Set-up Exam console at ECU for monitoring the entire examination from ECU by the confidential team deployed by ASRB
- To establish central command system at ASRB & any place as per needs of ASRB, New Delhi.

## **VI. Environment Check at Test Centre and Conduct Mock Drills / Mock Tests**

- Checking environment based on test centre readiness check-list and ensure readiness of individual test centre
- Verify working condition of the available / allocated node / terminals to undertake the test with the required configurations, system scanning, operating system / web browser compatibility assessment etc.
- Verification of network configuration and internet bandwidth / LAN connectivity availability check
- Conduct 02 (two) Mock Tests (dry run) along with ASRB designated representatives at least 3 days prior to the scheduled date of examination.
- Conduct Final Mock Test (dry run) along with ASRB designated representatives at least 1 day prior to the scheduled date of examination
- Certification of the nodes eligible for conducting the online assessment examination and sealing of the Test Centre after conducting final mock test

Getting test centers in compliance with test requirements including installation of mobile jammers and cctv cameras at test centers (one cctv camera per ten candidates) installed in such a manner that it covers faces of all candidates with continuous recording throughout the examination process which is to be handed over to ASRB after completion of examination, CCTV cameras in all the corridors of exam centre and hand videography at all the places of online examination throughout exam process. Frisking of candidates who are to take the test as per law. All invigilation staff (which will be teaching staff not ministerial staff) and trained security guards as per needs of ASRB will be provided by the S&SP. At least one camera per center to capture activities of test center and in case of failure of CCTV camera, hand shoot can be done till CCTV recording is restarted.

## **B. Conducting Examination Phase:**

### **I. Test Centre Administration to Conduct Examination**

- To arrange, test and set-up at least One (01) Bio-Metric Device and One (01) Web Camera to capture finger print, thumb impression and photograph for each set of 30 candidates before the examination session. The bidder shall capture photograph, figure print, thumb impression & signature of the examinees and reconcile (match) it with the photograph, finger print and thumb impression already available through developed

application and match signatures. Verification also needs to be done at the time of Counseling/Joining.

- Final inspection / testing of the Servers installed at all Test Centres and Connectivity at least 1 hour prior to the commencement of examination.
- Ensure availability of the roll sheet and attendance sheet in all the Test Centres along with the list of candidates who would undertake examination in the designated Test Centre.
- Candidate identification, admission card authenticity check and verification of candidates at the Test Centre entrance gate at least 90 minutes prior to the commencement of Examination.
- Cancellation of registration if any discrepancy found and intimate ASRB representative available at the Test Centre.
- Allocation of seats and allotment of terminals to all eligible candidates should be completed at least 10 minutes prior to the commencement of Examination.
- Assigning login credentials to the candidates to undertake the test
- Circulate attendance sheet in all the Test Centres and capture signature of all the Candidates on the attendance sheet during conducting the examination
- Once the candidates' signatures are captured, the S&SP shall submit the signed attendance sheet to the ASRB representative, who will counter-sign on the attendance sheet
- Provision to allot new Desktop / Terminal to candidate in case of failure of any Node and assist them to undertake the examination with minimum delay
- Test centre administration and frisking of candidates throughout the examination period. Working mobile jammers and cctv camera recording during entire exam process at test centers (one cctv camera per ten candidates) installed in such a manner that it covers faces of all candidates with continuous recording throughout the examination process which is to be handed over to ASRB after completion of examination) frisking of candidates who are to take the test as per law.

Failure of online examination process at any stage during the entire examination process at any test centre, Penalty will be 100% of the Project cost and the agency will have to submit an undertaking to this effect.

## **II. Test Delivery and Monitoring**

Test will be delivered only over the intranet at a Test Centre and the candidates will access the test through a computer. The Delivery should only be on distributed model (i.e. through local intranet based servers) and centralized internet delivery model will not be accepted.

