



## निविदा दस्तावेज़

शुरू से अंत तक भर्ती के लिए ऑनलाइन सॉफ्टवेयर प्रणाली

### भारतीय भू-चुम्बकत्व संस्थान

प्लॉट नंबर 05, सेक्टर 18, कलंबोली हाईवे,  
न्यू पनवेल, नवी मंबई 410218-

## Tender Document

For

Online Software System for End to End  
Recruitment

**INDIAN INSTITUTE OF GEOMAGNETISM  
PLOT NO 05, SECTOR 18, KALAMBOLI HIGHWAY, NEW  
PANVEL, NAVI MUMBAI - 410218.**

## 1. Fact Sheet

S. No	Particulars	Details
1	Tender ID	IIG/HRD/RECT/2023/01
2	Tender date	03/08/2023
3	Selection Method	Two Bid System ( Technical followed by Financial Bid)
4	Tender issued by	Indian Institute of Geomagnetism, Kalamboli Highway, New Panvel 410 218
5	Availability of Tender Document	It can be downloaded from Institute website <a href="https://iigm.res.in">https://iigm.res.in</a>
6	EMD	Earnest Money Deposit of Rs.15000/- by the firms in the form of Demand Draft in favour of Director IIG, Payable at Panvel, Navi Mumbai from any of the commercial bank
7	Mode of Submission of Tender	Tender may be submitted physically/offline mode/ by hand / by post to the following address:-  “ The Registrar, Indian Institute of Geomagnetism, Mumbai Headquarter(Panvel Campus), Plot 5, Sector 18, Near Kalamboli Highway New Panvel, Navi Mumbai, 410218 India”
8	Nodal Officer for correspondence and Clarification	Ms. Tejashri Bari, Technical Officer I Email Id- <a href="mailto:tejashri.b@iigm.res.in">tejashri.b@iigm.res.in</a> Conact No-022 2748 4062
9	Last date for Pre bid queries	08/08/2023
10	Pre bid conference	09/08/2023
11	Issue of addendum/clarification(if any)	Director, Indian Institute of Geomagnetism
12	Last date of bid submission	16/08/2023
13	Opening of Technical bid	To be communicated later through email
14	Opening of Financial bid	To be communicated later(through email (only to the shortlisted bidders)

## Table of Contents

<b>1. Fact Sheet.....</b>	<b>2</b>
<b>1. Request for Proposal .....</b>	<b>5</b>
1.1. Background Information.....	5
1.2. Project Background .....	5
1.3. Key Information.....	5
<b>2. Scope of Work .....</b>	<b>6</b>
2.1. Pre Examination Phase.....	6
2.2. Examination Phase .....	6
2.3. Post Examination Phase.....	9
2.4. Implementing Social Distancing measures .....	10
<b>3. Essential Technical Pre-requisite .....</b>	<b>11</b>
3.1. Organizational Level .....	11
3.2. Assessment Platform Level.....	12
<b>4. Evaluation of Bids .....</b>	<b>14</b>
4.1. Technical Bid.....	14
4.2. Financial Bid.....	14
<b>5. Important Instructions.....</b>	<b>15</b>
<b>6. General Information .....</b>	<b>16</b>
<b>7. Appointment of Successful Bidder.....</b>	<b>19</b>
7.1. Award Criteria .....	19
7.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s) .....	19
7.3. Notification of Award .....	19
7.4. Performance Guarantee.....	19
7.5. Signing of Contract.....	19
7.6. Penalty .....	20
7.7. Time Frame.....	20
7.8. Information security and data privacy .....	20
7.9. Processing Norms.....	20
7.10. Payment Schedules .....	22
7.11. Fraudulent and Corrupt Practices .....	22
7.12. Force Majeure.....	23
7.13. Proprietary Rights .....	23

<b>7.14. Limitation of Liability .....</b>	<b>23</b>
ANNEXURE- I .....	25
ANNEXURE- II .....	26
ANNEXURE – III .....	27
ANNEXURE - IV .....	<u>28</u>
FINANCIAL BID.....	<u>29</u>

# 1. Request for Proposal

Tenders are invited from eligible, reputed and qualified IT Firms with sound technical and financial capabilities for implementation and maintenance of End to End Recruitment System for Indian Institute of Geomagnetism (IIG) as detailed out in the Scope of Work of this RFP Document. This invitation to bid is open to all Bidders who are meeting the pre-qualification criteria as mentioned in this RFP Document.

