

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
HUMAN RESOURCES DEVELOPMENT GROUP
CSIR COMPLEX, LIBRARY AVENUE
PUSA, NEW DELHI-110012**

EXAMINATION UNIT

NOTICE INVITING TENDER

Head, Human Resources Development Group, CSIR Complex invites sealed tenders from reputed computer agencies/firms for carrying out various tasks pertaining to the conduct of the Joint CSIR-UGC NET Examination in June 2017 as detailed in the tender document available on CSIR-HRDG website www.csirhrdg.res.in. The tender document can be downloaded from the website of CSIR-HRDG for which an amount of Rs.500/- shall be paid by the tenderer through Demand Draft in favour of Head, HRDG, CSIR Complex, New Delhi payable at New Delhi at the time of submitting the tender document.

DEPUTY SECRETARY
EXAMINATION UNIT

F.No. 10-2(2)/2017-EU-II

Price of tender document : Rs. 500/-

(Payment through DD in favour of Head, HRDG,
CSIR Complex, payable at New Delhi

**EXAMINATION UNIT, HRD GROUP CSIR
CSIR COMPLEX, LIBRARY AVENUE,
PUSA, NEW DELHI-110012**

**TENDER FOR COMPUTER PROCESSING WORK
RELATED TO
JOINT CSIR-UGC JRF NET EXAMINATION**

(June, 2017 NET)

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TENDER FORM

From _____

To

The Head, HRDG,
Human Resource Development Group,
CSIR Complex, Library Avenue,
Pusa, New Delhi-110012.

Sir,

I / We offer to undertake the job consisting of the items detailed in the scope & schedule and agree to hold this offer open up to 90 days from the date of opening of the tender. I/We shall be bound by a communication of acceptance dispatched within the aforesaid period.

I / We have understood the instructions and conditions for the contract pertaining to the above mentioned tender and have thoroughly examined the specifications patterns quoted in the schedule and are aware of the services / requirement and my / our offer is strictly in accordance with requirement. Copies of the necessary certificates as asked for in the terms and conditions have also been enclosed with the tender.

A Demand Draft bearing No. _____ dated _____ for Rs. 30,000/- (Rupees thirty thousand only) in favour of the Head, HRDG, CSIR Complex payable at New Delhi, is enclosed as Earnest Money Deposit.

Yours faithfully,

SIGNATURE _____

NAME _____
(IN BLOCK LETTERS)

ADDRESS _____

PHONE NO. _____

SEAL

**COMPUTERISATION WORK: SCOPE & SCHEDULE OF WORK
NATIONAL ELIGIBILITY TEST, JUNE, 2017**

Date of Examination :	18.06.2017 (Sunday)
Expected number of candidates:	Approx. 2, 00,000
Date of start of Online application at all station:	08.02.2017 (Wednesday)
Date of close of Online submission of application at all station:	08.03.2017 (Wednesday)
Last date of receipt of hard copy application form:	14.03.2017 (Tuesday)
Last date of receipt of hard copy application form from remote areas:	21.03.2017 (Tuesday)
Transfer of online data to the main Computer at Delhi:	27.03.2017 (Monday)
Last date for change of Centre on Merit:	20.04.2017 (Thursday)
Complete master data on website with venue detail etc.:	16.05.2017 (Tuesday)
Display of registered candidates data on our website	16.05.2017 (Tuesday)
Date of completion of dispatch of e-admission certificate to candidates:	1st week of June, 2017

S.No.	Nature of work	Tentative Date of Completion
	<u>PRE-EXAMINATION WORK</u>	
1.	Data entry of information on the basis of envelop of received applications by the Computer Agency (in CSIR Complex Premises) and intimation of Subject wise tentative number of applications received (thereafter the application forms may be handed over to computer agency for further processing at their premises)	To start work on receipt of award letter from CSIR-HRDG and acceptance of work by the firm.
2.	Start of opening of the applications received from the candidates; sorting them subject-wise and embossing Roll Numbers;	09.03.2017
3.	Transfer of Online data from CSIR-URDIP to computer agency and its checking etc.	17.03.2017
4.	Scrutiny of data for errors/listing of candidates who do not fulfill requisite qualifications, etc.	18.04.2017
5.	Scanning of applications received from the candidates, through ICR software;	24.04.2017
6.	Generation of Master registration files of candidates, complete with scanned photographs/signatures/address	27.04.2017
7.	Intimation of exact centre-wise, subject wise number of candidates registered	29.04.2017
8.	Intimation to candidates on website whose applications are rejected	09.05.2017
9.	Printing and supply of (i) Alphabetical list (ii) address list (iii) Roll No. list of candidates (hard copy and on CD/DVD in MS WORD & ACCESS) (Master registration)	19.05.2017
10.	Generation of photo e-admission certificates and attendance sheets on pre-printed stationery;	25.05.2017
11.	Printing of Venue-wise Address-lists, Attendance-lists, Rejection list and list of Visually Handicapped candidates; Physically Handicapped candidates their printing and should be dispatched to Centre-coordinators (hard copy and CD containing requisite report/data base) in MS WORD & ACCESS	29.05.2017
12.	Completion of providing facility to candidates for downloading photo e-admission certificates from HRDG website; however in the event of any system failure / disruption of HRDG website, the same will be dispatched by the Computer Agency through ordinary post; proof of dispatch should be submitted to Exam Unit	02.06.2017

