

**TENDER DOCUMENT
FOR
CONDUCT OF COMPUTER BASED TEST
(END-TO-END)**



**EXAMINATION UNIT
HUMAN RESOURCE DEVELOPMENT GROUP
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
CSIR COMPLEX (opposite Instt. of Hotel Management)
LIBRARY AVENUE, PUSA
NEW DELHI-110012**

Disclaimer:

This tender is not an offer by CSIR-HRDG, but an invitation to receive offers from eligible Bidders/ Service providers.

No contractual obligation whatsoever shall arise from the tender process until and unless a formal contract is signed and executed by a duly authorized officer of CSIR- HRDG with the selected service provider.



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
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Invitation for Bids/Notice Inviting Tender

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 and Eligibility for Assistant Professor NET Exam.

Head, HRDG, CSIR Complex invites E-Bids from well-established/reputed firms from India for the conduct of Computer Based Test (CBT) for a period of two years which may be extended further for two more years on year to year basis based on the performance and mutual agreement of the parties to contract. The schedule of requirement containing scope of work and Technical requirement, are given in **Section 3 and 4** appended herewith.

The Schedule for Submission of Bids and Opening of Bids is as follows: -

Sr. No.	Tender No.	Brief Description of item(s)	Single/Two Bid
1	339/CBT/2020	Selecting an agency for conduct of Computer based Test (CBT) end-to-end	Two

1. Bids are invited through the electronic tendering process and the Tender Document can be downloaded from Central Public Procurement Portal (CPPP) of Government of India, <https://etenders.gov.in> free of cost. A copy of the Tender Document is also available on CSIR- HRDG Website, www.csirhrdg.res.in.
2. The Bid prepared by the Bidder shall include Bid Securing Declaration Form as per Annexure VI.

3. The Schedule for Submission of Bids and Opening of Bids.

Date & Time of Submission of Bid		Date and Time of Opening of Bid(Technical Bid)		Venue
Date	Time (IST)	Date	Time (IST)	As detailed at Sr. No.1
29/01/2021	----	01/02/2021	-----	

4. Head, HRDG, CSIR Complex, New Delhi reserves the right to accept or reject any bids or accept all tenders either in part or in full or to split the order, or to annul the bidding process without assigning any reasons thereof.

Table of Contents		
Section	Contents	Page No.
1	Factsheet	6
2	Request for Proposal	6
	2.1 Purpose of this RFP	6
	2.2 Background Information	6
	2.3 Pattern of Examination	7
3	Scope of Work	7
	3.1 Pre-Examination Phase	8
	3.2 Conduct of Examination Phase	11
	3.3 Post Examination Phase	14
4	Bid Submission ,opening , Evaluation Process and Selection procedure	16
	4.1 right to accept or reject	16
	4.2 Pre-qualification criteria for bidders	16
	4.3 Submission of Bids	17
	4.4 Acceptance of Technical bids	17
	4.5 Scoring Model	18
	4.6 Evaluation Of Bids – Technical , Financial and Final Evaluation Criteria	19
5	General Information	20
	5.1 General Conditions of Contract	20
	5.2 Payment	22
	5.3 Other conditions of Contract	22
6	Tender Forms & Annexure's	29
	Schedule I – Technical Bid	
	Schedule II – Financial Bid	31
	Annexure – I Letter of undertaking	32
	Annexure – II Details of similar CBT work executed	34
	Annexure –IIA Details of similar CBT work under execution	35
	Annexure –III Performance Report of works referred in Annexure II & IIA	36
	Annexure –IV Financial Information	37
	Annexure –V Details of Tech. & Administrative personnel	38
	Annexure – VI Bid Securing Declaration Form	39
	Annexure – VII Performance Security form/Stand-by letter of credit	40
	Annexure – VIII Undertaking by firm for unblemished record	41
	Annexure – IX Format of integrity pact	42
	Annexure –X List of States /Cities of Exam centres	46

1. Fact sheet

S. No.	Particulars	Details
1.	Tender ID	339/CBT/2020
2.	Tender date	08/01/2021
3.	Selection Method	Tender will be awarded to the bidder with the highest score based on QCBS Evaluation Method (70 for Technical : 30 for price)
4.	Tender issued by	Head, HRDG
5.	Availability of Tender	Can be downloaded from www.etenders.gov.in www.csirhrdg.res.in
6.	EMD/Bid Security	Bid Securing Declaration form to be submitted along with the technical bids
7.	Performance Bank Guarantee (PBG)	3% of the contact value
8.	Nodal officer for correspondence and clarification	DS(Exam)
9.	Last date of Bid Submission	29/01/2021
10.	Opening of Technical Bid	01/02/2021
11.	Opening of Financial Bid	Will be intimate later

2. Request for proposal

Tenders are invited from eligible bidders based in India with its branch office in Delhi/NCR with sound technical and financial capabilities for conduct of CBT for the Joint CSIR-UGC Junior Research Fellowship and Eligibility for Assistant Professor NET Exam for CSIR as detailed out in the Scope of Work of this Request for Proposal (RFP) Document.

2.1 Purpose of this RFP

CSIR-HRDG intends to select an agency to execute the "Computer Based Test (CBT)", end to end and to manage the examination process for a total number of approximately 2.6 lakh candidates per exam in two sessions on a single day, from inviting applications, its administration, logistics, processing of results and forward raw score & marks to the CSIR-HRDG for composite declaration of results, issuance of e.certificates, etc. as per requirement of CSIR-HRDG

2.2 Background Information

Joint CSIR-UGC Junior Research Fellowship and Eligibility for Assistant Professor NET Exam is conducted by CSIR twice a year (June & December) for determining the eligibility of Indian Nationals for the award of Junior Research Fellowships (JRF) and for determining eligibility for Assistant Professor in certain subject areas falling under the faculty of Science & Technology.

CSIR and UGC provide Research Fellowships to bright young men and women for training in methods of research under expert guidance of faculty members/scientists working in University Department/National Laboratories and Institutions in various fields of Science. Only bonafide Indian citizens are eligible for this test.

CSIR/UGC Fellowship is tenable in India in Universities/IITs/Post Graduate Colleges/Govt. Research establishments including those of the CSIR, Research & Development establishments of recognized public or private sector industrial firms and other recognized institutions. The programme is aimed at National Science & Technology Human Resource Development.

2.3 Pattern of Examination

The Single MCQ Test (Bilingual) is held in five science subjects consisting of three parts A, B and C. All the parts will consist of objective type questions like MCQ, NAT, etc. The Test paper may contain 075 to 150 questions to be attempted and duration is for 03 hours. The number of questions may vary from subject to subject as per Scheme of Examination for each subject. The total Number of candidates may vary from examination to examination.

3. SCOPE OF WORK

The selected Service Provider shall be responsible for end-to-end examination management and undertake the below mentioned activities. However, the scope of work will not be limited to these activities. The selected Service Provider 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, conduct of examination and post examination. The selected Service Provider shall deploy one personnel/ In-charge at Examination Unit, CSIR-HRDG Office on regular basis who 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 Service Provider in consultation with Examination Unit of CSIR-HRDG.

Note: (a) Following shall be made available by the Exam Unit of CSIR-HRDG to the Selected Service Provider:

1. Question paper(s) for mock examinations to be held at specified centers on specified dates (center and dates to be decided by CSIR-HRDG).
2. Soft Copy of Question Paper set in Bilingual (both in English and Hindi) for each shift (two sessions on a single day) to be provided on the day of examination (one hour prior to the start of examination in prescribed format).
3. Rules/guidelines/marking scheme, etc
4. Format for issuing e.certificates to qualified candidates

(b) Following shall be made available by the selected Service Provider to Examination Unit of CSIR HRDG:

1. Master data of all registered candidates in Excel Format
2. Soft Copy of Master Data of all the Centres, etc.
3. Complete candidates' response during the examination, audit trail of all appeared candidates.
4. Attendance sheet and biometric data of all appeared candidates.
5. Video recording of CCTV Cameras of each of all the centres/venues.
6. Reconciliation of fee receipts after close of online application

Scope of Work has been divided into three broad phases (End-to-end format)

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

The selected Service Provider is expected to draw the examination plan and implement the design of the examination processes as required by Examination Unit, CSIR-HRDG, New Delhi. Broadly, the requirements will be as follows:

Complete Security management processes

- Physical Security
- Information Security
- Server Security
- Network Security

Candidate handling process

- Mapping of candidates details with Exam Centers
- Validation and verification of identity
- Attendance and biometric capture handling (photograph and thumb impression, Video surveillance through CCTV Cameras)
- Machine/seat allocation and handling of security parameters

3.1 Pre-Examination Phase

Online Registration of Candidates

1. Design, configuration, customization and deployment of e-Forms/Application forms on official/given website to enable online registration of candidates/applicants at any given time (24 X 7).
2. Configure system validations and facility to capture applicant data through online payment mode.
3. Online Help / FAQs
4. Integration of candidate registration module with Bank specified by CSIR, HRDG to enable receipt of examination fee payment gateway.
5. 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 successful bidder.
6. Applicants shall apply online only and should be able to upload scanned copy of their photo, signature, documents, etc.
7. Generation of fee receipt and filled up application form. Reconciliation of fee receipt after the close of the online application and refund to candidates who have made excess fee payment.
8. Provision for updation of application status based on successful fee receipt from candidates.
9. Disable application form after expiry of submission date.
10. Providing Facility to the candidates to review their applications and edit/make corrections in the entries they have made after the close of online application and submission of additional fee due to change in category or refund of excess fee.