## 1.1. Background Information

### Basic Information

- a) Indian Institute of Geomagnetism invites responses ("Proposals") to this Request for Proposals ("RFP") from Companies / Agencies ("Bidders") for selection of "Service Provider".
- b) Proposals must be received not later than the time, date at the venue mentioned in the Fact Sheet. Proposals received after the deadline will not be considered in this procurement process.
- c) Interested bidders are advised to study the RFP document carefully. Submission of response shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

## 1.2. Project Background

Indian Institute of Geomagnetism intends to implement a system that will manage entire recruitment process from application submission to the final selection. The system shall mainly comprise of the following activities:

1. Creation of advertisement and setting up eligibility criteria's
2. Receiving applications from applicant with Application Fees through Payment Gateway
3. Scrutinizing the received application by providing logins for scrutiny committees
4. Uploading the Scrutiny Results
5. Generating Call letters and Admit Cards
6. Conducting online MCQ based Exam and other Skill / Trade tests etc.
7. Uploading the Results of Selection as per MCQ exams

## 1.3. Key Information

### About Indian Institute of Geomagnetism

- Total number of candidate to be assessed will be approximately 1000 per year
- Recruitment will be done for Permanent staff, JRFs, Project Assistants etc.
- There will be two modes of recruitment viz. Direct Interviews and Written test
- Total number of exams – 2 to 3 per year

## 2. Scope of Work

**This Scope of Work has been divided into following three broad phases**

- Pre- Examination Phase – Receiving applications, scrutiny, Paper Setting, Issue of Admit cards to candidates
- Examination Phase --- Question papers to the candidates, Conduct of transparent Exam
- Post Examination Phase – Evaluation & uploading results

### 2.1. Pre Examination Phase

In Pre Examination Phase following activities are involved

1. Creation of advertisement and setting up eligibility criteria's  
The system should be able to provide the secure logins through which IIG can create advertisement, put the necessary criteria for all the required posts. IIG should be able to put all the details available in advertisement through the system and necessary filters should be available to restrict the unnecessary applicants. IIG should be able to mark the mandatory criteria for percentage, age, experience etc. There should be a provision to mark age relaxation with details of ground on which it's availed. IIG should be able to set the applicable fees to the candidates and exempt the fees to certain categories like Female, Physically 020Handicapped, SC, ST etc.
2. Receiving applications from applicant with Application Fees through Payment Gateway  
Online application platform with email and mobile number verification to be provided to the applicants. The application should be user friendly and should provide ease of access. The contents and flow of application should be customized as per IIG Requirements. Necessary email and SMS alerts should be given to the applicants during the major milestones of application process. Application fees must be received in online mode only using the payment gateways.
3. Scrutinizing the received application by providing logins for scrutiny committees  
Once the application process is over, there should be a provision to create secure logins for the scrutiny of the posts. There should be a provision to simplify the scrutiny process by providing various filters, sorting features, comments etc. The ongoing scrutiny will be visible to candidates only after the complete scrutiny process.
4. Uploading the Scrutiny Results  
Various summary reports should be generated once the scrutiny is over. Reports for results of scrutiny as per IIG format should be generated. Bilingual reports should be generated. Email and SMS alerts for scrutiny results should also be generated for candidates.
5. Generating Call letters and Admit Cards  
Call letters for interviews and Admit Cards for written tests should be generated and available to the candidates through their logins. Call letters and Admit cards to be generated as per IIG forms.

