



Expression of Interest (Eoi)
For
Selection of Service Provider to conduct
Computer Based Test (CBT)

Issued by

Human Resource Development Group
Council of Scientific & Industrial Research
CSIR complex (Opposite Institute of Hotel Management)
Library Avenue, Pusa , New Delhi – 110 012.

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Submission of proposal/response to this Expression of Interest Eol doesn't guarantee evaluation or allocation of work. Under no circumstances will the CSIR-HRDG be held responsible or liable in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption or loss of information) resulting or arising directly or indirectly by application or non – application to this Eol.

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1. Text of Advertisement



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
(AN AUTONOMOUS INSTITUTION)
Government of India - Ministry of Science and Technology

Human Resource Development Group
Council of Scientific & Industrial Research
CSIR complex (Opposite Institute of Hotel Management)
Library Avenue, Pusa, New Delhi – 110012.
E-mail: usexam@csirhrdg.res.in

Invitation for Expression of Interest (Eoi)

Examination Unit (EU) of Council of Scientific and Industrial Research (CSIR), Human Resource Development Group invites Eoi for conduct of Computer Based Test. The Eoi document containing details of scope of work, eligibility and pre-qualification criteria can be downloaded from <http://www.csirhrdg.res.in/> and CPP Portal website www.etenders.gov.in The eligible firms may submit their proposal in the prescribed format on CPPP Portal www.etenders.gov.in by 12th November, 2020 till 5.00 PM. Only online bids will be accepted.

2. INTRODUCTION

Council of Scientific and Industrial Research (CSIR) is an autonomous body under Department of Scientific and Industrial Research (Government of India), New Delhi. CSIR's role in S & T human resource development is noteworthy. Research Fellowships have been identified as one of the function of the Council vide Department of Commerce Resolution No. 148.Ind.(157)/41 dated 26thSeptember 1942. Presently, CSIR has been supporting a large number of research fellows/associates for pursuing their doctoral and postdoctoral research in universities and R & D institutions across the country. CSIR has initiated various schemes over the years to benefit students to pursue their research interests in various areas of science & technology, the most noteworthy among these is Joint CSIR-UGC Junior Research Fellowship & Eligibility for Assistant Professor (NET) Exam.

2.1 OBJECTIVE

Through this EoI, CSIR-HRDG intends to seek interested probable Bidder for Conducting "Computer Based Test (CBT)", for preferably around 2,50,000 to 3,00,000 applicants per exam held twice a year (June & December) on Pan India Basis. CSIR-HRDG will invite limited RFP with the selected Bidder through this EoI.

2.2 DEFINITION OF TERMS

Terms	Definition
Bidder	The natural Person, Private or Government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.
Contract	Is used synonymously with Agreement
Document	Means any embodiment of any text or image however recorded and includes any data, text, images, sound, voice, codes, databases or any other electronic documents as per IT Act 2000.
EU	Examination Unit
CSIR	Council of Scientific & Industrial Research
SP	Service Provider
Scope of work	means all Goods and Services, and any other deliverables as required to be provided by the SP under the RFP.
ECU	Examination Control Unit
Purchaser/Principal	Refers to CSIR-HRDG
RFP	Request for Proposal

2.3 Bidding Data Sheet

S. No.	Particulars	Details
1	Document ID	339/Tender-CBT/2020
2	Release Date	22 nd October, 2020
3	Selection Method	Tender will be awarded to the Bidder with the highest score based on the QCBS Evaluation Method (70 for Technical : 30 for price), subject to Bidder meeting the pre-qualification Criteria and Minimum Technical Qualification
4	Name of Inviting Authority	Head, Human Resource Development Group CSIR Complex , (Opposite Institute of Hotel Management) Library Avenue, Pusa , New Delhi – 110 012.
5	Eoi issued by	Examination Unit, CSIR-HRDG
6	Availability of Eoi	Eoi can be Downloaded from : 1. CSIR –HRDG website www.csirhrdg.res.in 2. Central Public Procurement Portal (CPPP) www.etenders.gov.in
7	Last date of Submission of Eoi	Proposals must be submitted by 12 th November, 2020 upto 5.00 PM on CPPP website www.etenders.gov.in

3. Pre-qualification Criteria

Following criteria prescribed as the pre-qualification criteria for Bidder interested in undertaking the project shall be applicable. The Bidder shall fulfill all the following pre-conditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the bid. Claims without documentary evidence will not be considered.