11. System generated "Candidate Registration Report" detailing day-wise registration, gender/caste categorization, fee confirmation details and valid candidates enrolled for the CBT, etc.

Test Centre Management and Examination Schedule

1. To identify required secure Test Centres as per the requirement of Examination Unit, CSIR-HRDG after receiving intimation regarding city locations and approximate number of candidates (approximately 224 cities as per annexure X) to ensure conduct of examination in a Single day in two Sessions covering all candidates.
2. Arrangement and preparation of test-centres as per the requirement of the examination at least 30 Days prior to the scheduled date of the examination, to ensure that centre is notified to a candidate at least 30 days prior to the date of conduct of Examination.
3. 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 candidate's computer system. Gatta, Transparent material and Thermocol, etc. are strictly prohibited for partitions.
4. Exam Centre verification using Capacity Estimation Process should be ensured. Number of seats/Nodes at a particular center along with 20% buffer capacity and other logistic arrangement i.e. DG set (Generator set/UPS), security, etc. may also be ensured.
5. Ensure availability of at least 2 additional servers (Network/LAN) switch at each Test Centre
6. Availability of separate toilet for Gents and Ladies, drinking water arrangement at all Test Centres.
7. Deployment of administrative resources at the Test centres hired by the agency like Test Centre Administrator, IT Manager, Exam Supervisors, Invigilators, Security, peon and other supporting staffs at each Test Centre to ensure successful completion of the examination. CSIR-HRDG on its own discretion may deploy its functionaries at each test centre to oversee the overall examination process.

Minimum manpower deployment at each test centre must be as per the following scale. Each Test Centre of Capacity of 250 nodes plus 20% buffer should have the minimum following personnel to be deployed by the Selected Service Provider

Test Centre Administrator	One (1) for each Center
IT Manager	One (1) for each 200 candidates
Invigilators	One (1) per 20 candidates
Support Staff	Two (2) per 100 candidates
Security Guards	Two (2) per 100 candidates
Electrician	One (1) One for each Centre
Peons	Two (2) per 100 candidates

Note: Above staff should be increased proportionately on the basis of candidates allotted to that centre. Payment of wages, medical, statutory contributions towards ESI, EPFO or any other allowances to /in respect of the manpower engaged by the bidder would be the sole responsibility of the bidder.

8. Thorough checking of all nodes, network equipment's, electrifications, CCTV Cameras, Biometrics machine & Web Camera at Registration Desk (for capturing fingerprints, photograph, videography & 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.
9. 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 EU, CSIR-HRDG at least 30 days prior to the scheduled date of examination.

10. Selection, finalization, registration and mapping of test centres in system along with the contact details/address of the Test Centre.
11. To ensure proper lighting, ventilation and cooling systems in examination halls/rooms.
12. To arrange/provide adequate displays and required instructions/ information to the candidates appearing for test at computer based test centres.
13. The location of Test centres/ venues should be easily accessible to the candidates and well connected to public transport i.e. Bus Stand etc. As far as possible it should be centrally located within the City limits. Centres must be accessible by differently abled candidates (PwD).
14. Soft copy of Candidates Application Master Data base having Roll No., Centre No., Shift, Subject Photographs, Signature etc. of registered candidates to be provided by the selected service provider to Examination Unit, CSIR before 30 days of Exam.

Admission Card Generation

1. Randomization of candidate data and Randomized generation of examination roll number
2. Allocation of Candidates in various Test Centres in system based on the pre-defined parameters as agreed with Examination Unit, CSIR-HRDG.
3. Generation of Admission Card in online system.
4. System generated "Exam-Roll List" detailing Test Centre wise allocation of the Candidates.
5. Facility to download PDF/non-editable version of the Admission Card (containing Registration No. /Roll Number/ subject/Date/Location/ Time/Address/Instructions etc by candidate at least 21 days prior to the scheduled Date of Examination.
6. Generate unique Login ID and Password in system and SMS and e-mail notification to the candidates on registered mobile number at least 14 days prior to the scheduled Date of Examination.

Centralized Help desk support services:

1. Set-up centralized help desk during registration of application process as well as 10 days prior to the scheduled date of examination. The help desk will function from 9 AM to 5.30 PM. The contact details of Help Desk will be notified in the Advertisement/Web site.
2. 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.
3. Provide daily call-log details and intimate to the Examination Unit, CSIR-HRDG via email.
4. Intimate Examination Unit, CSIR-HRDG, whenever any candidate reports non-receipt of Admission Card/incomplete information provided to the candidate etc. (if required)

Establishment of Examination Control Unit (ECU)

1. Deployment of sufficient number of Technical Experts at the designated confidential Examination Control Unit, CSIR-HRDG to facilitate in question paper [to be provided by Examination Unit, CSIR-HRDG] for uploading, configuration in system, test server set-up, console monitoring etc. by the Selected service provider.
2. 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.
3. Set-up Exam console at ECU for monitoring the entire examination from ECU by the Examination Unit, CSIR-HRDG.

Environment Check at Test Centre and Conduct Mock Drills / Mock Tests

1. Checking environment based on test centre readiness check-list and ensure readiness of individual test centre.
2. 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.
3. Verification of network configuration and internet bandwidth/LAN connectivity availability check
4. Conduct 02 (two) Mock Tests (dry run) along with CSIR-HRDG designated representatives at least 3 days prior to the scheduled date of examination.
5. Conduct Final Mock Test (dry run) in the presence of CSIR-HRDG designated representatives at least 1 day prior to the scheduled date of examination.
6. Certification of the nodes eligible for conducting the CBT and sealing of the Test Centre after conducting final mock test.
7. Getting test centers ready in compliance with test requirements including installation of CCTV cameras at all test centers (one CCTV camera per ten candidates) installed in such a manner that it covers faces of all candidates and recording throughout the examination process which is to be handed over to Examination Unit, CSIR-HRDG after completion of examination. CCTV cameras in all the corridors of exam centre, Frisking of candidates who are to take the test as per law. All trained invigilation staff and security guards as per needs of Examination Unit, CSIR-HRDG will be provided by the selected service provider.

Video Surveillance system must also cover the following areas:

- a. Entry point of the Examination venue (Entry refers to the location from where the entry to computer lab starts including the locations of biometric registration).
- b. Exit points of the venue, if the entry and exits are separate.
- c. Server Room.
- d. Pathway to washrooms.
- e. Atop the water cooler and other convenience facilities.
- f. The room of the venue manager (if any).
- g. The front area and the back area of the Examination Venue.
- h. Any points specifically indicated by the Examination Unit, CSIR-HRDG for comprehensive surveillance coverage of the Examination venue.

3.2 Conducting Examination Phase

Test Centre Administration to conduct Examination

Minimum Candidate System Pre-requisites:

ITEM	PARTICULARS
Processor	CPU Speed: 1.5 GHz or above.
RAM	4GB or higher
Screen resolution	1024 X 768

Operating system	Compatible for candidates systems as clients, must meet the performance criteria
Performance Criteria	Must support at least 100 clients without any perceivable degradation in performance. All mouse/key clicks are to be recorded for each client with time stamp for audit purposes.
	Response time for question/page loading must be less than one second.
	All responses to be acted upon in real time.