### 2.2. Examination Phase

- During this phase , IIG should be able to conduct following types of exams
  1. MCQ Only
  2. MCQ Test along with Typing/Stenography Test

### 3. Descriptive test as and when required

- For both of these tests, secure and reliable logins to be provided to IIG for uploading question paper and answers. Security and confidentiality of data should be ensured. Test will be conducted by the Bidder.
- The Bidder shall provide adequately trained manpower as per the ratio mentioned below:

Exam Center should be preferably in Navi Mumbai, Maharashtra. Exam Centre should have the following minimum number of personnel, as described below, to be deployed by the Bidder, on requirement basis:-

- Exam Centre Administrator – 1
  - IT Manager – 1 per 250 nodes (minimum 1 per center)
  - Invigilators - 1 per 30 nodes
  - Support Staff - Minimum 1 per 100 students (Suitability need to be justified with centers) and locations
  - Security Guards (Male & Female) - Minimum 1 per 100 students (Suitability need to be justified with centers)
  - Peons - Minimum 2 per 100 students
- The Examination shall be computer based with the questions being provided onscreen on a random basis with multiple choice answers, without any manual intervention.
  - Sufficient time of 10 minutes shall be allotted before the exam for providing orientation to the candidates on the structure of the exam, time limits and guidelines for answering the question papers.
  - Computer based exam software should support standard features such as automatic calculation of test score, negative marking, time left, flag questions for review, navigation to unanswered questions and prompt for submission.

### Minimum Candidate System Pre-requisites

Screen Resolution	1024 X 768
Operating System	Latest version of windows / or any other OS for conducting computer based examination.
Browser	Latest widely used safe, secure Internet explorer or above as supported by 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

### Minimum Exam Centre Server Prerequisites

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	<p>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.</p> <p>Response time for question/page loading must be less than 5 seconds.</p> <p>All responses to be acted upon in real time.</p>

**Required number of servers for a center must be provided by the Bidder for assured performance. Additional equivalent and suitable servers for backup will need to be provided by the Bidder.**

- The Bidder shall arrange/provide adequate displays and required instructions/ information to the candidates appearing for test at Examination Centers.
- While exam will be conducted on local LAN, data of test progress should be transferred to central server every 5 minutes for monitoring purposes. Bidder should provide reports to Indian Institute of Geomagnetism to view the test progress.
- The Bidder shall maintain audit trails of all activities of the candidate (click by click) during the course of the examination.
- The Bidder shall obtain candidate's feedback through online Feedback Form, after the examination is over.
- The Bidder shall provide stationary such as blank paper sheets to the candidates as per requirement.
- The Bidder shall have a contingency plan for Student management/Shifting in case of any emergency / untoward incident.
- Bidder should have capabilities of CCTV surveillance system to monitor and capture the activity of candidates /centers. All the exam halls should have CCTV surveillance cameras installed in a way that activities each candidate is captured. CCTV camera feeds should be stored locally.
- CCTV camera should record Exam Center activities from 30 minute before to 30 minutes after the examination. The bidder will be required to handover the CCTV camera feeds to Indian Institute of Geomagnetism for all the Computer Based Exam within 20 days after the examination after its proper sealing.
- The Bidder shall monitor and supervise Exam Centre activities on monitoring console to be installed by the Bidder in Indian Institute of Geomagnetism office at <<City>>. The data should be real time data generated from each Exam Centre during the examination.



- At the end of the exam, transfer/export of candidate response and audit trails shall be done by the Bidder on secured channel from local server to Central server of the Bidder within 4 Hour from each exam center. Other data such as attendance sheet, finger print, seating plan etc. (if any) should be sent to Indian Institute of Geomagnetism within 7 days of conclusion of each exam shift.

## 2.3. Post Examination Phase

- The Bidder shall evaluate and calculate marks obtained by each candidate as per requirement of the Indian Institute of Geomagnetism.
- The candidate's responses, biometric, audit should be uploaded automatically from the local server to Bidder's 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.
- The Bidder should be able to hand over the raw responses/data to Indian Institute of Geomagnetism 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 Bidder shall ensure Generation of Merit list based on the rules/validation shared by Indian Institute of Geomagnetism.
- The Bidder shall be able provide clarification on following issues :-
  - Candidate's queries pertaining to all stages of exam.
  - RTI queries, if any
  - Court Cases, if any
- The bidder should support biometric verification of shortlisted/selected candidates during joining formalities. The bidder should be able to utilize the candidate biometric data captured at test center before exam for biometric verification purpose for joining formalities of selected/shortlisted candidates.
- The Bidder will have to generate the Offer letter, appointment letter, joining letter etc. according to the templates of IIG after the selection of the candidate

Note:

1. The Bidder will have to carry/ demonstrate complete System Test Run (STR) with test data to Indian Institute of Geomagnetism before implementation of the software. The Bidder should also be able to demonstrate click by click audit trail for any type of enquiry.
- **Test Data Archiving:** The Bidder shall archive the applicant's data and examination data (excluding CCTV footage) for future references after specified time, as per requirement of Indian Institute of Geomagnetism. CCTV footage will be handed over to the client within 20 days once assessment is over and this need not be retained by the Bidder. Remaining examination related data like applicant's data, answers, results, logs etc. will be retained by Bidder as long as contract is valid.
  - **MIS generation/ customized reports:** The Bidder shall provide adequate information to the Recruitment section as per the requirement of Indian Institute of Geomagnetism.

## 2.4. Implementing Social Distancing measures

- In view of the ongoing global pandemic and lock down due to COVID 19 and Govt. guidelines certain norms like social distancing, sanitization of premises, wearing of masks etc. and other protocol have been issued as measures to mitigate the spread of the virus. Indian Institute of Geomagnetism intends to implement these norms in the exams.
- The social distancing measures and SOPs included in the scope are:
  - Candidates to sit at alternate nodes/ seat, i.e., with a gap of one node/ seat between each candidate or 6 feet distance
  - Additional Computing Nodes (including raw power, Generator, mobile Generator) due to gap of one mode between every two candidates (As per requirement)
  - Additional Primary and Secondary Servers (As per requirement)
  - Additional Registration Desks (As per requirement)
  - Queue Manager / Rope for Crowd Management (As per requirement)
  - Volunteer(s) for Crowd Management and orderly movement outside the gate (ratio 2 per 125 candidates)
  - Additional Cleaning Staff for Sanitizing workstations/ classroom before & after the shift (ratio 3 per 125 candidates)
  - 5% additional special isolated space for unwell candidates with additional arrangements in the lab/ classroom at each center.
  - Additional volunteers in the isolated lab/ classroom.
  - N-95 mask for isolated candidates
  - Gloves for isolated candidates
  - 3 Ply Surgical Face Masks for staff (1 per staff per day)
  - Hand Gloves for staff (As per requirement)
  - Provision of Additional security guard at entry gate & volunteer for Notice Board.
  - Provision of Volunteer with Thermo Gun at entry gate (ratio 1 per 125 candidates).
  - Provision of Additional cleaning staff.
  - Provision of Additional Test Center Administrator & IT Manager (for CBT).
  - Provision of Disinfectant liquid with 1% sodium hypochlorite for spraying in the venue.
  - Provision of Disinfectant backpack spray machines for spraying floors, walls, etc.(2 per venue)
  - Provision of Additional Notice Board.
  - Provision of Spray bottles (3 per venue), Sponges/cloth for disinfecting items such as workstations, door handles.
  - Provision of Liquid hand soap & Sanitizers in washrooms and at entry gate.
  - Provision of Bottles disposal bins.
  - Cardboard boxes for document collection as applicable (As per requirement)

**Prices for the Implementing Social Distancing measures should be quoted separately in the price bid. This price will not effect in determining the lowest bidder in terms of evaluation the lowest price bid.**