S. No.	Parameter	Criteria
1.	Legal Entity	i. A company incorporated in India under the companies Act 1956, 2013 and subsequent amendments thereto (firm/LLP/Govt./PSU). ii. Should have GST Number iii. Should have a valid Pan Number
2.	Past experience in work of similar nature	The Bidder should have executed minimum of five (5) projects of similar nature on all India basis out of which one project should be with capability of at least 2,00,000 candidates in a single exam during the last three years.

3.	Financial turnover of the Bidder	The Bidder should have minimum Annual average turnover of more than INR 30 crores from CBT/online education /examination / assessment business for the last three financial years (2016-2017, 2017-2018, 2018-2019,)
4.	Financial Strength	Bidder should have positive net worth for the last three financial years (2016-2017,2017-2018, 2018-2019,)
5.	The Bidder should not have been blacklisted by central/state government Departments/ under takings.	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted/debarred for any activity related to examination business in India by any PSU or Any Regulatory Body or Government of India or State Government or any of its agencies for any reasons whatsoever for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.
6.	Infrastructure	The Bidder should have a branch office in Delhi/NCR
7.	Integrity Pact	Selected bidders shall be required to sign the integrity pact with CSIR-HRDG.

4. Evaluation of Eol

4.1. General Instructions

1. The Eol shall be submitted within the stipulated date and time on CPP Portal www.etenders.gov.in
2. EOI proposal shall consist of supporting proofs and documents as defined in Section 3 - Pre-Qualification Criteria.
3. Bidder shall submit all the required documents as mentioned in Section 6 of this document.
4. The Eol proposal submitted by Bidder should be a complete document. The document should be page numbered, must contain the list of contents with page numbers and shall be digitally signed by the Authorized Representative of the Bidder.
5. Eol document submitted by the Bidder should be concise and contain only relevant information as required.
6. The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the Eol proposal.
7. Any proposal received by CSIR-HRDG after the submission deadline shall not be considered. No further correspondence on the subject will be entertained.
8. CSIR-HRDG will shortlist Bidders who meet the Pre-Qualification criteria as mentioned in Section 3 of this document.

4.2 Evaluation Process

1. CSIR-HRDG shall evaluate the responses to the EoI and all supporting documents/ documentary evidences. Non-submission of requisite supporting documents/ documentary evidence, may lead to rejection of the EoI Proposal.
2. CSIR-HRDG may seek additional documents or clarifications as and when required from the Bidders.
3. Each of the responses shall be evaluated to validate compliance of the applicant according to the Pre-Qualification Criteria, Forms and the supporting documents specified in this document.
4. All bidders will be required to give their presentation on the date and time fixed by EU, CSIR-HRDG.
5. CSIR-HRDG shall notify the short listed Bidders on its Website www.csirhrdg.res.in and www.etenders.gov.in
6. Only Shortlisted Bidders will be issued the Request for Proposal (RFP).
7. The decision of the CSIR-HRDG in the evaluation of responses to the Expression of Interest shall be final.

5. Scope of Work

The Selected Bidder shall be responsible for examination management and undertake the below mentioned activities. However, the scope of work will not be limited to these activities. The selected Bidder 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 Bidder shall deploy one Project Manager at Examination Unit, CSIR-HRDG Office on regular basis as and when requested for would be responsible for communicating the progress of work on the examination, team management, issue management etc.

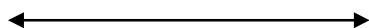
All examination phases' processes shall be carried out by the Selected Bidder in consultation with Examination Unit of CSIR-HRDG.