- Ensure readiness of the Server available both at Test Centre and Examination control Unit (ECU) along with availability of the required internet bandwidth / connectivity and necessary power backup at Test Centres to ensure smooth conduct of the entire examination process

- Download the participant list who are going to undertake test at the designated test centres
- Ensure download / push question papers to Test centres from ECU through 128 bit AES + RSA Encrypted data transfer to various Nodes
- Application shall have the facility to push various questions based on the request received from the candidates appeared in the exam
- Application shall provide secured access to the participants / candidates based on the provided login ID / Password to allow the candidates to login to the application and undertake the online assessment exam
- Application shall have the provision to display same question in jumbling manner to various candidates with various options configured for the questions (questions and option choices to be jumbled ensuring that no two candidates are having same question and option choices at a time)
- Application shall display only one question on screen at a time with various options
- Application shall have the facility for navigation between various Questions, ability to navigate to other sections before completing a section or no scroll back , as per needs of ASRB
- Application shall have secured storage for answers to questions by candidate
- Application shall have the facility for instant display of attempted questions anytime during the examination and provision for different colour coding for attempted, not attempted, mark for review or no scroll back of questions as per needs of ASRB which will be intimated at the time of Examination. Availability of colour blind feature at the time of online examination, so that colour blind people can take the test, if needed.
- Application shall have the ability to trace candidates requested questions from test centre and maintain system audit trail
- Application shall have the facility to generate monitoring log / system click by click audit trail on the server for every candidate with his/her IP and Complete traceability of any single candidate's node
- The online assessment exam shall stop automatically after expiry of the scheduled examination duration
- Uploading of responses along with audit trail to ECU from the test server after completion of the examination
- Scheduling Backup Server to take continuous backup from Main Server at each Test Centre and availability of continuous Back-Up and restoration facility for Business Continuity Planning / Disaster Recovery purpose
- Restart / Resume of Test (in case of node / power / network / application failure etc.)
- In case of Machine, Power or Network Failure, software shall be able to retrieve candidates attempted questions and its responses entered by the candidate fully along with creation of incident report and system audit trail (downtime details, additional time taken by the candidate etc.)



- Acknowledgement of Exam progress to ECU from Test Centre Superintendent / Technical team

### **III Collect feedback / grievances from candidates**

- Provision to download / save / burn the participants list at all the test centres, Biometric details, candidates responses, system audit trail in DVD (single session disc / non-writable DVD, which can not be overwritten in future) at the Test Centre as well at the ECU after completion of the examination. Submit three sets of DVDs (single session disc / non-writable DVD, which can not be overwritten in future), in signed & sealed envelop to ASRB on the date of examination.

### **C. Post Examination Phase:**

#### **I. Candidate's Response Evaluation and Result publication**

- Uploading the Answer key on the website for candidates objections/comments, if any, within 10 days of such uploading, compilation of all objections received from the candidates and disposal of the same in consultation with ASRB authorities.
- Define cut off criteria and conduct Result Equalization Exercise / Percentile based evaluation of candidates with the help of an expert in the field appointed by the bidder, if so required and directed by ASRB.
- Question-wise detailed evaluation of the candidate responses
- Apply scoring rules and cut-off to arrive at final merit list
- Generation of result (category and gender wise or in any format as required by ASRB) and category-wise merit list based on the rules defined by ASRB
- Submit three sets of DVDs (single session disc / non-writable DVD, which can not be overwritten in future), in signed & sealed envelop to ASRB containing Result / Merit list.
- Assist ASRB team to publish category-wise merit list on ASRB website / given website.
- Hand over to representatives of ASRB audit trails of all candidates & video recording of entire exam process within 48 hrs. of completion of examination and keep a back up copy of the same so as to provide information as & when required by ASRB.

#### **II. MIS Reports and other support activities**

- Analysis of the candidate results and provision for generation of various MIS reports:
  - Category-wise / Gender-wise / Location-wise / Test Centre-wise
  - Other reports as desired by ASRB
- Analyse the test pattern and answering pattern and submit reports on the answering pattern and feedback on question patterns / difficulty level
- Preparation and submission of Incident reports (if any)
- Provide support to ASRB team in preparation of Court cases, RTI and other related activities.

### **3. Time Frame**

- 3.1 Time limit for receipt of bids: 2nd September, 2016 at 3:00 pm. (Late bids received after this time limit shall not be entertained).
- 3.2 Pre-bid meeting: 17.08.2016 at 11:00 a.m.
- 3.3 Opening and evaluation of Technical Bids: 4 P.M. on 2nd September, 2016 onwards.
- 3.4 Opening of Financial Bid of pre - qualified agencies: 3:00 P.M. on 08<sup>th</sup> September, 2016.
- 3.5 Placing of work order by 12th September, 2016

The indicative implementation plan for this project is provided below:

<b>Step #</b>	<b>Step Description</b>	<b>Weeks</b>	<b>Tentative Dates</b>
1.	Finalizing the project plan	Within one week of Placing the order	19 <sup>th</sup> September, 2016
2.	Registration of Online Applications	Three weeks	26 <sup>th</sup> September – 17 <sup>th</sup> October, 2016
3.	Issue of Admit Cards	Ten days after closing date	31 <sup>st</sup> October, 2016
4.	Testing of All Centres	-	By 22 <sup>nd</sup> October, 2016
5.	Go Live to conduct exam	-	12 <sup>th</sup> November, 2016

**Note:**

The project timelines are based on certain assumptions and may change.