Minimum Exam Centre Server Pre-requisites:

Screen Resolution	1024 X 768
Operating System	Windows XP Professional, Windows 7 or equivalent with appropriate Service Pack
Browser	Internet Explorer 7.0 or above compatible with above Operating Systems
Browser settings	Java Script enabled
	Pop-up blocker disabled
	Under 'Settings' of 'Temporary Internet Files', set 'Check for newer versions of stored pages' to 'Every visit to the page'
	Proxy disabled (Direct Internet)
	USB disabled, Keyboard disabled during exam after login

1. 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 vendor shall capture photograph & signature of the examinees and reconcile (match) it with the photograph and signature given in the application.
2. Final inspection/testing of the Servers installed at all Test Centres and Connectivity at least 1 day prior to the commencement of examination.
3. Ensure availability of the roll number wise sheet and attendance sheet in all the Test Centres along with the list of candidates who would undertake examination in the designated Test Centre.
4. Candidate identification, admission card authenticity check and verification of candidates at the Test Centre entrance gate at least 60 minutes prior to the commencement of Examination.
5. Cancellation of registration if any discrepancy found and intimate functionaries deputed by Examination Unit, CSIR-HRDG available at the Test Centre and ECU.
6. Allocation of seats and allotment of terminals to all eligible candidates should be completed at least 15 minutes prior to the commencement of Examination.
7. Assigning login credentials to the candidates to undertake the test
8. Circulate attendance sheet in all the Test Centres and capture signature of all the Candidates on the attendance sheet during conduct of the examination
9. Once the candidates' signatures are captured, the Selected Service Provider shall submit the signed attendance sheet to the functionaries deputed by Examination Unit, CSIR-HRDG who will counter-sign on the attendance sheet
10. Each venue must have 20% additional spare working computer nodes. For instance if a venue has capability to host 100 candidates at one go, then there must be at least 20 spare computer nodes. 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.
11. The Selected Service Provider would arrange for the necessary servers to conduct the examination at each test centre. One main server and one backup server will be available for every 200 or 250 candidates at a test centre.

12. The service provider must have the requisite MOU's with the colleges/test centres and who would arrange for the nodes necessary for the conduct of examination at each test centre. There should be at least 20% reserve pool of nodes of the total number of registered candidates in a session at each test centre.
13. The selected service provider shall provide blank paper sheet/s, pens and pencils to the candidates as per requirement and all examination material will be collected after the exam.
14. The selected service provider shall have a contingency plan for candidate management/Shifting in case of any emergency.

Test Delivery and Monitoring

1. 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 done on distributed model (i.e. through local intranet based servers). Centralized internet delivery model will not be accepted.
2. Selected Service Provider shall provide adequate mechanism to securely transfer bilingual question sets for upload at central server and secure link to transfer the test papers at test centres.
3. 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
4. Download the candidates list who are going to undertake test at the designated test centres
5. **Ensure download/upload / push question papers to Test centres from ECU through 256 bit AES + RSA Encrypted data transfer to various Nodes.**
6. Application software 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 Computer Based Test.
7. Application software shall have the provision to display same question in jumbling manner to various candidates with various options configured for the questions (questions to be jumbled ensuring that no two candidates are having same sequence of questions at the same point of time)
8. Application software shall display only one question on screen at a time with various Options
9. Application software 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 Examination Unit ,CSIR-HRDG
10. **Application software shall have secured storage for answers to questions by candidate as per the scheme of the subject provided by the Examination Unit.**
11. Application software 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 Examination Unit, CSIR-HRDG. Availability of colour blind feature at the time of examination, so that colour blind people can take the test, if needed.
12. Application software shall have the ability to trace candidates requested questions from test centre and maintain system audit trail
13. Application software 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
14. The Computer Based Test shall stop automatically after expiry of the scheduled examination duration.
15. Uploading of responses along with audit trail to ECU from the test server after completion of the examination.

16. 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
17. Restart / Resume of Test (in case of node / power / network / application failure etc.)
18. **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.)**
19. Acknowledgement of Exam progress to ECU from Test Centre Superintendent/Technical team
20. For all categories of PwD Candidates, while providing computers and relevant software with necessary security systems, the selected service provider shall keep in view the requirements of PwD candidates and a minimum of one centre at each city should be PwD friendly. The question papers for the PwD candidates (as per the city wise PwD list) shall be configured in a format to facilitate them to undertake the test.
21. Computer based exam software should support standard features such as display of details of candidates, detailed instruction upon login, start and closure of examination at scheduled time, virtual numeric scientific keypad, time left, flag questions for review, marking/unmarking of question, display of status of questions with different colour and symbols, switching between sections, switching between Hindi and English languages, provision for enlargement of font, navigation to unanswered questions and prompt submission.
22. No browser/window other than the exam should be accessible.
23. Provision to download / save / burn the participants list at all the test centres, Biometric details, candidate's responses, CCTV footage, system audit trail in hard disc (single session hard disc / non-writable hard disc, which cannot be overwritten in future) at the Test Centre as well at the ECU after completion of the examination. Submit three sets of hard disc (single session disc / non-writable hard disc which cannot be overwritten in future), in signed & sealed envelope to Examination Unit, CSIR-HRDG on the date of examination.
24. The candidate's responses, biometric, photograph, audit trails should be uploaded automatically from the local server to the Selected Service Provider data center in a secured manner. There should not be any traces of any data pertaining to candidate whatsoever post uploads left on the exam server.
25. The selected service provider should be able to hand over the raw responses/data to Examination CSIR-HRDG immediately (same day) after the candidate's response upload from local exam server. The software should have capability to take the answer key post examination. The data also need to be uploaded to a server at the Master Control Facility of selected service provider. After confirmation From Examination Unit, CSIR-HRDG the selected service provider should demonstrate complete automatic deletion of the responses and audit trails in hard disc of the main and backup server.
26. The selected service provider should be able to send to each of the candidates its own response and used question paper/ID through email after the conduct of examination (within 48 hours).
27. **Collection of feedback/grievances from candidates:** To obtain candidate's feedback through online Feed Back Form, after the test is over.

3.3 Post Examination Phase

Candidate's Response Evaluation and Result publication and issuance of e-certificate

1. Application software for uploading the Answer key on the website for candidate's objections/comments, if any, and compilation of all objections received from the candidates and disposal of the same in consultation with Examination Unit, CSIR-HRDG authorities.
2. Question-wise detailed evaluation of the candidate responses/ item analysis.
3. Apply scoring rules and cut-off to arrive at final merit list.

4. Generation/compilation of results and preparation of various reports as per requirement of Examination Unit, CSIR-HRDG.
5. Submission of three sets of hard disc (single session hard disc / non-writable hard disc, which cannot be overwritten in future), in signed & sealed envelope to Examination Unit, CSIR- HRDG containing Result / Merit list.
6. Hand over to Examination Unit, CSIR-HRDG audit trails of all candidates & CCTV footage / 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 CSIR-HRDG.
7. The evaluation of each subject may vary, accordingly the selected service provider has to design the application software for result to ensure compatibility.
8. Application software for downloading of e-certificate: Designing and preparing e-certificate as per format provided by Examination Unit of CSIR and development of software for hosting the e-certificate on website. Upload, at regular intervals for at least two years from the date of declaration of result, e-certificate of qualified candidates whose documents have been checked and verified, so as to enable such candidates to download their e-certificates. Examination Unit of CSIR-HRDG will intimate to the service provider at regular intervals the list of candidates whose documents have been checked and whose e-certificates are to be uploaded.

MIS Reports and other support activities

1. Analysis of the candidate results and provision for generation of various MIS reports (hard and soft copy):
 - Subject & specialization- wise /Category-wise/JRF-Assistant Professor wise/Gender-wise/state & university-wise/Test Centre-wise
 - Other reports as desired by Examination Unit, CSIR-HRDG.
 - Result folders of all qualified candidates (CSIR JRF/UGC JRF /Asst. Professor) along with complete application and their uploaded documents (hard & soft copy)
2. Analyse the test pattern and answering pattern and submit reports on the answering pattern and feedback on question patterns / difficulty level.
3. Preparation and submission of Incident reports (if any).
4. Provide support to CSIR-HRDG team in preparation of Court cases, RTI, candidates queries, press queries and other related activities

Time Frame

The indicative implementation plan for CBT is provided below:

Step	Step Description	Period
1	Finalizing of the project plan	Within one week of Placing the order/award
2	Registration of Online Applications	Three weeks minimum can be extendable
3	Issue of Admit Cards	21 days before the day of exam
4	Arrangement and preparation of Centres	At least 30 days prior to Exam date
5	Conduct of Mock Test(two dry run and one final)	First Mock Test 3 days before the date of Examination and final mock test one day before the date of examination
6	Go Live to conduct exam	Date of Examination

Note: The timelines are based on certain assumptions and may change

4. BID SUBMISSION, OPENING, EVALUATION PROCESS AND SELECTION PROCEDURE

4.1 **Right to accept or reject:** CSIR, HRDG 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 pre-qualification criteria specified hereunder, without assigning any reasons thereof.