<u>POST-EXAMINATION WORKS</u>		
13.	Collection & processing of data of the qualified candidates by bifurcating them into CSIR & UGC JRF/LS categories as notified.	31.08.2017
14.	Separating and handing over the applications (in original) of the successful candidates should be handed over to Exam Unit.	20.09.2017
15.	Rechecking the data of candidates (including address) with reference to original applications.	26.09.2017
16.	Printing of intimation letters (both side) to successful candidates and dispatching the same with plastic coated pre-printed envelopes (letterhead and envelopes will be supplied by Examination Unit).	29.09.2017
17.	Providing of around 300 CDs of results folders of qualified candidates and should be dispatched to CSIR Labs, Universities etc.	05.10.2017
18.	Providing complete master data files of the examination unit on C.Ds including images of scanned applications`	05.10.2017
19.	Sorting of approx. 6000 applications after its checking from appx. 2.0 lakh applications.	10.10.2017
20.	Sorting of above applications into subject wise/ CSIR/UGC-JRF/LS wise applications to prepare its folders/dossiers.	13.10.2017
21.	Sorting of Roll No. wise applications in the ascending order	16.10.2017
22.	Data collection of approx. 6000 candidates from appx. 2.0 lakh applications for Photo and signature of candidates.	20.10.2017
23.	Printing of sticker of about 6000 candidates for pasting on envelop	24.10.2017
24.	Printing of selected candidates attendance sheet.	26.10.2017
25.	Roll No. wise stickers printing and pasting on the original applications	30.10.2017
26.	Printing of mailing list.	31.10.2017

Important Note:

1. **One Supervisor of the computer agency shall always be present to supervise the working of their technical and non-technical manpower in the premises of the CSIR Cx, where the work is to be carried out.**

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
HUMAN RESOURCE DEVELOPMENT GROUP
EXAMINATION UNIT
CSIR COMPLEX, LIBRARY AVENUE, NEW DELHI-110012.**

TECHNICAL PROPOSAL

NOTE: TO BE SEALED SEPARATELY IN AN ENVELOPE

1. ABOUT THE FIRM /AGENCY

- (a) Year of Establishment.....
- (b) Type of firm/organization.....
(Proprietary/Private/Public/Govt.)
(b1) Details & Address of Registered Office.....
(b2) Address of functional office at Delhi/NCR.....
(b3) Registration certificate.....
(b4) Incorporation certificate.....
- (c) Turnover during last three years.....
(Attach certified copy of Balance sheet/Trading A/c/Certificate issued by the Chartered Accountant)
- (d) Income Tax Registration No. (PAN No.)
- (e) Copy of last 2 years Tax Returns/Saral filed
- (f) Sales Tax Registration No.
- (g) Basic Activities of the organization-----
- (h) Since when engaged in processing of ICR Offline Application Form and/or Online Application Form/Answer Sheets and exam data/result processing through ICR System.....

2. INFRASTRUCTURE AND PROFESSIONAL SUPPORT AVAILABLE EXCLUSIVELY FOR NET EXAM WORK:

- (a) **Space Available**
(i) For storage of applications (for one exams at a time)
(ii) For processing of work

(b) **Manpower:-**

In terms of man power with number of persons available at different level on regular roll with qualifications and their experience in the relevant field.

*No. of System Analysts with their qualification and experience

*No. of programmers with their qualification and experience

*No. of operators in input preparation/scanning

*No. of persons for checking of data

(c) **In house hardware for processing: -**

- (i) Computer systems and their configuration
(ii) No. of terminals

(d) **Details of Intelligent Character Reader (ICR) Software:**

*No. of image scanners available & ADF scanner
*Dpi

- *Speed make and specifications
- *Software being used for conversion of data

- (e) Indicate number of applications which may be processed by the computer agency in a day using ICR software:
 - (i) ICR Application Form
 - (ii) Processing of ICR photo Attendance Sheet
 - (iii) Editing and Error Correction in scanned data
- (f) Details of printers available
 - (i) Laser Printers/Entry Model
 - (ii) Laser Heavy duty printer

3. DETAILS OF BACK-UP FACILITIES AVAILABLE

In the event of any emergency/break down in:

- (i) Computer Systems
- (ii) Intelligent Character Reader (ICR)
- (iii) Printers – Laser Printers
- (iv) Power
- (v) Software Programmer (1) + DEO (1)