### **4. Technical Eligibility Criteria and Procedure of Evaluation and Selection**

4.1 ASRB reserves the sole right to accept or reject any or all bids which is incomplete or has been received after the appointed time and date or does not satisfy the qualification criteria specified here under, without assigning any reasons there for.

4.2 The tenderer firms/agency must meet the following eligibility criterion and the evaluation shall be done keeping in view these parameters:

S.No.	Parameter
A	<b>Past experience in wok of similar nature</b>  Should have executed minimum of three (3) projects of similar nature during the last three years with minimum of 20000 candidates registered online through online payment Gateway and thereafter conduct of successful examination for the same numbers in a single Exam in a single slot. Photocopies

	of work orders and satisfactory performance report from the user Deptt. need to be attached, otherwise bids will be treated invalid.
B	Average annual turnover of the Agency in the last three financial years (2012-13,2013-14,2014-15) of Rs 3 crores. Turnover should be of the bidding agency and not that of the group to which the agency belong. The turnover refer to a company and not the composite turnover of its subsidiaries/sister concern etc. Moreover, the bidder should be a profitable firm/company during the last three years. Documentary proof , i.e., certified copies of company balance sheet and profit & loss account(duly audited) need to be attached.
C	Compliance with ISO 27001 (Former BS7799-2) - desirable
D	<ul style="list-style-type: none"> <li>• Infrastructure and other details</li> <li>• Office, hardware and software resources</li> <li>• Personnel including skills and competence at all 20 centres of the exam</li> </ul>
E	Party should have PAN and Service Tax Number
F	Party should be able to furnish a copy of the latest Income tax Return
G	Firm/company must submit proof of website/application developed and having been audited through any CERT-In empanelled agency.
H	Other documents listed in <b><u>Schedule-I</u></b> to this tender document

Bids which are not otherwise rejected for the reasons indicated above will be evaluated on the basis of cost.

4.3 The technical bids shall not be considered for technical evaluation at all unless it is accompanied by the following:

- i. Submission of Earnest Money Deposit of Rs 50,000.
- ii. Submission of Annexure-I alongwith Work Orders and satisfactory reports.

The evaluators of the Technical bid shall not have access to the Financial bid till technical evaluation is completed. The Technical bids shall be opened by a Technical Evaluation Committee (TEC) constituted for the purpose.

4.4 There shall be two financial bids i.e. Financial Bid 1 & Financial Bid 2 as per Schedule-III(A) & Schedule-III(B) respectively, of this tender document. The Financial Bid 1 shall be for single slot exam and Financial Bid 2 shall be for two examinations in two slot on a single day. The Financial bid should contain a quote fee for the assignment in Indian Rupees. The rates may be quoted per candidate/application basis. All applicable taxes may be indicated separately. A final price after adding all taxes/levies be specifically quoted both in figures and words. In case of discrepancy between the price/rates in figures and words, the price/rates in words will be considered correct. Actual payment will be on the basis of number of candidates/application registered for the exam. Income Tax will be deducted at source from the bills as applicable. The Agency need to furnish its PAN number.

4.5 Financial bids of only those bidders who qualify the technical criteria will be opened. Of these, the one quoting the lowest cost will be awarded the contract provided all other requirements are fulfilled.

4.6 ASRB have right to accept or reject any or all tenders without assigning any reasons thereof.

## **5. Payment**

5.1 25% of the payment will be made on successful testing of all Centres by the ASRB. Remaining 70% of the payment will be made on satisfactory declaration of result and the remaining 5% after submission of requisite MIS reports etc.