4.2 Pre-qualification Criteria for Bidders

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.

4.3 Submission of Bids:

The tender shall be submitted online in Two part, viz., technical bid and price bid. The offers submitted by Telegram/Fax/email shall not be considered . No correspondence will be entertained in this matter.

The technical bid shall consist of –

- ❖ Technical information as desired in prescribed format
- ❖ Signed and Scanned Copy of Bid Securing Declaration Form – **Annexure - VI**
- ❖ The financial information as per **Annexure –IV**
- ❖ The details of similar works as per **Annexure – II**
- ❖ The details of work under execution or awarded as per **Annexure – IIA**
- ❖ The Performance Report of works referred in Annexure II & IIA as per **Annexure – III**
- ❖ Organizational Structure and information as per **Schedule I**

- ❖ The details of Technical and Administrative manpower to be employed for this work as per **Annexure V**
- ❖ To provide State/City wise No of owned Centers and total availability of owned Nodes in the City and a duly authenticated list.
- ❖ Physical Infrastructure such as availability of Exam Centers, technology, hardware, software etc. as desired and scope of work under Section 3.
- ❖ Signed and Scanned copy of Letter of Undertaking as per **Annexure-I**

The financial bid shall consist of Schedule II.

4.4 Acceptance of Technical bids: The technical bids shall not be considered for technical evaluation at all unless it is accompanied by the following:

- i. **Submission of Annexure-VI Bid Securing Declaration form.**
- ii. **Submission of Annexure - II, IIA & III along with copies of 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.

4.5 Scoring Model

S. No.	Criteria	Score
1.1	Bidder's Profile	20
1.1.1	Software solution	5
	Organization should own the source code of the application software. The Organization should have in house 50 technical persons to maintain software and data used to conduct the exam and should follow well defined software Change Management processes to manage changes in the software (Please attach proof)	5
1.1.2	Overall IT staff strength of own and not outsourced (Project Management/ Development/ Quality Assurance/ Implementation/ Operations)	15
	> 500	5
	> 1500	10
	> 2500	15
1.2	Bidder's certification	15
1.2.1	CMMi level (Organisation-Development)	7
	CMMi level 3 Development	4
	CMMi level 5 Development	7
1.2.2	CMMi level (Organisation-Service)	8
	CMMi level 3 Service	4
	CMMi level 5 Service	8
1.3	Bidder's Financial Capability	10
1.3.1	Average annual turnover from examination service (CBT work in India) for the period 2016 – 2017, 2017 – 2018, 2018 – 2019	
	More than 30 CR and Less than 50 Crore INR	7
	More than 50 Crore INR	10

1.4	Bidder's experience in CBT	35
1.4.1	Maximum no. of candidates appeared in computer based examination (CBT) in a single session completed in India at least once in last three years (during 2016-2017, 2017-2018, 2018-2019 on date of bid submission). Please submit proof.	20
	< 1,50,000 Candidates	10
	1,50,000 – < 2,00,000 Candidates	15
	2,00,000 & above Candidates	20
1.4.2	No of Assignments in computer based examination (with more than 2,00,000 candidates in single exam) completed in India in last three year (as on date of bid submission)	15
	Upto 5 assignments	5
	5 – 10 assignments	10
	More than 10 assignments	15
1.5	Bidder's Infrastructure Capability	20
1.5.1	Owned Node (available 24 x 7 with minimum 250 nodes in each centre) in India	15
	Less 1,50,000 candidates	5
	1,50,000 – < 2,00,000 candidates	10
	2,00,000 & above candidates	15
1.5.2	Primary Data Center with Secondary DC site to be managed by the bidder/group of companies for data Security	5
	Tier III Primary DC infrastructure with Secondary DC owned/outsourced by the bidder/group of companies	3
	Tier III Primary DC infrastructure with Secondary DC owned/outsourced by the bidder/group of companies with Meity Gol Certified infrastructure	5

Total Score: 100

Eligibility condition: Any bidder scoring less than 70% in the above Technical Score, will be deemed as technically ineligible.

4.6 Evaluation of Bids

A. Technical Evaluation

Detailed technical evaluation shall be carried out along with other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation.

Technical evaluation will be based on the criteria given below (Total 100 points):

1. Bidder's Profile
2. Bidder's certification
3. Bidder's Financial Capability
4. Bidder's experience in CBT
5. Bidder's Infrastructure Capability

B. Financial Evaluation

The Financial Bid of only those Bidders who have been found to be technically eligible will be opened. The Financial bids of ineligible bidders will not be opened.

The Financial Bids shall be opened in the presence of representatives of technically eligible Bidders, who may like to be present. CSIR shall inform the date, place and time for opening of the Financial Bid to the technically eligible bidder(s).

Applicable taxes will be paid as per applicable rates of the Government. In case of discrepancy between the price/rates in figures and words, the price/rates in words will be considered as final. Actual payment will be made on the basis of number of candidates/application registered for the exam (after removing all duplicate / rejected applications).

C. Evaluation and Comparison of Bids

70 % weightage will be awarded for Technical Evaluation and 30 % weightage will be awarded for Financial Evaluation

Every Technical Bid will be assigned a Technical score (TS) on a scale of 100 points, as per the Scoring Model provided in the previous section.

Further, the commercial/financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

D. Final Evaluation Criteria - Quality and Cost based selection (QCBS)

The individual Bidder's commercial scores (CS) are normalized as per the formula below:

$F_n = (F_{min}/F_b) * 100$ (rounded off to 2 decimal places) Where,

F_n = Normalized commercial score for the Bidder under consideration

F_b = Absolute financial quote for the Bidder under consideration

F_{min} = Minimum absolute financial quote

Composite Score (S) = $T_s * 0.70 + F_n * 0.30$

The Bidder with the highest Composite Score(S) would be awarded the contract.

5. General Information:

5.1 General Conditions of Contract

1. CSIR conducts Joint CSIR-UGC Junior Research Fellowship & Eligibility for Assistant Professor NET Exam twice in a year i.e. June and December (3rd Sunday). Tenders are invited for conduct of Computer Based Tests. The contract shall be initially for a period of two years (four exams) which may be further extended for two (02) more years, on year to year basis (two exams per year), based on satisfactory performance of the firm and mutual agreement of the two parties to the contract.
2. The tender bids should be uploaded on CPP portal. 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-I (Letter of Undertaking). If the bidder gives any misleading incorrect information or try to conceal the facts in their tender or wrongfully create circumstances for acceptance of the tender, CSIR reserve the right to reject such a tender bid at any stage.
3. Late bids i.e., bids received after the specified last date and time for receipt of bids shall not be entertained under any circumstances.
4. **Earnest Money Deposit/Bid Security:** The bidders are required to submit Bid Securing Declaration Form (as per Annexure VI) along with the bid document as notified by Govt. of India, Ministry of Finance, Deptt. of expenditure Procurement Policy Division vide OM No.F.9/4/2020-PPD dated 12th November, 2020.
5. **Performance Security Deposit:** An amount equal to 3 % of the total contract value is to be deposited by the selected service provider as Performance Security Deposit in the form of Fixed Deposit Receipt/Bank Guarantee from any Commercial Bank, Demand Draft/Pay Order after receiving a communication from the CSIR about award of contract, in favour of Under Secretary, CSIR-HRDG, CSIR Complex, Pusa, New Delhi payable at New Delhi within fifteen days of receipt of the order. The Performance Security would be retained by CSIR-HRDG till satisfactory completion of the work assigned and must remain valid till ninety days of the completion of all contractual obligations.
6. Considering the confidentiality and sensitivity of the work involved, the successful bidder/service provider will be required to sign a non-disclosure agreement at the time of signing a contract with CSIR-HRDG that it would not divulge any details pertaining to the examination to anybody without prior permission of CSIR-HRDG 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.
7. The bidder 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 he terms and conditions thereof.
8. The **Schedule I (Technical) & II (Financial)** of the tender form should be uploaded. 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 bidder. 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 along with the tenders.