4. Past experience with completion certificate/proof in handling data processing of similar pre and post exam related jobs:-

- (i) The name & address of the Organization(s):
(Govt./Public Sector/Autonomous/CSIR)
(Please give name & contact details of key person of these organization also.)
- (ii) Nature of jobs: Number of years of experience with no. of candidates for the successful completion of pre-examination data processing.
- (iii) Number of years of experience of post-examination successful data processing with no. of candidates.
- (iv) Mention the level of job under taken for Examination data processing at all India level /State level exam:
- (v) Number of Examination wise Application Forms processed through ICR/System/Scanning

5. No. of ongoing exam projects with details of organization, volume of work and expected date of completion.

Note:

- (i) Attach completion certificate(s)/proof as required point no. 4 above from the organization(s) with whom you have rendered satisfactory services for minimum 1.50 lakh applications/candidates per Exam (Pre & Post of the same Exam together shall be treated as one Exam) in last 3 years (minimum 3 exam) on all India basis on online/offline basis.
- (ii) Attach award letter and satisfactory completion certificates/proof of the above same awards separately from the same 3 organizations during the past 3 years to whom you have rendered services.
- (iii) Duly stamped & signed tender documents must be enclosed with the technical Proposal as a token of its acceptance.
- (iv) Work place of the firm must be in existence at Delhi/NCR during the past 5 years i.e. on/before 1st January, 2012 to handle the same Pre & Post Exam work as defined in the Tender.
- (v) Tenderer must fill in the check list for Technical Bid.

Authorized Signatory
(With full Name, Designation and Stamp)

Encls:

1. Certified copy of Balance sheet/Trading A/c/Certificate from Chartered Accountant for last three years.
2. Copy of last 2 years Tax Returns/Saral filed/PAN No.
3. Performance / experience certificate(s) with completion certificates/proof as required at point (i) & (ii) of above Note.
4. Duly stamped & signed copy of complete tender documents
5. Certified copy of Incorporation certificate & Registration certificate.
6. Demand Draft of the required E.M.D.
7. Firm must fulfill the laid down minimum eligibility criteria including technical requirements of the tender, as specified.
8. For minimum Technical requirement, firm may refer enclosed Annexure I-A.

ANNEXURE I-A

Minimum required Technical Infrastructure for point No. 2 & 3 for online application processing & printing of certificates

2. INFRASTRUCTURE AND PROFESSIONAL SUPPORT AVAILABLE EXCLUSIVELY FOR NET EXAM WORK:

- (a) **Space Available** : **1300 Sq. ft.**
(ii) For storage of applications for one exams at a time : **400 Sq. ft.**
(iii) For processing of work : **400 Sq. ft.**

(b) **Manpower:-**

In terms of man power with number of persons available at different level on regular roll with qualifications and their experience in the relevant field.

*No. of System Analysts with their qualification and experience : **1**

*No. of programmers with their qualification and experience: **1**

*No. of operators in input preparation/scanning : **5**

*No. of persons for checking of data : **3**

(c) **In house hardware for processing:** -

- (i) Computer systems and their configuration : **Intel core Duo or better/2GB RAM/160GBHDD
SATA/15" or big display/DVD writer 16 X or better**
(iv) No. of terminals : **5**

(d) Details of Intelligent Character Reader (ICR) Software:

- *No. of image scanners available & ADF scanner : **5**
*Dpi : **300-600**
*Speed make and specifications : **dpi 300 gray scale 20 ppm & 30 ppm**
*Software being used for conversion of data

(e) Indicate number of applications which may be processed by the computer agency in a day using ICR software:

- (i) ICR Application Form : **20,000 ICR Application Forms**
(ii) Processing of ICR photo Attendance Sheet : **15, 000 Sheets**
(iii) Editing and Error Correction in scanned data : **10, 000 Records**

(f) Details of printers available

- (i) Laser Printers/Entry Model : **No. 2 Branded Printer with Speed 15 PPM or better**
(ii) Laser Heavy duty printer : **No. 3 Branded printer with Speed
25-35 PM or better**

3. DETAILS OF BACK-UP FACILITIES AVAILABLE:

In the event of any emergency/break down in:

- (i) Computer Systems : **Storage back-up & 2 Computers as C (i) above**
(ii) Intelligent Character Reader (ICR) : **Image storage back-up & 2 Scanner as (d) above**
(iii) Printers – Laser Printers : **Back-up facilities available 2 printers as (f) (i) above**
(iv) Power : **Generator**
(v) Software Programmer (1) +DEO (1) : **2 Personnel**

**EXAMINATION UNIT
HUMAN RESOURCE DEVELOPMENT GROUP (CSIR)
CSIR CCOMPLEX, PUSA, NEW DELHI-110012.**

FINANCIAL PROPOSAL

(RATES TO BE QUOTED IN THE FOLLOWING FORMAT)

(Rates for Pre and Post time bound Examination work)

Note: To be sealed separately in a separate envelope.