## **6. Other Conditions of the Tender :**

### **6.1 Standard of performance**

The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques. It shall apply appropriate advanced technology and safe and effective methods during execution of this Project and shall always act in respect of any matter relating to this agreement, as faithful advisors to the ASRB. The Bidder shall always support and safeguard the legitimate interests of the ASRB in any dealings with the third party. The security of the system should be full proof and shall be treated as “**not full proof**”, where unauthorized persons being able to access/infiltrate in to the system. The system may be the application software or a process adopted by vendor/bidder. The vender/bidder shall be liable to pay to the ASRB for any financial losses by way of some of system and process failure.

### **6.2 Intellectual Property Rights**

No software or services covered by the contract shall be developed, sold, disposed or done by the Bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing of any patent right, trademark or similar right, or of any charge, mortgage or lien. The Bidder shall warrant that there is no infringement of any patent or intellectual proprietary rights caused by the supply of IT Infrastructure and Software and the documents, which are subject matter of this project.

### **6.3 Applicable Law and Statutory Obligations:**

The workers employed by the Agency to perform the contract, shall be the employees of the Agency and the Agency alone shall be liable to pay the wages and all other payments as may be due to the workers and ASRB shall in no way be liable for the same. The Agency shall also comply with all the provisions under the laws of the land pertaining to its workers and their employment for the purpose of performing the contract and the Agency shall also indemnify ASRB for any claims whatsoever made by such workers against ASRB in that behalf.

ASRB shall not be responsible for death, disablement, injury, accident to Agency's employees, which may arise out of and in the course of their duties with the Agency. ASRB shall not be liable to pay any damages or compensation to the Agency's employees. The same are to be paid by the Agency as per the provisions of Law.

The Agency shall comply with all the Central, State and Municipal Laws & Rules and shall be solely responsible for the implementation of the provisions of the various Labour Laws and Rules there under and other statutory regulations, rules that are in force.

#### **6.4 Performance Security**

Within 7 days of the Bidder's receipt of notification of award, the Bidder shall furnish performance security of 10% of the total order value as demanded by the ASRB, valid up to 90 days after the date of completion of the contract. The proceeds of the performance security shall be payable to the ASRB as compensation for any loss (es) resulting from the failure of the Bidder to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by ASRB for failure.

The Bidder has to deposit this security in the form of Bank Guarantee of a Nationalised Bank FDR/Demand Draft /Pay order in favour of Secretary, ASRB. The Performance Security will be discharged by the ASRB and returned to the Bidder not later than 90 days following the date of completion of the Bidder's performance obligations. In the event of any contract amendment, the Bidder shall, within 7 days of receipt of such an amendment furnish the amendment to performance security, rendering the same valid for duration of the contract as amended for further period of 90 days thereafter.

#### **6.5 Governing Language**

The bid & contract shall be written in English language. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English language.

#### **6.6 Consortium**

No consortium will be entertained by ASRB. The bidder shall hold the full responsibility of the contract. Any consortium formed by the bidder at his end which was formed either to gain entry into the agreement with ASRB or during the project for the execution of the agreement will be at the sole risk and responsibility of the bidder and would lead to rejection of tender or termination of contract with penalty.

#### **6.7 Penalty Clause / Liquidated Damage**

If any of the stages specified, either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the bidder and not in any way attributable to the delay on the part of ASRB, a penalty @ 1.0% of the bid value of the delayed stage of the item, per day (subjected to maximum 10%) may be imposed and accordingly the time for the next stage be reduced by the ASRB, to account for the delay.

If the delay adversely affects conduct of examination, the security deposit and performance security will be forfeited and other legal action would be initiated as per terms and conditions of contract. The ASRB may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the Bidder.

Moreover if the service providing agency does not provide the Air Conditioning facilities and other facilities mentioned in the tender document at Centre/s, penalty will be imposed to it on the basis of feedback received from the Faculty of ASRB deployed at

Centre and it may up to 10% of quoting rates (per candidate rate) for each deficiency.

### **6.8 Prices**

The prices quoted for the items/services shall under no condition change during the period of agreement.

### **6.9 Subcontracts**

The Bidder shall not subcontract the awarded contract or part thereof without written consent of the ASRB, New Delhi.