9. 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, 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.
10. If a bidder does not accept the offer, after issue of letter of award by CSIR-HRDG within 15 (fifteen) days, the offer made shall be deemed to be withdrawn without any notice.
11. 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, CSIR-HRDG 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 tender and the schedules to the tender and annexure(s), if any, should be signed by the bidder.
12. The rates quoted by each firm for job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenders will be opened online by the authorised officer.
13. The Income 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 the bills of the successful bidder, as per rules/ instructions made applicable from time to time by government.
14. All Disputes arising, if any, on the Contract Agreement will be settled as notified vide CSIR letter No.36-02/80-Law/355 dated 6th May, 2019 by referring to "Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi".
15. Award of contract by CSIR-HRDG will be communicated by Fax/Registered letter or any other form of communication. The instructions in the form of e-mail/Fax/ Registered letter etc. should be acted upon immediately.
16. CSIR-HRDG 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 bids/tenders will not be accepted and will be summarily rejected.
17. CSIR-HRDG reserves the right to modify any of the terms and conditions of the contract, at its discretion, in the interest of the job/work.
18. Successful Bidder will have to enter into a detailed contract agreement with CSIR-HRDG on non-judicial stamp paper of ₹ 100/- (One hundred only).
19. In case of any events on the day of exam, if the exam could not be held in a centre/city/state it would be rescheduled within a period 15 days with due approval of CSIR-HRDG.

5.2 Payment

The payment would be released as per following schedule/pattern upon furnishing of bills by the agency:

60% of the total payment	On successful testing & Conduct of Examination at all Centres
25% of the total payment	On satisfactory declaration of result
15% of the total payment	After submission of requisite MIS reports etc.

Income Tax will be deducted at source from the bills as applicable. The Agency must furnish its PAN number.

5.3 Other Conditions of the Tender :

1. Standard of performance

The selected service provider 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 Computer Based Test and shall always act in respect of any matter relating to this agreement, as faithful advisors to the CSIR-HRDG. The selected service provider shall always support and safeguard the legitimate interests of the CSIR-HRDG 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 selected service provider. The selected service provider shall be liable to pay to the CSIR-HRDG for any financial losses by way of some of system and process failure.

2. Intellectual Property Rights

No software or services covered by the contract shall be developed, sold, disposed of or done by the selected service provider 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 selected service provider 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 CBT work.

3. Applicable Law and Statutory Obligations:

The workers employed by the selected service provider to perform the contract, shall be the employees of the selected service provider and the selected service provider alone shall be liable to pay the wages and all other payments as may be due to the workers and CSIR-HRDG shall in no way be liable for the same. The selected service provider 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 selected service provider shall also indemnify CSIR-HRDG for any claims whatsoever made by such workers against CSIR-HRDG in that behalf. CSIR-HRDG shall not be responsible for death, disablement, injury, accident to selected service provider's employees, which may arise out of and in the course of their duties with the selected service provider. CSIR-HRDG shall not be liable to pay any damages or compensation to selected service provider's employees. The same are to be paid by the selected service provider as per the provisions of Law. The selected service provider 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. The selected service provider shall be held responsible as a “Principal employer”.

4. Performance Security

Within 15 days of receipt of notification of award, the selected service provider shall furnish an amount equal to 3 % of the total contract value as performance security (OM No.F.9/4/2020-PPD dated 12th November, 2020) valid up to 90 days after the date of completion of the contract. The proceeds of the performance security shall be payable to CSIR-HRDG as compensation for any loss(es) resulting from the failure of the selected service provider to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by CSIR-HRDG for failure.

The selected service provider has to deposit this security in the form of Bank Guarantee of a Nationalised Bank FDR/Demand Draft /Pay order in favour of Under Secretary, CSIR Complex, Pusa, New Delhi. The Performance Security will be discharged by CSIR-HRDG and returned to the selected service provider within 90 days following the date of completion of the selected service provider's performance obligations or upto expiry of contract period, whichever is later. In the event of any contract amendment, the selected service provider shall, within 7 days of receipt of such an amendment, furnish the amendment to performance security, rendering the same valid for a period of 90 days beyond the extended duration of the contract.

5. Governing Language

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

6. Penalty Clause/Liquidated Damage

1. The payment to the service provider shall be made in Indian rupees and shall be paid only after the successful completion of the entire work as indicated in payment schedule, without any errors.
2. In case of non-fulfilment of the service provider's specific obligation as under the contract, which non-fulfilment leads to data loss/ non-compliance of event based log/data saving. The service provider shall indemnify CSIR-HRDG to the extent of any loss suffered by CSIR-HRDG as a result of such data loss/non-compliance of event based log/data saving. However, the total liability of the service provider under this clause as well as under any other clause of the contract shall be limited to total amount payable by CSIR-HRDG to the service provider (under the terms of the contract), provided, however, that this limitation shall not apply to any liability for damages arising from wilful misconduct or negligence.
3. If any examination has to be conducted either on the buffer date or any of the unused weekends due to any technical or non- technical problems from the service provider's side, then the service provider has to bear the cost of the conduct of the examination as quoted in the commercial proposal. In addition to this, penalty equivalent to 5 (five) times of total amount admissible in respect of that center/venue will be deducted from the payments due to the Service Provider. If the re-examination happens due to CSIR-HRDG decision or issues then CSIR-HRDG has to bear the cost of the conduct of the examination as quoted in the commercial proposal as per the pro-rata basis.
4. In case the Service provider fails to fulfil the obligations as per the terms and conditions of the contract, the CSIR-HRDG may impose penalty to the extent of 100% of the total payment due for that Computer Based Examination. In addition, the Performance Security may also be forfeited.
5. In case of any kind of fault or break in service of any live node/terminal during the Computer Based Examination, in addition to any other penalty, the CSIR-HRDG reserves the right to impose penalty equivalent to total amount payable per such node/terminal.
6. In case of any deficiency of service provided by the Technical Administrators in conducting the "Computer Based Test (CBT)-Examination" at a Test center that would lead to unacceptable delay (beyond one hour) in completing the examination, the liability of the service provider shall be limited to twice of total payable by CSIR-HRDG to the service provider for that particular test center where the deficiency has been verified and confirmed by CSIR-HRDG.

7. If the Service provider fails to deliver any or all of the Service(s)/Systems or perform the Services within the time period(s) and in the manner specified in the Contract/Agreement, CSIR shall, without prejudice to its other rights and remedies under and in accordance with the Contract/Agreement, deduct from the Contract price, as liquidated damages, a sum equivalent to 1% per week or part thereof of Contract Price subject to maximum deduction of 20% of the order value of the delayed Service(s) or unperformed Service(s).
8. If the Service provider fails to complete the entire works/Service(s) before the completion date or the extended date or if the Service provider repudiates the Contract before completion of the Services, CSIR-HRDG may without prejudice to any other right or remedy available to CSIR as under the Contract recover from the Service provider, as ascertained and agreed liquidated damages and not by way of penalty.
9. In case the service provider fails to execute the contract in part or full, the CSIR shall have liberty to get it done through any other agency with full cost recoverable from the service provider in addition to damages and penalty. The CSIR-HRDG may, after giving a written notice of suspension to the selected service provider, and considering the representation, if any, submitted by him within a period of 15 days from receipt of such notice, suspend all payments to the selected service provider, if the selected service provider 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 selected service provider.
10. If the delay adversely affects conduct of examination the security deposit/ performance security will be forfeited and other legal action would be initiated as per terms and conditions of contract.
11. If the service provider fails or neglects any of the bid obligations under the contract, it shall be lawful for CSIR-HRDG to forfeit either whole or any part of performance security furnished by the service provider for such failure.
12. In addition to above stipulation CSIR-HRDG reserves the right to initiate debarment proceedings as per Clause 2.4 of Manual for Procurement of Consultancy Services, 2017, Ministry of Finance, Gol.

7. Prices

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

8. Subcontracts

The selected service provider shall not subcontract the awarded contract or part thereof without written consent of the CSIR-HRDG

9. Delays in the Bidder's Performance

Conduct of the CBT as per timeline is the main aspect of the work and performance of the Services shall be made by selected service provider in accordance with the approved time schedule as notified from time to time by CSIR-HRDG 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 CBT work. However, if at any time during the course of the contract, the selected service provider encounters conditions impeding the timely delivery of the items and the performance of the service, the selected service provider shall promptly notify to CSIR-HRDG in writing the fact of the delay, its likely duration and its cause(s). CSIR-HRDG will evaluate the situation and in the exceptional circumstances and in the interest of work, may extend the selected service provider'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 examination are absolute unless changed by CSIR-HRDG on its own. Delay on part of the selected service provider in the performance of its delivery obligations shall render the selected service provider liable to the

imposition of penalty unless an extension of time is agreed upon.