S.No.	Details of work	Rates per application/candidate (inclusive of all taxes and levies, as applicable)	
		In Figure	In Words
1.	Pre Examination online work based on hard copy of per candidate as prescribed in Annexure 'A' based on the envelope containing 2-3 pages hard copy of Online application form, its punching at CSIR Cx on the basis of envelop particulars, including opening of the envelopes wherein particulars have not been written on the envelop and subsequently scanning etc. Printing of Attendance Sheets, Alpha list, centre-wise and subject-wise lists with CD and dispatch of exam material to the various centres including generation/uploading of admit card with scanned photo & signature of the candidate on our websites. The above detailed items of work is based on Sr. No. 1. to 12 of Annexure 'A' which is to be completed within 2 months. (General Terms & Conditions may also be taken into account)		
2.	Post Examination work per candidate basis which involves separating and handing over application in original of successful candidates from approx. 2.0 lakh applications, processing & rechecking data of candidates, sorting of applications subject-wise/CSIR/UGC-JRF/LS wise. Printing of Intimation letters to successful candidates and dispatching the same. Providing of around 300 CDs/result folders with complete data of the successful candidates and its dispatch to the various Universities/Instts/CSIR Labs. Printing of Roll number-wise stickers on the selected candidates application & attendance Sheet. Finally printing of subject-wise CSIR-UGC JRF/LS certificate of the qualified candidates etc.The above detailed items of work is based on Sr. No. 13 to 26 of post exam work of Annexure 'A' which is to be completed within one month from the date of handing over the result data etc.		
3.	(i) Service Tax & Education Cess, if any (ii) Any other charges, if any		
	GRAND TOTAL OF ITEM No. 1+2+3		

- Note: -**
- (i) L1 will be decided by treating the prices quoted at Sl. Nos.1, 2 & 3 above on composite basis.
 - (ii) Before quoting rates, tenderer must go through the whole tender document including Annexure-A & III and assess financial implication of various relevant clauses/item of work.
 - (iii) No enhancement in the rates will be given during the tenure of the contract or extension, if any. Accordingly, tenderers are advised to quote their rates by keeping all the factors & future enhancement etc. into consideration.

SIGNATURE _____

NAME _____
(IN BLOCK LETTERS)
ADDRESS _____

PHONE NO. _____

SEAL

**EXAMINATION UNIT
HUMAN RESOURCE DEVELOPMENT GROUP
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
NEW DELHI-110012**

1.0 Background ,Requirement & Eligibility Criterion:

The Examination Unit of HRD Group, CSIR conducts Joint CSIR-UGC Test for selection of JRF & for determining the Eligibility for Lectureship (NET) twice in a year on penultimate Sunday of June/December at 27 centres spread all over India. The test will be held on double session (of duration of 3 hours) comprising of MCQ based single paper. The candidates will be required to attempt 75-100 questions (out of 125-150) and submit their response in OMR Answer sheet provided to them.

- (a) Tenders are invited from Computer Agencies/Organizations having experience with handling of **minimum online or/ and offline Applications of 1, 50,000 candidates/applications** per examination during the preceding **3 years i.e. between January, 2014 to December, 2016 (with minimum pre & post 3 Exams together)** for carrying out various pre and post works pertaining to examinations viz. Scanning of ICR Application forms, Data Editing/processing of application forms through ICR software and data received through online applications and generation of various reports based on the input received in ICR application forms/online application required during the conduct of its examinations. It is expected that there will be around 2.0 Lac applications/candidate who may apply Online in February/March, 2017 with its hard copy for June, 2017 NET exam. However, actual number of applicants may vary. Any shortfall in the no. of applications due to any unavoidable circumstances may not be ruled out.
- (b) **In order to have smooth coordination/functioning, it is required that the functional Unit of the Computer Agency must be situated in Delhi/NCR .**
- (c) **The Tenders are invited for One Exam i.e. for June, 2017, NET. In case of any extension, it will be based on the mutual consent and satisfactory performance of the agency in the preceding exam. The total estimated value of the work is Rs. 15.0 lakhs. However the final value of work will depend on the actual number of applications.**

2.0 Bidding Process:

The Agency is required to submit technical and financial proposals separately in sealed covers clearly marked as **“TECHNICAL PROPOSAL”** and **“FINANCIAL PROPOSAL”** (and placed in a separate sealed envelope) for services required for Joint CSIR-UGC NET EXAMINATION FOR JRF/LS (NET), **June, 2017.**