Scope of Work has been divided into three broad phases

- Pre-Examination Phase
- Conduct of Examination Phase
- Post Examination Phase

Brief Description of Services (Pre-exam, Conduct of exam and Post-exam) to be provided by the Vendor:

- Online generation of hall tickets after due approval of the competent authority
- Identification, Selection and Preparation of Adequate number of Digital Test centre's (with 20% buffer of nodes), for the conduct of Computer Based Test within the stipulated time.
- Arrangements for biometric registration of candidates, frisking of candidates (male, female separately) etc.
- Online Question Paper Delivery to various Test Centres before the start of Test
- Ensure a seamless, secure conduct of Examination
- End-to-End support including technical, operational, logistics and manpower related support during and after the conduct of examination including Invigilation, Security & frisking (engagement of professional security agencies)
- Establishment of Examination Control Unit (ECU) at Examination Unit, CSIR–HRDG with a robust dashboard for real time monitoring of examination including live feeds from CCTV surveillance at test centers.
- Storage and transmission of examination logs and other data to Examination Unit in a safe and secure mode within the prescribed time frame
- Compilation of response data in the desired format for result generation.
- Application Management of representations related to Questions and answer keys
- Processing and publication of result
- Customized report generation
- Application for issuance of e-certificate to qualified candidates.



- Authentication and approval management for all above Operations
- Security Management of Data and processes
- Standby or backup procedures management for critical processes
- Audit management of data, procedures and authentication/validation operations
- Options for archival of student /exam data, certificate etc Audit trail of entire activity

6. Pre - Qualification Documents List and Formats

S. No.	Parameter	Criteria	Supporting Documents
1	Legal Entity	i. A company incorporated in India under the companies Act 1956, 2013 and subsequent amendments thereto. ii. Should have GST Number iii. Should have a valid Pan Number	Copy of Certificate of Incorporation Submit valid certificates of registration
2	Past experience in work of similar nature	The Bidder should have executed minimum of five (5) projects (CBT) of similar nature on all India basis out of which one project should be with capability of at least 2,00,000 candidates in a single exam during the last three years.	Submit information in Format-4 along with documentary evidence i.e Photocopies of work orders and satisfactory performance report from the user Department needs to be attached; otherwise proposals will not be considered
3	Average annual turnover of the Bidder	The Bidder should have minimum annual average turnover of more than INR 30 crores from Computer Based Test (CBT)/online education/ examination/ assessment business for the last three financial years (2016-2017, 2017-2018, 2018-2019)	Certificate from Chartered Accountant along with copies of audited Balance sheet for the last three financial years (2016-2017, 2017-2018, 2018-2019 in Format – 3)
4	Financial Strength	Bidder should have positive net worth for the last three financial years (2016-2017, 2017-2018, 2018-2019)	Certificate from Chartered Accountant for positive NET worth
5	The Bidder should not have been blacklisted by central/state government Departments/ undertakings.	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or black listed/ debarred for any activity related to examination business in India by any PSU or Any Regulatory Body or Government of India or State Government or any of its agencies for any reasons whatsoever for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.	Self-Declaration letter duly signed by authorized signatory on company letter head & notarized as per enclosed format-5.
6.	Infrastructure	The Bidder should have a branch office in Delhi/NCR or should open a branch office within one month of award of work	If yes, Address of the office If no, state your willingness to open branch office
7.	Integrity Pact	Selected bidders shall be required to sign the integrity pact with CSIR-HRDG.	Format 6

6. 1 Formats for applying

FORMAT-1

Applicant's consent Form

To,
Head, HRDG
Examination Unit, CSIR Complex,
Opp. Institute of Hotel Management,
Library Avenue, Pusa,
New Delhi 110012

Subject: **Submission of "Expression of Interest (Eol) For Selection of Service Provider to conduct Computer Based Test"**

Dear Sir,

In response to the Invitation for Expressions of Interest (Eol) published on 22nd October, 2020 for **"Selection of Service Provider to conduct Computer Based Test"** we would like to Express Interest to carry out the Services. As instructed, we attach following documents:

1. Firm Contact Details (Format-2)
2. Financial strength of the organization (Format-3)
3. Name of clients (Format-4)
4. Declaration Certificate(Format-5)
5. Integrity Pact (Format – 6)

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp & date

Encl: as above

Note: This is to be furnished on the letter head of the organization.