10. 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 CSIR-HRDG.
- The defaulting party fails to perform any other obligation under the contract agreement.

In the event of CSIR-HRDG terminating the contract in whole or in part, CSIR-HRDG may procure, upon such terms and in such a manner as it deems appropriate, items or services similar to those undelivered, and the selected service provider shall be liable to CSIR-HRDG for any excess costs for such similar items or services. However, the selected service provider shall continue with the performance of the contract to the extent not terminated. The selected service provider shall stop the performance of the contract from the effective date of termination and hand over all the documents, data, equipment etc. to CSIR-HRDG for which payment has been made. The selected service provider may withdraw items, for which payment has not been made. No consequential damages shall be payable to the selected service provider in the event of termination. In case of termination of contract, all Bank Drafts/FDRs furnished by the selected service provider by way of Bid Security/ Performance Security shall stand forfeited. In case of suspension/termination, the selected service provider shall be liable to pay compensation for any direct loss or additional liability, if incurred due to completion of work by another agency.

11. Termination for Insolvency

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

12. Termination for Convenience

CSIR, HRDG, by written notice sent to the selected service provider, may terminate the Contract, in whole or in part, at any time. The notice of termination shall specify that termination is for the CSIR, HRDG's convenience, the extent to which performance of the selected service provider under the Contract is terminated, and the date upon which such termination becomes effective.

CSIR, HRDG shall accept the items/services which are completed and ready for delivery within 30 days after the selected service provider's receipt of notice of termination at the Contract terms and prices. For the remaining services, the CSIR, HRDG may elect:

- ❖ To have any portion completed and delivered at the Contract terms and prices; and/or
- ❖ To cancel the remainder and pay to the selected service provider an agreed amount for partially completed services and for services previously accomplished by the selected service provider.

13. Confidentiality

The selected service provider and their personnel shall not, either during implementation or after completion of the CBT work, disclose any proprietary or confidential information relating to the services, agreement or the CSIR-HRDG's business or operations without the prior consent of the CSIR-HRDG. The successful service provider is required to sign a non-disclosure agreement at the time of signing a contract with CSIR-HRDG.

14. Integrity Pact

The service providers/bidders are required to enter into "Integrity Pact" as notified by the CVC vide Circular No02/01/2017 (file No.015/VGL/091 dated 13.01.2017) and amended from time to time. Only those bidders/service providers who commit themselves to such a pact with CSIR-HRDG would be considered competent to participate in the bidding process.

The following Independent External Monitors (IEMs) has been appointed by CSIR, in terms of Integrity Pact (IP) which forms part of CSIR Tenders / Contracts.

Shri Anand Deep
Address: 117/363, H- 1
Next to Gurudwara Pandu Nagar
Kanpur UP 208005
Email: anand.deep117@gmail.com

15. Code of Integrity

The Bidders should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:

i)	"Corrupt practice"	making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
ii)	"Fraudulent practice"	any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
iii)	"anti-competitive practice"	any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the Purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
iv)	"coercive practice"	harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
v)	"conflict of interest" :	participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of Purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the Purchaser with an intent to gain unfair advantage in the procurement process or for personal gain; and
vi)	"Obstructive practice"	materially impede the Purchaser's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the Purchaser's Entity's rights of audit or access to information;

16. Force Majeure

Notwithstanding anything contained in the Bid Document, the selected service provider 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 selected service provider and not involving the selected service provider'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 CSIR-HRDG, regarding Force Majeure shall be final and binding on the selected service provider. If a Force Majeure situation arises, the selected service provider shall promptly notify to CSIR-HRDG in writing, of such conditions and the cause thereof. Unless otherwise directed by CSIR-HRDG in writing, the selected service provider 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. CSIR-HRDG may, terminate this agreement by giving a written notice of a minimum 15 days to the selected service provider, if as a result of Force Majeure; the selected service provider 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.

17. Resolution of Disputes/Arbitration

All Disputes arising, if any, on the Contract Agreement will be settled as notified vide CSIR letter No.36-02/80-Law/355 dated 6th May, 2019 by referring to "Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi".

18. Legal Jurisdiction

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

19. 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.

20. Responsibilities of the selected Service Provider

The selected service provider shall be responsible for the successful conduct and processing of examination on Computer Based Test mode as per the terms and specification and direction of CSIR-HRDG.

21. 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 CSIR-HRDG the terms of this Tender shall prevail.

SCHEDULE-I**Technical Bid****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, 1956/2013
- (ii) Indian Partnership Act, 1932 (please give names of partners)
- (iii) Consortium:

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)	
	(iv)	If the answer to point (iii) is affirmative, indicate the composition of the consortium	
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.	Address of office in the National Capital Region (NCR).		
7.	Name and full address of your banker		
8.	Your Permanent Account No. (PAN) (copy of PAN to be uploaded)		
9.	GST Registration No.		
10.	Date of establishment of the agency/firm/company		
11.	Any other relevant information		

PART-II

12. Scanned copy of Registration Certificate of the firm under Indian Companies Act 1956/ Indian Partnership Act 1932
13. Scanned copy of the profile of the Bidder.
14. Scanned copy of list of clients including PSUs, Educational Institutions/Central Government/State Government etc. where similar jobs are executed in last three (03) financial years with copy of self attested work orders along with scanned copies of satisfactory services report, minimum five (5) projects of similar nature, with details as per Annexure II & IIA.
15. Scanned copy of list of own centres & Infrastructure facilities(own nodes) available on All India Basis.
16. Scanned copy of confirmation of testing system compliant with ISO 27001.
17. Scanned copy of 'safe to host' certificate by CERT-in empanelled agency.
18. Scanned copy of CMMi Level 3/5 certificate(s) (Development & Service).
19. Scanned copies of the satisfactory services where the bidder is providing the services for each of the last three financial years as per Annexure – III.
20. Scanned copy of duly audited balance sheet of the firm during each of the last three financial years by Chartered Accountant/ Chartered Accountant firm as per Annexure-IV.
21. Scanned copy of the audited document to show that the turn-over from the CBT exam and profit & loss account to the satisfaction of CSIR-HRDG as per criterion listed in Annexure IV.
22. Scanned copies of Income Tax and GST Registration Certificates and latest Income Tax Return submission copy & PAN Card copy.
23. An Undertaking as per 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. (Annexure No.VIII)

NOTE: Non-submission of any of the documents asked above by the bidder, his bid will summarily be rejected.

PART-III

24. Name of the permanent representative to be Visiting Examination Unit, HRDG, CSIR Complex, Pusa regarding the contract

Date: _____

Place: _____

AUTHORISED SIGNATORY

Please add supplementary pages duly numbered wherever needed by the Bidder.

SCHEDULE-II**FINANCIAL BID**

To,
 Head, HRDG,
 CSIR Complex,,
 Opp. Institute of Hotel Management,
 Library Avenue, Pusa
 New Delhi-110 012

Sir,

I/We wish to submit our Tender for **CONDUCT OF COMPUTER BASED TEST (CBT) end-to-end for Joint CSIR-UGC Junior Research Fellowship & Eligibility Test for Assistant Professor in various selected cities spread across the country in India.**

(MORE THAN 2,25,000 CANDIDATES)		
1	Rates quoted for all the responsibilities end to end basis as per scope of work per candidate for examination (excluding all applicable taxes) Duration of Exam: 3 hrs. Duration of exam for Divyang (PwD): additional 20 minutes per hour or as per applicable govt. rules	Rs/- (Rs. in wordsonly)

- N.B.:**
- (i) **Applicable Taxes will be as per provision**
 - (ii) **Number of candidates pertains to the actual number of candidates to whom admission certificate is issued.**
 - (iii) **EU, CSIR HRDG reserves the right to conduct the Examination in Single Slot or in Multiple Slots.**

Submitted By:

Name and Address of the Agency:

.....

ANNEXURE I

F.No. 339/CBT/2020

LETTER OF UNDERTAKING
(ON THE LETTERHEAD OF THE BIDDER)

Tenders for CONDUCT OF COMPUTER BASED TEST(CBT) (END-TO-END) for Joint CSIR-UGC Junior Research Fellowship & Eligibility Test for Assistant Professor in various selected cities spread across the country in India.

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 :

From _____

To,

The Head,
Examination Unit, CSIR -HRDG,
CSIR Complex,
Opp. Institute of Hotel Management,
Library Avenue, 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 COMPUTER BASED TEST(CBT) (END-TO-END) for Joint CSIR-UGC Junior Research Fellowship & Eligibility Test for Assistant Professor in various selected cities spread across the country in India.**

I/We hereby submit our tender for **Computer Based Test (CBT) (end-to-end) of CSIR HRDG, New Delhi.**

I/ We have enclosed the earnest money deposit/Bid Securing declaration form.