A. Bid Submission

- (i) Technical Details and Experience are to be furnished as per **Annexure-I** and kept in a separate envelope marked as **“Technical Proposal”** and all the **rates** should be quoted in as per **Annexure-II** of the prescribed tender form only and sealed in a separate envelope marked as **“Financial Proposal”**. **Both the sealed envelopes containing Technical Proposal & Financial Proposal separately is to be kept in one big sealed envelope.**
- (ii) **The Technical Proposal** with minimum Technical requirement, as specified in Annexure I-A must be accompanied with all the relevant enclosures including EMD, Experience & completion Certificate/proof as indicated in the Technical proposal (Annexure-I) etc. The tenderer must enclose copy of complete tender document duly stamped & signed by the authorized signatory of the Agency/firm as a token of acceptance of our terms & conditions/requirements.
- (iii) Tenders super scribed as “Tender for Computer Processing Work of NET Exam June, 2017” addressed to The Head, HRDG, CSIR Complex, Library Avenue(Opp.Instt. of Hotel Management), Pusa,New Delhi-110012 should reach to this office latest by **27.02.2017 up to 2.30 PM**. The duly completed quotation may also deposited by hand in the “Tender Box” placed in Examination Unit latest by **27.02.2017 up to 2.30 PM**. The Tenders received after due date and time will not be entertained. CSIR does not take any responsibility for any delay, loss or non-receipt of tenders sent by post. The authorized representative of the tendering firm must sign & stamp at every page of the tender document and return the same along with the Technical Proposal as a token of acceptance of the Terms & conditions. Tenders in any other form except on the tender form issued by CSIR will not be entertained. The Technical Proposal will be opened on **27.02.2017 at 3.00 PM**.

- B. EMD: An Earnest Money Deposit** of Rs. 30,000/- (Rupees thirty thousand only) will be deposited by the tenderer along with Technical Proposal in the form of Demand Draft/Pay Order only in favour of Head, HRDG, CSIR Complex, New Delhi payable at New Delhi. Tenders without Earnest Money Deposit will not be accepted. Earnest Money Deposit DD/Pay Order must be kept in the envelope containing Technical Proposal only. No interest will be payable on the EMD. ***The EMD of unsuccessful***

tenderers will be refunded within two months from date of award of job contract to the successful bidder whereas the EMD of the successful tenderer will be adjusted against the Security Deposit. EMD submitted in any other form will not be considered.

C. Last date for bid submission

- (i) The bids must reach to “Examination Unit, HRDG, CSIR Complex, Pusa, New Delhi – 110012” complete in all respects at earliest, latest by **27.02.2017 at 2.30 PM**. The duly filled in quotation may also deposited by hand in the “Tender Box” placed in this office by the above mention date & time. No tender will be accepted beyond the above mentioned date & time.
- (ii) Bids shall be received at CSIR Complex at the address, date and time as specified above. In the event of the specified date for the receipt of Bids being declared a holiday for CSIR-HRDG, the Bids will be received up-to the indicated time on the next working day. Any bid received by Examination Unit, CSIR after the last date and time for receipt of bids prescribed by CSIR-HRDG, pursuant to above Clause, will be declared late and will not be accepted and /or returned unopened to the bidder.
- (iii) The offers submitted by telex/telegram/fax/Email or any manner other than specified above shall not be considered. No correspondence will be entertained on this matter.
- (iv) At any time prior to the last date for receipt of bids, CSIR-HRDG, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective agency, modify the Tender Document by an amendment. The amendment will be notified to all the agencies which will be binding on the prospective agencies to consider the amendment for quoting. In order to give prospective agencies reasonable time to take the amendment into account in preparing their bids, CSIR may, at its discretion, extend the last date for the receipt of bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the agency in the bid. Withdrawal of a bid during this interval may result in forfeiture of Agency’s EMD.
- (v) The agencies shall bear all costs associated with the preparation and submission of their bids. CSIR-HRDG will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.
- (vi) Alterations if any in the tender should be attested properly by the Agency, failing which the Tender is liable to be rejected.
- (vii) **Printed terms and conditions of the bidders will not be considered as forming part of their bid.** In case terms and conditions of the contract applicable to the Invitation of bid are not acceptable to any bidder, they should clearly specify the deviations in their bids.

D. Opening of Bids

- (i) The tender bids will be opened in the presence of representatives of bidders on **27.02.2017 at 3.00 PM** at CSIR Complex, New Delhi. Only one representative per bidder shall be permitted to attend.
- (ii) The sealed cover containing EMD, Technical Proposal and Financial Proposal will be opened in the first instance in the presence of bidder’s representatives. In case EMD and other documents are in order, Envelope containing Technical Proposal (Annexure-II) shall be opened at the same time. The technical bids will then be passed on to the duly constituted Technical Evaluation Committee (TEC).
- (iii) The envelope containing Financial Proposal – Annexure –III of only technically qualified bidders, shall be opened in the presence of bidders representatives (only one per bidder) on a date and time duly notified.