### 3. Essential Technical Pre-requisite

#### 3.1. Organizational Level

- 1) The bidder should be a company/ firm registered (minimum 10 years old) in India. The registered bidder should be operating in India for a minimum of 5 years with an objective of offering relevant Computer Based Recruitment and Examination Services that are the subject matter of this tender.
- 2) The bidder should participate as a single entity, no consortium or group companies will be allowed.
- 3) The bidder shall be single point of contact with Indian Institute of Geomagnetism and shall be solely responsible for the execution and delivery of the work. The Bidder will provide End to End Recruitment software.
- 4) The average turnover of the bidder should be minimum 5 crores with after tax in each of during last 3 consecutive financial years. The turnover should be of the bidder and not of the group companies or consortium. The turnover refers to a company and not the composite turnover of its subsidiaries/sister concerns etc. for 2020-21, 2021-22 and 2022-23.
- 5) The bidder's Average Annual Turnover during last three financial years should be Rs 5 crores or more in India from Computer Based Recruitment, Examination and Examination Automation Work (Attach documentary evidence such as audited Balance Sheet etc.).
- 6) The bidder should not have incurred any loss during last three years up to financial year ending 31 March 2023. The bidder should submit certified copies of their company Balance Sheet and Profit and Loss Account duly audited for the last three financial years.
- 7) The Bidder should be registered with appropriate tax authorities such as Income Tax, GST and should submit valid certificates of registration with these authorities.
- 8) The bidder must have successfully executed 8 similar projects (conduct of Recruitment and CBT) in all India basis, out of which at least one project should be End to End Recruitment System with Conduct of Computer based Examination with capability of 35,000 or more candidates appeared in single shift. The documentary evidence in form of work order/contract and performance report must be enclosed on the client's letterhead. (Bidder's past achievement in this regard shall be considered for technical evaluation)
- 9) Any experience as a consortium partner will not be considered.
- 10) The bidder/ group companies must have primary data center with DR site infrastructure for data Security. Both the Data Centers should be located in India in different seismic zones. The data center must be Tier III and ISO certified. Data Center should be certified as per the Government of India Guidelines. The infrastructure of the bidder must be Cert – in certified as per Govt. of India guidelines.
- 11) The bidder must be able to conduct computer based examination in multidisciplinary / multiple subjects as well.
- 12) The bidder must have authorized and globally accepted certifications i.e. ISO-27001, ISO 20000, ISO 9001, Cert-In Safe to Host and SEI CMMi Level 3 for the last 3 years.
- 13) The Bidder should have infrastructure in all the major cities across India with validated nodes/computers, appropriate technology, hardware and software, dedicated connectivity, trained proctoring staff, adequate security measures and due diligence etc.
- 14) The contract shall be on "End to End outsource basis" and the bidder should have all relevant facilities and logistics available to execute the work. Bidders having CMMI Certificate in Services will be given preference.
- 15) The bidder must show and submit suitable emergency management plan during any crisis

situations/ redundancy of servers, switches, nodes additional center locations, students' data.

- 16) The bidder should not be blacklisted by central / state government departments / undertakings.

### 3.2. Assessment Platform Level

- 1) The proposed software must be in-house developed by the bidder and the bidder must own the complete source code of the software being used for conducting the Computer based exam. Bidders having CMMI certificate in Development will be given preference.
  - a) The bidder should have all the necessary components and dependency of source code of computer based recruitment and examination system in place so that any change required in any of the components of the software can be undertaken by their in-house technical team. Required skills should be made available to make necessary configuration changes. The major/minor configuration changes in software requested by Indian Institute of Geomagnetism must be met immediately. The bidder should have at least regular 50 or more technical employees employed in-house in India for Conduct of exam, development of software, maintenance of software, networking and data security. The proof of ESI/PF registration or self-declaration shall be submitted.
  - b) Different versions of Software code should be managed appropriately in a standard version control system within the organization.
  - c) Software code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster.
  - d) The bidder should own the test cases and regression testing code to produce, to prove that they have done necessary testing of the software to scale up to conduct large scale assessments. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster-Recovery.
  - e) The bidder should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the exam.
  - f) The bidder should have in-house quality assurance group and a strong quality management system to do quality check of the software.
  - g) Proper security provision for source codes shall be maintained.
- 2) The proposed software should be Govt. of India compliant CERT-IN certified for IT security.
- 3) The bidder must use 256 bit encryption for Question paper transfer.
- 4) The bidder should be able to support the entire solution (across INDIA) and response in a reasonable timeframe.
- 5) The system should support question randomization with option shuffling ensuring that no two question papers are alike.
- 6) At any time before the submission of bids, Indian Institute of Geomagnetism may amend the tender by issuing an addendum in writing or by standard electronic means. If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended if required by The Recruitment Section, Indian Institute of Geomagnetism. Indian Institute of Geomagnetism has right to cancel or modify the tender.

- 7) Even though bidders may satisfy the above requirements, they may be disqualified if they have:
- a) Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
  - b) If confidential inquiry reveals facts contrary to the information provided by the bidder.
  - c) If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.

Besides above, they will be blacklisted.

- 8) In case of any discrepancy/anomaly/controversy in the question paper and/ or answer key found at later stage i.e. post examination phase, the bidder shall be held responsible and action as deem fit will be taken besides suitable compensation to IIG and/or conduct of re-exam at no cost to IIG.