I / We hereby agree to all the terms and conditions, stipulated by CSIR-HRDG, 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 total Cost of CBT work will be imposed on us in case of failure of CBT process at any stage during the entire examination process.

I/ We have noted that overwritten entries shall be deleted unless duly struck out & re-written and initialled. 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.

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 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 CSIR-HRDG 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 CSIR 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/TENDER FILING 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 of witness:
Name & Designation of witness
Address:**

**Signature & Seal of the Bidder
Telephone No. Office:
Res.:
Mobile:**

ANNEXURE - II

**DETAILS OF SIMILAR CBT WORK EXECUTED IN THE LAST 3 FINANCIAL YEARS
(2016-17, 2017-18, 2018-19)**

S. NO.	Name of work /project and location	Owner/ sponsoring organization	Total number of candidates handled	Total number of shifts taken for completion	Dt. Of commencement as per contract	Actual dt of completion	Litigation/Arbitration pending in progress with details	Name/Designation/Office Address/Telephone number of officers with whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

(Signature with date and Seal of Bidder)

ANNEXURE-IIA

**DETAILS OF CBT WORK UNDER EXECUTION OR AWARDED
IN THE LAST 3 FINANCIAL YEARS
(2016-17, 2017-18, 2018-19)**

S NO	Name of work/Project & Location	Owner/ Sponsoring organization	Total No. of Candidates to be handled	Date of commencement as per contract	Stipulated date of completion	Upto date percentage progress of work	Slow progress if any, and reasons thereof	Name, Designation and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

(Signature with date and Seal of
Bidder)

ANNEXURE – III**Performance Report of Works referred in ANNEXURE II & IIA**

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of Work/Project & Location : _____

2. Owner or Sponsoring Organisation : _____
Address : _____

 - Contact Person : _____
 - Designation : _____
 - Telephone No(s) : _____
 - E-mail : _____
3. Agreement No. : _____
4. Estimated Cost : _____
5. Tendered Cost : _____
6. (A) Date of Start : _____
(b) Stipulated date of completion : _____
(c) Actual date of completion : _____
7. Amount of compensation : _____
Levied for delayed completion,
Or any other damages, if any
8. Performance reports/assessment by clients (Supported by documentary evidence, if any)
 - (a) Quality of work - Excellent/ Very Good/ Good/ Fair:

 - (b) Resourcefulness - Excellent/ Very Good/ Good/ Fair:

Date:
Organisation)

(Signature and Seal of Owner or Sponsoring

FINANCIAL INFORMATION

- I. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three years i.e. 2016-17, 2017-18 and 2018-19 and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

Table-1 : Total Turnover

S. No.	Details	(1) 2016-17	(2) 2017-18	(3) 2018-19
i)	Gross annual turnover			
ii)	Profit/Loss			
iii)	Financial Position :			
	a) Cash			
	b) Current Assets			
	c) Current Liabilities			
	d) Working Capital (b-c)			
	e) Current Ratio :			
	Current Assets/Current Liabilities (b/c)			

Table-2 : Turnover from Computer Based Test Only

S. No.	Details	(1) 2016-17	(2) 2017-18	(3) 2018-19
i)	Gross annual turnover			

- II. Please attach - Up to date Income Tax Clearance Certificate
- Audited Balance Sheet for the above financial years
 - Certificate of financial soundness from Bankers of Bidder

- III. Note: Attach additional sheets, if necessary.

(Signature with date and Seal of Bidder)

ANNEXURE – V**DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THIS WORK****TABLE-1:**

Category	Total Number of regular employee	Number available for this work	Minimum Qualification	Remarks
Technical				
Administrative				

TABLE-2:

S No	Designation	Total number of employees in the category	Number available for this work	Minimum Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks
1	2	3	4	5	6	7	8

(Signature with date and Seal of Bidder)

ANNEXURE –VI

Tender No.: 339/CBT/2020

BID-SECURING DECLARATION FORM

Date: _____

Bid No. _____

To (insert complete name and address of the Bidder)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a)	have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
(b)	having been notified of the acceptance of our Bid by CSIR-HRDG during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration). Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder) Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE-VII

PERFORMANCE SECURITY FORM/STAND-BY LETTER OF CREDIT

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY/ STAND-BY LETTER OF CREDIT

To,
.....

WHEREAS (name and address of the Bidder) (hereinafter called "the Bidder") has undertaken, in pursuance of contract No. datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the Bidder shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Bidder such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

Seal, Name & Address of the Issuing Branch of the Bank

Note:

Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Tenderer with a covering letter to compare with the original, BG for the correctness, genuineness, etc.

ANNEXURE - VIII

To,

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

Sir,

In response to the **Open Tender of CSIR-HRDG for “conduct of Computer Based Test” (end-to-end)**, 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 a Non-judicial Stamp Paper of value Rs.100/- duly attested by Notary Public

ANNEXURE-IX

Tender No.: 339/CBT/2020

FORMAT OF 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.

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) 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.

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.

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 action as per the procedure mentioned in the "Guidelines on Banning of business dealings".

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.

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."

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.

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.

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 Head, HRDG, CSIR.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project (CBT Work) 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 (CBT Work) 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 (CBT Work) 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 Head, HRDG 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 Head, HRDG, CSIR, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Head, HRDG, 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.

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 Head, HRDG, CSIR.

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.

 (For & On behalf of the Principal)
 (Office Seal)

 (For & On behalf of Bidder/Contractor)
 (Office Seal)

Place.....

Place.....

Date.....

Date.....

Witness 1:(Name & Address): _____

Witness 2::(Name & Address): _____

ANNEXURE –X

The List of States/Cities where the Joint CSIR-UGC Junior Research Fellowship & Eligibility test for Assistant Professor where scheduled in the past is as following:

SL.NO.	STATE/UNION TERRITORY	CITY
1	ARUNACHAL PRADESH	ITANAGAR/NAHARLAGUN
2	ASSAM	DIBRUGARH
3	ASSAM	GUWAHATI
4	ASSAM	JORHAT
5	ASSAM	SILCHAR (ASSAM)
6	ASSAM	TEZPUR
7	ANDAMAN AND NICOBAR	PORT BLAIR
8	ANDHRA PRADESH	ANANTAPUR
9	ANDHRA PRADESH	BHIMAVARAM
10	ANDHRA PRADESH	CHIRALA
11	ANDHRA PRADESH	CHITTOOR
12	ANDHRA PRADESH	ELURU
13	ANDHRA PRADESH	GUNTUR
14	ANDHRA PRADESH	KADAPA
15	ANDHRA PRADESH	KAKINADA
16	ANDHRA PRADESH	KURNOOL
17	ANDHRA PRADESH	NELLORE
18	ANDHRA PRADESH	ONGOLE
19	ANDHRA PRADESH	RAJAHMUNDRY
20	ANDHRA PRADESH	SRIKAKULAM
21	ANDHRA PRADESH	TIRUPATHI
22	ANDHRA PRADESH	VIJAYAWADA
23	ANDHRA PRADESH	VISAKHAPATNAM
24	ANDHRA PRADESH	VIZIANAGARAM
25	ANDHRA PRADESH	NARASARAOPET
26	ANDHRA PRADESH	PRODDATUR
27	ANDHRA PRADESH	SURAMPALEM
28	BIHAR	BHAGALPUR
29	BIHAR	DARBHANGA
30	BIHAR	GAYA
31	BIHAR	MUZAFFARPUR
32	BIHAR	PATNA
33	BIHAR	PURNEA
34	BIHAR	ARRAH
35	CHHATTISGARH	BHILAI NAGAR/DURG
36	CHHATTISGARH	BILASPUR (CHHATTISGARH)
37	CHHATTISGARH	RAIPUR
38	CHANDIGARH	CHANDIGARH/MOHALI
39	DAMAN & DIU	DAMAN
40	DAMAN & DIU	DIU
41	DELHI	DELHI/NEW DELHI
42	DADRA & NAGAR HAVELI	DADRA & NAGAR HAVELI
43	GUJARAT	AHMEDABAD/GANDHINAGAR