### **6.10 Delays in the Bidder's Performance**

Conduct of the examination as per timeline is the main aspect of the work and performance of the Services shall be made by Bidder in accordance with the approved time schedule as notified from time to time by ASRB to the bidder and will become the forming part of the Contract Agreement. The activities involved are time bound and it is expected that no extension of time for performance of any activity/ activities will either be sought or given in this project. However, if at any time during the course of the contract, the Bidder encounters conditions impeding the timely delivery of the items and the performance of the service, the Bidder shall promptly notify to the ASRB in writing the fact of the delay, it's likely duration and its cause(s). The ASRB will evaluate the situation and in the exceptional circumstances and in the interest of work, may extend the Bidder's time for execution of said item of work, But in no case extension shall be granted having adverse effect on scheduled conduct of examination. The dates declared for examinations are absolute unless changed by the ASRB on its own. Delay on part of the Bidder in the performance of its delivery obligations shall render the bidder liable to the imposition of penalty unless an extension of time is agreed upon.

### **6.11 Termination for Default**

Either Party may, without prejudice to any other course of action for breach of contract, by written notice of 60 days to the other party, terminate the agreement in whole or in part, if:

- The defaulting party fails to perform any or all of the obligations within the time period(s) specified in the agreement or any extension thereof granted, by the other party.
- The quality of the delivery of various tasks is not up to the satisfaction of the ASRB.
- The defaulting party fails to perform any other obligation under the agreement.

In the event of the ASRB terminating the contract in whole or in part, the ASRB may procure, upon such terms and in such a manner as it deems appropriate, items or services similar to those undelivered, and the Bidder shall be liable to the ASRB for any excess costs for such similar items or services. However, the Bidder shall continue with the performance of the contract to the extent not terminated. The Bidder shall stop the performance of the contract from the effective date of termination and hand over all the documents, data, equipment etc. to ASRB for which payment has been made. The Bidder may withdraw items, for which payment has not been made. No consequential damages shall be payable to the Bidder in the event of termination. In case of termination of contract, all Bank Drafts/ FDRs furnished by the Bidder by way of Bid Security /

Performance Security shall stand forfeited. In case of suspension/termination, the Bidder shall be liable to pay compensation for any direct loss or additional liability, if incurred due to completion of work by another agency.

#### **6.12 Termination for Insolvency**

The ASRB may at any time terminate the contract by giving notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the ASRB.

#### **6.13 Suspension**

The ASRB may, after giving a written notice of suspension to the Bidder, and considering the representation, if any, submitted to him within a period of 15 days from receipt of such notice, suspend all payments to the Bidder, if the Bidder fails to perform any of its obligations (including the carrying out of the services) provided that such notice of suspension:

- Shall specify the nature of the failure and
- Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

The ASRB may engage some other agency for the completion of suspended work, which will be carried out at the risk, and cost of the Bidder.

#### **6.14 Confidentiality**

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the ASRB's business or operations without the prior consent of the ASRB.

#### **6.15 Force Majeure**

Notwithstanding anything contained in the Bid Document, the Bidder shall not be liable for forfeiture of security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, earth quakes, epidemics. The preventive majors for fire breakdown must be followed otherwise will not be applicable here. The decision of the ASRB, regarding Force Majeure shall be final and binding on the Bidder. If a Force Majeure situation arises, the Bidder shall promptly notify to the ASRB in writing, of such conditions and the cause thereof. Unless otherwise directed by the ASRB in writing, the Bidder shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The ASRB may, terminate this agreement by giving a written notice of a minimum 15 days to the Bidder, if as a result of Force Majeure; the Bidder is unable to perform a material portion of the services for a period of more than 30 days. Force Majeure does not include insufficiency of funds, any event which is caused by the negligence or any event which a party could reasonably have been expected to foresee or overcome in carrying out of its obligations.

### **6.16 Resolution of Disputes**

The ASRB and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute that may arise between them under or in connection with the Contract. If, after 20 days from the commencement of such informal negotiations, the ASRB and the Bidder are unable to resolve, amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism. In all matters and disputes arising there under, the sole arbitrator shall be mutually agreed upon by the parties in writing, who shall decide the claim and its decision shall be final and binding on both the parties. However, during the period of doubt, disagreement or dispute, the Bidder shall ensure that the Project works in a normal way. Such doubts, disputes and disagreement shall not give any reason or freedom to the Bidder to interfere in or prevent normal functioning of the Project.

### **6.17 Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Delhi only.

### **6.18 Local Conditions**

The Bidder shall inspect the cities/sites of operation and shall satisfy himself of the cities/site conditions and availability of required resources and shall apprise himself of the procedure for engagement of agencies and shall collect any other information that may be required before submitting the bid. Claims and objections due to ignorance about site conditions shall not be considered after the submission of bid.