E. Bid Validity

All the bids must be valid for a period of 90 days from the date of tender opening for placing the initial order. However, the rates should be valid for initial/extended period of empanelment from the date of empanelment. No request will be considered for price revision during the empanelment (contract) period. If necessary, CSIR-HRDG shall seek extension in the bid validity period beyond 90 days.

F. Evaluation of bids

- (i) When deemed necessary, CSIR-HRDG may seek clarifications on any aspect of their bid from the agency. However, that would not entitle the agency to change or cause any change in the substance of the tender submitted or price quoted. This would also not mean that their quote has been accepted.
- (ii) Any effort by an agency to influence CSIR-HRDG bid evaluation, bid comparison or contract award decisions may result in the rejection of the agency’s bid and forfeiture of the agency’s EMD.

- (iii) CSIR-HRDG reserves the right to accept any bid, and to cancel/abort the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected agency or agencies and of any obligation to inform the affected agency of the grounds for CSIR-HRDG action and without assigning any reasons.
- (iv) The Quotation is being invited for One Exam but The Head, HRDG reserve the right to terminate the award at any time.
- (iv) If there is a discrepancy between words and figures, the amount in words will prevail.

G. Technical Evaluation

The two-stage selection procedure shall be adopted for evaluation of the bids. In the first stage, the technical bids shall be evaluated by a duly constituted Technical Evaluation Committee (TEC). The first process for the TEC is to examine the eligibility of the bidders as per the tender specifications. Bids of the agencies, not satisfying the eligibility criteria shall be rejected. Subsequently, the TEC would examine the technical details and may ask for additional information from the bidders. On request from the TEC, the bidding agencies may have to produce additional information. The time limit, in which the bidders' have to submit additional information, shall be decided by the TEC and its decision shall be final in this regard. Bids of the agencies failing to adhere to the specified time limit shall be rejected.

H. Financial Evaluation

- (i) After approval of the TEC report by the competent authority, the processing of the second stage shall commence with the opening of the Financial Proposal (Annexure-II) of only the technically qualified Bidders. The Financial Bids as given in Annexure II will be scrutinized. The bids, found lacking in strict compliance to the financial proposal format shall be rejected straightaway. L-1 is the bidder quoting least combined rate (Sr.1+2+3) of the financial bid. If more than one bidder has quoted the same rates then the bidder with the maximum experience (Annexure – I, Item No. 4) will be accepted as L-1 bidder.
- (ii) For matching the lowest rates quoted by any of the responsive bidders, the rates quoted by mistake or incredibly low rates or zero rates will not be considered.

I. Award of Contract:

- (i) On written communication from CSIR-HRDG for having qualified for award the agency shall give its acceptance/consent within one day alongwith a non judicial stamp paper of Rs. 100/- and sign **an agreement** within 7 days from the receipt of such communication, failing which the offer shall be treated as withdrawn and EMD forfeited.
- (ii) CSIR-HRDG shall select the agency for One Exam; CSIR-HRDG may extend the period subject to satisfactory performance in previous exam and mutual consent.

J. Security Deposit:

- (i) The successful tenderer will have to deposit Security Deposit of Rs. 1, 50,000/- (One lakh fifty thousand only). The security deposit will be in the form of a Demand Draft/ Pay Order drawn in favour of Head, HRDG, CSIR Complex, New Delhi and is payable at Delhi which will be released 120 days after the satisfactory completion of all the contractual obligations of the agency,

3.1 SECRECY:

Since the job is connected with the Examination and is of confidential nature hence, selected agency will maintain absolute norms of confidentiality.

3.2 INDEMNITY

The selected agency will indemnify CSIR-HRDG and its client organizations of all legal obligations of its staff hired by CSIR-HRDG/client organizations.

4.0 General Terms & Conditions:

- 4.1 Tenders are invited from Computer Agencies having experience with handling of **minimum 1.50 lakh (Online) candidates/applications** per examination during the past 3 national level examination in **3 years i.e in between January, 2014 to December, 2016** for carrying out various pre and post works pertaining to examinations viz. Scanning of ICR Application forms, Data Editing/processing of application forms through ICR software and data received through online applications and generation of various reports based on the input received in ICR application forms/online application required during the conduct of its examinations.