44	GUJARAT	ANAND
45	GUJARAT	BHAVNAGAR
46	GUJARAT	JAMNAGAR
47	GUJARAT	JUNAGADH
48	GUJARAT	MEHSANA
49	GUJARAT	RAJKOT
50	GUJARAT	SURAT
51	GUJARAT	VADODARA
52	GUJARAT	VALSAD/VAPI
53	GUJARAT	HIMATNAGAR
54	GOA	PANAJI/MADGAON
55	HIMACHAL PRADESH	BILASPUR (HIMACHAL PRADESH)
56	HIMACHAL PRADESH	HAMIRPUR(HIMACHAL PRADESH)
57	HIMACHAL PRADESH	KANGRA/PALAMPUR
58	HIMACHAL PRADESH	SHIMLA
59	HIMACHAL PRADESH	SOLAN
60	HIMACHAL PRADESH	MANDI
61	HIMACHAL PRADESH	UNA
62	HIMACHAL PRADESH	KULLU
63	HARYANA	AMBALA
64	HARYANA	FARIDABAD
65	HARYANA	GURUGRAM
66	HARYANA	HISSAR
67	HARYANA	KARNAL
68	HARYANA	KURUKSHETRA
69	HARYANA	PANIPAT
70	HARYANA	SONIPAT
71	HARYANA	YAMUNA NAGAR
72	JHARKHAND	BOKARO STEEL CITY
73	JHARKHAND	DHANBAD
74	JHARKHAND	JAMSHEDPUR
75	JHARKHAND	RANCHI
76	JHARKHAND	HAZARIBAGH
77	JAMMU AND KASHMIR	BARAMULLA
78	JAMMU AND KASHMIR	JAMMU
79	JAMMU AND KASHMIR	SAMBA
80	JAMMU AND KASHMIR	SRINAGAR (J & K)
81	KARNATAKA	BELAGAVI(BELGAUM)
82	KARNATAKA	BELLARY
83	KARNATAKA	BENGALURU
84	KARNATAKA	BIDAR
85	KARNATAKA	DAVANAGERE
86	KARNATAKA	GULBARGA
87	KARNATAKA	HASSAN
88	KARNATAKA	DHARWAD/HUBBALLI(HUBLI)
89	KARNATAKA	MANGALURU(MANGALORE)
90	KARNATAKA	MYSURU(MYSORE)

91	KARNATAKA	SHIVAMOGA(SHIMOGA)
92	KARNATAKA	TUMAKURU
93	KARNATAKA	UDUPI/MANIPAL
94	KARNATAKA	MANDYA
95	KERALA	ALAPPUZHA/CHENGANNUR
96	KERALA	ERNAKULAM/ANGAMALY/MOOVATTUP
97	KERALA	IDUKKI
98	KERALA	KANNUR
99	KERALA	KASARAGOD
100	KERALA	KOLLAM
101	KERALA	KOTTAYAM
102	KERALA	KOZHIKODE
103	KERALA	MALAPPURAM
104	KERALA	PALAKKAD
105	KERALA	PATHANAMTHITTA
106	KERALA	THIRUVANANTHAPURAM
107	KERALA	THRISSUR
108	LAKSHADWEEP	KAVARATTI
109	LADAKH	LEH
110	MEGHALAYA	SHILLONG
111	MANIPUR	IMPHAL
112	MADHYA PRADESH	BALAGHAT
113	MADHYA PRADESH	BETUL
114	MADHYA PRADESH	BHOPAL
115	MADHYA PRADESH	CHHINDWARA
116	MADHYA PRADESH	GWALIOR
117	MADHYA PRADESH	INDORE
118	MADHYA PRADESH	JABALPUR
119	MADHYA PRADESH	REWA
120	MADHYA PRADESH	SAGAR
121	MADHYA PRADESH	SATNA
122	MADHYA PRADESH	UJJAIN
123	MAHARASHTRA	AHMEDNAGAR
124	MAHARASHTRA	AKOLA
125	MAHARASHTRA	AMRAVATI
126	MAHARASHTRA	AURANGABAD (MAHARASHTRA)
127	MAHARASHTRA	CHANDRAPUR
128	MAHARASHTRA	DHULE
129	MAHARASHTRA	JALGAON
130	MAHARASHTRA	KOLHAPUR
131	MAHARASHTRA	LATUR
132	MAHARASHTRA	MUMBAI/NAVI MUMBAI
133	MAHARASHTRA	NAGPUR
134	MAHARASHTRA	NANDED
135	MAHARASHTRA	NASHIK
136	MAHARASHTRA	PUNE
137	MAHARASHTRA	RAIGAD
138	MAHARASHTRA	RATNAGIRI
139	MAHARASHTRA	SANGLI
140	MAHARASHTRA	SATARA

141	MAHARASHTRA	SOLAPUR
142	MAHARASHTRA	THANE
143	MAHARASHTRA	WARDHA
144	MIZORAM	AIZAWL
145	NAGALAND	DIMAPUR
146	NAGALAND	KOHIMA
147	ODISHA	BALASORE
148	ODISHA	BERHAMPUR-GANJAM
149	ODISHA	BHUBANESWAR
150	ODISHA	CUTTACK
151	ODISHA	DHENKANAL
152	ODISHA	ROURKELA
153	ODISHA	SAMBALPUR
154	PUNJAB	AMRITSAR
155	PUNJAB	BHATINDA
156	PUNJAB	JALANDHAR
157	PUNJAB	LUDHIANA
158	PUNJAB	PATHANKOT
159	PUNJAB	PATIALA/FATEHGARH SAHIB
160	PUNJAB	SANGRUR
161	PUDUCHERRY	PUDUCHERRY
162	RAJASTHAN	AJMER
163	RAJASTHAN	ALWAR
164	RAJASTHAN	BIKANER
165	RAJASTHAN	JAIPUR
166	RAJASTHAN	JODHPUR
167	RAJASTHAN	KOTA
168	RAJASTHAN	SIKAR
169	RAJASTHAN	SRIGANGANAGAR
170	RAJASTHAN	UDAIPUR
171	SIKKIM	GANGTOK
172	TRIPURA	AGARTALA
173	TELANGANA	HYDERABAD/SECUNDERABAD/RANGA
174	TELANGANA	KARIMNAGAR
175	TELANGANA	KHAMMAM
176	TELANGANA	MAHBUBNAGAR
177	TELANGANA	NALGONDA
178	TELANGANA	WARANGAL
179	TAMIL NADU	CHENNAI
180	TAMIL NADU	COIMBATORE
181	TAMIL NADU	CUDDALORE
182	TAMIL NADU	KANCHIPURAM
183	TAMIL NADU	KANYAKUMARI/NAGERCOIL
184	TAMIL NADU	MADURAI
185	TAMIL NADU	NAMAKKAL
186	TAMIL NADU	SALEM
187	TAMIL NADU	THANJAVUR
188	TAMIL NADU	THOOTHUKUDI
189	TAMIL NADU	TIRUCHIRAPPALLI

190	TAMIL NADU	TIRUNELVELI
191	TAMIL NADU	TIRUVALLUR
192	TAMIL NADU	VELLORE
193	TAMIL NADU	VIRUDHUNAGAR
194	UTTARAKHAND	DEHRADUN
195	UTTARAKHAND	HALDWANI
196	UTTARAKHAND	HARIDWAR
197	UTTARAKHAND	NAINITAL
198	UTTARAKHAND	PANTNAGAR
199	UTTARAKHAND	ROORKEE
200	UTTAR PRADESH	AGRA
201	UTTAR PRADESH	ALIGARH
202	UTTAR PRADESH	ALLAHABAD
203	UTTAR PRADESH	BAREILLY
204	UTTAR PRADESH	FAIZABAD
205	UTTAR PRADESH	GHAZIABAD
206	UTTAR PRADESH	GORAKHPUR
207	UTTAR PRADESH	NOIDA/GREATER NOIDA
208	UTTAR PRADESH	JHANSI
209	UTTAR PRADESH	KANPUR
210	UTTAR PRADESH	LUCKNOW
211	UTTAR PRADESH	MATHURA
212	UTTAR PRADESH	MEERUT
213	UTTAR PRADESH	MORADABAD
214	UTTAR PRADESH	MUZAFFARNAGAR
215	UTTAR PRADESH	SITAPUR
216	UTTAR PRADESH	VARANASI
217	WEST BENGAL	ASANSOL
218	WEST BENGAL	BURDWAN(BARDHAMAN)
219	WEST BENGAL	DURGAPUR
220	WEST BENGAL	HOOGHLY
221	WEST BENGAL	HOWRAH
222	WEST BENGAL	KALYANI
223	WEST BENGAL	KOLKATA
224	WEST BENGAL	SILIGURI