### **6.19 Responsibilities of the Bidder**

The bidder shall be responsible for the successful conduct and processing of online examination (Computer Based Test) as per the terms and specification and direction of ASRB.

### **6.20 Interpretation**

In these Terms & Conditions:

- References to laws shall mean the applicable laws of India and references in the singular shall include references in the plural and vice versa.
- References to a particular article, paragraph, sub-paragraph or schedule shall, except where the context otherwise requires, be a reference to that article, paragraph, sub-paragraph or schedule in or to this tender.
- The headings are inserted for convenience and are to be ignored for the purposes of construction.
- Whenever provision is made for the giving of notice, approval or consent by any Party, unless otherwise specified such notice, approval or consent shall be in writing and the words 'notify', 'approve', and 'consent' shall be construed accordingly.
- In case of any inconsistency between this tender and the Bid made to ASRB, the terms of this Tender shall prevail.



**CENTRES FOR STENOGRAPHERS GRADE-III EXAMINATION -2016**

<b>Centre Code</b>	<b>Centre</b>	<b>State</b>
01	Ahmedabad	Gujarat
02	Bengaluru	Karnataka
03	Bhopal	Madhya Pradesh
04	Bhubaneswar	Odisha
05	Chandigarh	U.T.
06	Chennai	Tamil Nadu
07	Cochin	Kerala
08	Dehradun	Uttarakhand
09	Delhi	Delhi
10	Guwahati	Assam
11	Hyderabad	Telangana
12	Jodhpur	Rajasthan
13	Kolkata	West Bengal
14	Lucknow	Uttar Pradesh
15	Mumbai	Maharashtra
16	Nagpur	Maharashtra
17	Patna	Bihar
18	Port Blair	Andaman & Nicobar Islands
19	Shimla	Himachal Pradesh
20	Srinagar	Jammu & Kashmir
21	Varanasi	Uttar Pradesh

SCHEDULE -III(A)

FINANCIAL BID1

To,  
Controller of Examination  
Agricultural Scientists Recruitment Board,  
KAB-I, Pusa,  
New Delhi-110 012

Sir,

I/We wish to submit our Tenders for FOR CONDUCT OF ONLINE COMPUTER BASED (CBT) EXAMINATION INCLUDING ONLINE REGISTRATION OF APPLICATIONS FOR RECRUITMENT TO THE POSTS UNDER INDIAN COUNCIL OF AGRICULTURAL RESEARCH AND ITS RESEARCH INSTITUTES/KVKS.

**FORMAT FOR THE SUBMISSION OF THE FINANCIALS BID (for single slot exam)**

S. No.	No. of Applications Received and processed	Rates for all the responsibilities as per scope of work pertaining to Computer Based Test (CBT)
1.	upto 20000	<u>Rates per application for single slot exam (excluding of all applicable taxes)</u> Rs ...../- (Rs. in words .....only)
2.	upto 30000	Rs...../- (Rs. in words..... Only)
3.	30000 and above	Rs ...../- (Rs. in words..... only)

**Submitted By:**

**Signature** : .....

**Name** : .....

**Designation** : .....

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

**Agency Seal** : .....

**SCHEDULE -III(B)**

**FINANCIAL BID 2**

To,  
Controller of Examination  
Agricultural Scientists Recruitment Board,  
KAB-I, Pusa,  
New Delhi-110 012

Sir,

I/We wish to submit our Tenders for FOR CONDUCT OF ONLINE COMPUTER BASED (CBT) EXAMINATION INCLUDING ONLINE REGISTRATION OF APPLICATIONS FOR RECRUITMENT TO THE POSTS UNDER INDIAN COUNCIL OF AGRICULTURAL RESEARCH AND ITS RESEARCH INSTITUTES/KVKS.