- 4.2 Quotation are invited for the Scope & Schedule as per **Annexure-A** but in case there is a change in pattern/scheme of NET Exam, then CSIR-HRDG reserve the right to use applicable rate only.
- 4.3 **Data Entry job of application will be undertaken by the Tenderer at the premises of CSIR Complex only (The computers and manpower will not be provided by CSIR Complex to the firm).** They will have to ensure proper up keep of records and would arrange applications according to Roll numbers and hand over to Examination Unit, CSIR Complex, New Delhi.
- 4.4 Completion of data entry of Online application and e-Admit Cards/dispatch of Admit Cards (if required) by ordinary post shall have to be carried out strictly as per schedule.
- 4.5 **The computer agency will designate & inform in writing about a supervisor/representative who will remain available/accessible in person at CSIR Complex, New Delhi.**
- 4.6 Since the job is connected with the Examination and is of confidential nature, strict **confidentiality is to be maintained** by the firm. In case of any fault noticed at any stage, work would be stopped and given to another firm and the entire cost will have to be borne by the tendering firm and the Security Deposit will be forfeited, and legal action may also be taken.
- 4.7 The entire Computerization Data will have to be provided to the Examination Unit on a C.D. in Duplicate. The data of successful candidate is to be sent in CD/DVD form to all the CSIR Labs./Indian Universities.
- 4.8 In case of any additional work, data/ statement (i.e. re-doing any work due to compelling circumstances) is to be done by the firm, for which purpose, the rates will be derived from the rates for the same work as are specified in the contract at item No. 1 and 2.
- 4.9 The computing agency will be required to undertake full responsibility of the safe custody and to maintain absolute secrecy of documents and information supplied by the CSIR-HRDG. Each document and data given by the CSIR-HRDG shall be kept strictly confidential and no part of it shall be divulged to any person/party at any cost.
- 4.10 The data stored will be the property of the CSIR-HRDG and the computing agency will have to supply a copy of the updated data file and photographs file in CD/DVD as and when required by the CSIR-HRDG. Data will not be erased without written permission of the CSIR-HRDG. The computer Agency will arrange for collection of input documents/data from the CSIR-HRDG and return the same along with output report to the CSIR-HRDG on its own cost.
- 4.11 The work including input data preparation and processing will have to be done by the computing agency at its own computer center and in no case will be sub-contracted.
- 4.12 The agency must ensure that the photographs and the detail/signature of the candidates are not mismatched.
- 4.13 After scanning, data will have to be checked manually, updated and error free file will have to be created by the computer agency.
- 4.14 The reports will have to be prepared as per instructions of CSIR-HRDG in the duly approved format given by EU-II, III and V approved by the CSIR-HRDG after getting clearance in writing from the CSIR-HRDG and will have to be ensure 100 percent accuracy. In case, the report(s) is/are re-generated by the computer agency then the computer agency may charge the rates for a similar nature of work as specified in the contract at Item No. 1 and 2. Firm must be in existence at Delhi/NCR during the past 5 years i.e. on/before 1st January, 2012 to handle the same Pre & Post Exam work, as defined in the Tender.
- 4.15 The agency will have to supply up to three copies of each report wherever number of copies required is not mentioned.
- 4.16 Head, HRDG reserves the right to order full or part thereof of the items tendered.
- 4.17 The rates quoted should be valid for at least 90 days from the date of opening of tender.
- 4.18 Successful firm will have to return back all the applications / documents to CSIR-HRDG at their own cost.
- 4.19 Head, HRDG, CSIR Complex reserves the right to reject any or all the tenders or part thereof without assigning any reason thereof.
- 4.20 The computing agency will arrange for collection of input documents/data from the CSIR-HRDG and return the same along with the output report at the CSIR-HRDG.
- 4.21 **The entire cost of envelopes, stationery used for various exam reports, result folders (about 300) for various Universities/Instts. dispatch of Admit Cards, etc. will be borne by the tendering firm.**
- 4.22 CSIR-HRDG has the jurisdiction to award full or part of the job during the period of contract.

5. Mode of Payment:

(a) The payments for the total job will be made to the Contractor in three stages:

- i) Completion of pre-examination work; (within 10 days from the date of examination)
- ii) Completion of post-examination work/receipt of printed certificates of the NET qualified candidates with their original dossiers by EU-V (within 10 days from the date of submission of complete master data files of the examination to this Unit).
- iii) Payment of additional assignment(s), data, report(s) etc. vide Clause 4.8 and 4.14 of the Tender Document within ten days from the completion of the post examination work.

6. Reimbursement of expenses incurred on dispatch:

- (i)** The cost of postal charges (ordinary post) for dispatch of Admit Cards under the circumstances mentioned at Serial No. 12 Schedule of Work (Annexure-A) will be borne by the tendering firm initially and the same will be reimbursed by the CSIR-HRDG on production of actual bills/receipts.

7. PENALTY CLAUSE:

The Contractor should strictly adhere to terms & conditions and the enclosed schedule of work to meet our targets and will not cause any delay in completion of work. It will also maintain 100% accuracy and correctness in computerized data. In case of any error/delay in completing the various stages of the work or error, following penalty may be imposed at the discretion of Head, HRD Group, CSIR:

- (i) 100 % accuracy in computerized data has to be strictly followed while preparing the final result, there would be a penalty of 1% of the value of Pre Exam work for each percentage of applications having error, to the extent of 25 % of the value of post examination work (quoted rate x number of applicant). Decision of The Head, HRDG, CSIR Complex will be final and binding on the tenderer for the penalty.
- (ii) Deadlines/ work schedule have to be strictly followed of the exam, if not held on time smoothly; there would be a penalty to the extent of 10% of the total value of the accepted tender amount. For this purpose, Examination Unit, HRDG, CSIR, will provide pre and post examination data formats etc. on time as specified in the tender document/schedule of work. In case of any delay on the part of employer (CSIR-HRDG) the computer agency will be given extra time for the purpose.
- (iii) 'Delay' means departure/deviation from Scope & Schedule of the work without prior approval of the Employer. However, if delay is on part of Employer (CSIR-HRDG) then Computer Agency will be given time to compensate that delay.