FORMAT-2

	Firm Contact Details
Name of Firm:	
Type of Registration of firm:	
Year of Registration of firm:	
Registered Address:	
Contact Address	
Telephone:	
Contact Person:	
Mobile No.	
Fax:	
E-mail:	

Signature of the applicant
Full name of the applicant
Stamp & Date

FORMAT-3

S. No	Years	Turnover Details (in INR)
A	2016-17	
B	2017-18	
B	2018-19	
Average Annual Turnover (A+B+C) / 3		

Note: Please include Audited Annual Financial Statement/Auditor's certificate

FORMAT – 4

S.No.	Name of the Client/ engaging body	Name of Examination	Nature of services provided	Actual Date of Exam	No. of Students appeared (in lakh)	Name and Address/Telephone No./email of officer to whom reference may be made

Note: kindly enclose documentary evidence i.e Photocopies of work orders and satisfactory performance report from the user Department/ organization.

FORMAT- 5

To,
Head, HRDG
Examination Unit, CSIR Complex,
Opp. Institute of Hotel Management,
Library Avenue, Pusa,
New Delhi 110012

Sir,

In response to the “**Expression of Interest (Eoi) For Selection of Service Provider to conduct Computer Based Test**”, I/We hereby declare that presently our Agency /firm_____is having unblemished record, related to examination business in India is neither blacklisted nor debarred by any PSU or Any Regulatory Body or Government of India or State Government or any of its agencies for any reasons whatsoever for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.

If this declaration is found to be incorrect then without any prejudice, action that may be taken against us and we may be disqualified to participate in the Bid/RFP.

Thanking you,

Yours faithfully,

Name of the Bidder

Authorized Signatory

Seal of the Organization

Note: This is to be furnished on the letter head of the organization.

FORMAT-6

INTEGRITY PACT

Between:

Council of Scientific & Industrial Research (CSIR) a Society registered under the Indian Societies Act 1860 represented by _____ hereinafter referred to as "The Principal".
And herein referred to as "The Bidder/ Contractor."

Preamble

The Principal intends to award, under laid down organization CSIR, HRDG procedures, contract/s for.....The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

1. Section 1 – Commitments of the Principal

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - (b) The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - (c) The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary action.

2. Section 2 – Commitments of the Bidder(s)/Contractor(s)

- (1) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
 - (a) The Bidder(s)/Contractor(s) will not, directly or through any other Person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

- (b) The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, Certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Bidders" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Bidders" is annexed and marked as Annexure.
- (e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- (3) The person signing IP shall not approach the courts while representing the matters to IEMs and he/she will await their decision in the matter.

3. *Section 3 – Disqualification from tender process and exclusion from future Contracts*

- (1) If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take appropriate action.

4. *Section 4 – Compensation for Damages*

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

5. *Section 5 – Previous transgression*

- (1) The Bidder declares that no previous transgressions occurred in the last 3 Years with any other Company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in “Guidelines on Banning of business dealings.”

6. *Section 6 – Equal treatment of all Bidders / Contractors/ Sub-contractors*

- (1) The Bidder(s)/Contractor(s) undertake(s) to demand from all Subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

7. *Section 7 – Criminal charges against violating Bidders / Contractors/ Subcontractors*

- (1) If the Principal obtains knowledge of conduct of a bidder, Contractor or Subcontractor or of an employee or a representative or an associate of a bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

8. *Section 8 - Independent External Monitors*

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the JS (A), CSIR.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) / Subcontractor(s) with confidentiality.
- (4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (5) As soon as the Monitor notice, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (6) The Monitor will submit a written report to the JS(A), CSIR within 8 to 10 weeks from the date of reference or intimation to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.

- (7) Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the CSIR.
- (8) If the Monitor has reported to the JS(A), CSIR, a substantiated suspicion of an offence under relevant IPC/PC Act, and the JS(A), CSIR has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural.

9. Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 10 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by JS(A), CSIR.

10. Section 10 – Other provisions

- (1) This agreement is subject to Indian Law. Place of performance and Jurisdiction is the Registered Office of the Principal, i.e. New Delhi
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

<p>_____</p> <p>(For & On behalf of the Principal) (Office Seal)</p> <p>Place.....</p> <p>Date.....</p> <p>Witness 1:(Name & Address): _____</p> <p>Witness 2:(Name & Address): _____</p>	<p>_____</p> <p>(For & On behalf of Bidder/Contractor) (Office Seal)</p> <p>Place.....</p> <p>Date.....</p>
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