**FORMAT FOR THE SUBMISSION OF THE FINANCIALS BID (for two examination in two slot on a single day)**

S. No.	No. of Applications Received and processed	Rates for all the responsibilities as per scope of work pertaining to Computer Based Test (CBT)
1.	upto 20000	<b><u>Rates per application for two slot exam (excluding of all applicable taxes)</u></b> Rs ...../- (Rs. in words .....only)
2.	upto 30000	Rs ...../- (Rs. in words .....only)
3.	30000 and above	Rs ...../- (Rs. in words .....only)

**Submitted By:**

**Signature** :.....

**Name** :.....

**Designation** :.....

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

**Agency Seal** :.....

UNDERTAKING

F.No. 2(3)/2016-Exam.II

**Tenders for CONDUCT OF ONLINE COMPUTER BASED (CBT) EXAMINATION INCLUDING ONLINE REGISTRATION OF APPLICATIONS FOR RECRUITMENT TO THE POSTS UNDER INDIAN COUNCIL OF AGRICULTURAL RESEARCH AND ITS RESEARCH INSTITUTES/KVKs.**

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

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From \_\_\_\_\_  
\_\_\_\_\_

To,  
The Controller of Examination  
ASRB, KAB-I, Pusa  
New Delhi-110 012

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions of the contract for **CONDUCT OF ONLINE COMPUTER BASED (CBT) EXAMINATION INCLUDING ONLINE REGISTRATION OF APPLICATIONS FOR RECRUITMENT TO THE POSTS UNDER INDIAN COUNCIL OF AGRICULTURAL RESEARCH AND ITS RESEARCH INSTITUTES/KVKs.**

I/We hereby submit our tender for **Online Examination (Computer Based Test): Conduct and Processing for Examination of the ASRB, New Delhi.**

I / We have enclosed the earnest money deposit in the shape of demand draft of **Rs.50,000/- (Rupees Fifty thousand only) (Refundable)** in the name of the Secretary, ASRB, payable at New Delhi, Demand Draft .No. \_\_\_\_\_ dated \_\_\_\_\_ Issued from Bank \_\_\_\_\_ Pay order/ DD No. \_\_\_\_\_ of ₹. \_\_\_\_\_ drawn in favour of Secretary, ASRB and payable at New Delhi has been submitted to your office on.....(date) on account tender cost form

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

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

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

I / We undertake to sign the contract / agreement within 15 (fifteen days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our / my earnest money deposit may be forfeited and our / my name may be removed from the list of service providers / suppliers at the ASRB, New Delhi.

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

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

I / We understand that you are not bound to accept the lowest or any bid you may receive.

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

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

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

Yours faithfully,

**Date:**

**Signature & Seal of the Tenderer**

**Signature of witness:**

**Telephone No. Office:**

**Name & Designation of witness**

**Res.:**

**Address:**

**Mobile:**

DRAFT SPECIMEN AGREEMENT

This agreement is made at ..... (place) .....on (month/year)..... day of between Agricultural Scientists Recruitment Board (hereinafter called ASRB) through..... (designation of the competent authority in ASRB) ..... which term shall include its successors, assignees etc. on the first part and .....(name & address of the firm) (hereinafter called the firm) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the ASRB has decided to assign a contract of Online Examination, including Online registration of application for various post under ICAR/its Research Institute/KVKs at different Centre all over the Country to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. ....(date)..... and will remain in force for a period for one year but can be terminated by ASRB by giving one calendar months' notice in writing of its intentions to terminate the agreement. The agreement can be renewed, on mutually agreed terms for one year.
2. The firm shall be responsible for annual work contract for providing all services as given under Scope of work in Schedule II of the tender document.
3. All personnel posted for performance of awarded work shall at all times and for all purposes be deemed to be employees of the firm and the ASRB shall have no liability on this account in any manner.
4. That the Firm shall ensure that all persons deployed at ASRB premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
5. The ASRB shall have the right to ask for the removal from its premises any personnel considered by them to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the ASRB.
6. The deduction of income tax from the bills of the agency will be made at source as per rates applicable from time to time.
7. In case of dispute between the parties, the matter shall be referred to the sole arbitrator appointed by the Secretary, ASRB. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties. The arbitration proceedings shall be governed by Arbitration & Conciliation Act, 1996 as amended from time to time.
8. That the firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
9. That in case the firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, ASRB shall cancel the contract.
10. The contract is subject to the conditions that the firm shall comply with all the laws and bye-laws of Central Govt. State Govt. / NCT of Delhi as applicable relating to this contract.
11. In case of any loss or damage to the property of the Board which is attributable to the firm, the full damages will be recovered from the firm as decided by Board.

12. The firm shall not transfer its right or sub- contract to anyone else.
13. The firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
14. The firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligence and honesty.
15. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

**PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE (As stipulated in Schedule II of the tender document)**

The decision of the competent authority at ASRB shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the firm)

(For the ASRB)

Witness:-

1. \_\_\_\_\_

2. \_\_\_\_\_