8.0 Termination for Insolvency & default:

8.1 Termination for Insolvency

CSIR-HRDG may at any time terminate the work order / contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.

8.2 Termination for default

Default is said to have occurred:

- (i) If the agency fails to deliver any or all of the services within the time period(s) specified in the work order/schedule of activity or any extension thereof granted by CSIR-HRDG.
- (ii) If the agency fails to perform any other obligation(s) under the contract / work order.

If the agency, in either of the above circumstances, does not take remedial steps within a period of 7days after receipt of the default notice from CSIR-HRDG (or takes longer period in spite of what CSIR-HRDG may authorize in writing), CSIR-HRDG may terminate the contract / work order in whole or in part. In addition to above, CSIR-HRDG may at its discretion also take the following actions:

- (i) CSIR-HRDG may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other agency(second LI agency) and the defaulting agency shall be liable to compensate CSIR-HRDG for any extra expenditure involved towards support service to complete the scope of work totally.

9.0 Force Majeure

- a. Force majeure clause shall mean and be limited to the following in the execution of the contract / purchase orders placed by CSIR-HRDG:-
- War / hostilities.
 - Riot or Civil commotion.
 - Earthquake, flood, tempest, lightning or other natural physical disaster.
 - Restriction imposed by the Government or other statutory bodies, which is beyond the control of the agencies, which prevent or delay the execution of the order by the agency.
- b. The agency shall advise CSIR-HRDG in writing, duly certified by the local Chamber of Commerce, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, CSIR-HRDG reserve the right to cancel the order without any obligation to compensate the agency in any manner for what so ever reason.

10.0 Arbitration

CSIR-HRDG and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. In the event of failure of resolving the dispute or difference arising out in respect of this agreement or of any terms thereof or of compensation payable thereof or any breach of conditions whatsoever in connection with it, the same shall be referred to the sole arbitration of DGCSIR or his nominee. The award of the arbitrator shall be final and binding on both the parties to these presents and the arbitration proceeding shall be held under Arbitration and Conciliation Act 1996 or any amendments made therein or at the time of reference made to the arbitrator.



COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

CSIR Complex, Opp. Institute of Hotel Management,
Library Avenue, Pusa, New Delhi-110012

CHECK-LIST FOR TECHNICAL BID

The documents are to be placed one below the other, strictly as per the serial number (S.No. 1 on top and subsequent documents below it) and the page number must be mentioned on all the pages.

(The submitted technical bids may preferably be spiral bound as a single entity having all documents)

Name & address of the firm:

S.No.	Documents to be attached (All documents must be duly signed)	Yes	No	If yes page No.
1.	Duly signed and stamped tender document on all the pages.			
2.	Bid (EMD) of Rs.30000/- in the form of DD in favour of Head, HRDG, CSIR Complex, New Delhi.			
3.	Attested copy of PAN Card & ITR for the last two years.			
4.	Attested copy of valid sales tax, registration certificate.			
5.	Certified copy of Balance sheet/Trading A/c/Certificate from Chartered Accountant for last three years.			
6.	Performance /experience certificate (s) with completion certificates/proof as required in Annexure-I para 4.			
7.	Certified copy of Incorporation certificate & registration certificate.			
8.	Address of functional office at Delhi/NCR			
9.	Award letter and satisfactory completion certificate of the work as mentioned at S.No. 6			

Signature of Tenderer with date & seal

CHECK LIST

Before submitting the Quotation, tenderer must ensure the following:-

1. Tenderer must go through the whole tender document.
2. Tenderer must ensure that tenderer has requisite experience (Ref. Sr. No. 1(a) of Terms & Conditions Annexure-III).
3. Technical proposal (Annexure-I) must be completed in all respects and accompanied by EMD, Experience Certificate and copy of duly stamped and signed tender document etc.
4. Rates must be quoted in Financial Proposal (Annexure-II) only.
5. Both 'Technical Proposal' & 'Financial Proposal' must be sealed separately with the required documents and superscribed "Technical Proposal" & "Financial Proposal" and then placed in another envelop (Ref. page No. 8, 9 & 11 of Tender document).
6. The duly completed quotation must reach to this office latest **by 27/02/2017 at 2.30 PM.** It can also be deposited by hand to this office by 27/02/2017 at 2.30 PM..