## 4. Evaluation of Bids

### 4.1. Technical Bid

- 1 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.
- 2 The tender will be evaluated in two stages
  - a) Technical Evaluation  
In this bidder's profile will be evaluated against parameters in Tender Document. Bidder's who are qualified in this stage will only be considered for further evaluation.
  - b) Demonstration  
Qualified Bidder's in Stage (a) will be called for Demonstration at IIG. The Demonstration on Test Data will be evaluated by the committee at IIG and Scoring will be as per the following

Parameter	Maximum Marks
Bidder's Profile	10
GUI, Ease of Access of System	10
Experience in Similar Domain	10
Examination Center and conduct of Exam facilities available	10
Compliance to Security standards & Disaster Recovery platforms	10

Bidder with 75% or above Score will only be considered eligible in Technical Bid and further processing for Financial Bid

### 4.2. Financial Bid

The Financial Bid of 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. Indian Institute of Geomagnetism shall inform the date, place and time for opening of the Financial Bid.

Bidder with L1 value will be selected.

NOTE: Director, IIG reserves right to modify or cancel the tender at any stage without assigning reason thereof.

## 5. Important Instructions

1. The Bidder should follow defined Software Change Management processes to manage changes in the software. Such a process would include Change Request Management, Impact Analysis, Change Approval, Change Implementation, Version Control, Version labelling, Testing, OA Certification and Deployment into production.
2. The Bidder must make the provisions for multiple backup systems including offline backups to securely maintain the software and its corresponding source code.
3. The Bidder should have an in-house quality assurance and product testing team with a robust quality management processes that are followed to test and certify the system used to conduct the exam. The bidder should maintain documented test cases and maintain evidence of successful test execution covering all test cases. Rigorous testing must be done for major as well as minor and patch releases.
4. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster-Recovery.
5. The Bidder should design a high-performance system and conduct performance tests to verify successful achievement of high concurrency, fast response time, and long-stress duration required of the system used to conduct the exam. Results of such performance tests should be made available for each major release of the system used to conduct the exam.
6. The Bidder should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries, and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the exam.
7. Suitable emergency management plans towards any crisis situations/redundancy of servers, nodes additional center locations, students' data etc. should be maintained by the Bidder.
8. The Bidder should be able to support the entire solution (across INDIA) on a 24 x 7 basis with a maximum response time of 3 hours.
9. At any time before the submission of bids, Indian Institute of Geomagnetism may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments.
10. If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by Indian Institute of Geomagnetism.

## 6. General Information

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

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

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

The bidder should enclose bid security (EMD) in favour of Indian Institute of Geomagnetism in the form of Demand Draft drawn payable at Panvel. The tenders without EMD shall be summarily rejected. No exemption for EMD will be entertained. The successful bidder shall be required to deposit performance security in the form of bank guarantee valid for three years, equal to three percent (3%) of exam cost value within 15 days from the date of the award of the work. The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The EMD of the successful bidder shall be returned only after the signing of the contract along with performance security deposit. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document.

Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. Indian Institute of Geomagnetism may also independently seek information regarding the performance from the clients.

The Bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless Indian Institute of Geomagnetism calls it for.

Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.



Prospective bidders may seek clarification regarding the project and/ or the requirements for prequalification, in writing through mail within a reasonable time.

The tender document has to be downloaded from Indian Institute of Geomagnetism web site ([www.iigm.res.in](http://www.iigm.res.in)). The technical and financial documents should be kept separately in sealed envelopes and both these envelopes should be kept in one envelope super scribing "Tender for End to End Recruitment System" for Indian Institute of Geomagnetism so as to reach Indian Institute of Geomagnetism by 16/08/2023, late tenders shall not be accepted.

All disputes arising shall be subject to the jurisdiction of appropriate court of Panvel alone and shall be governed by the law of India. Indian Institute of Geomagnetism reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of Indian Institute of Geomagnetism shall be final. Initially the contract will be for Three years and may be extended for 2 more year depending upon successful completion of the job and performance review.

The payment shall be in Indian Rupees and shall be paid only after successful completion of work. The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over runs etc.

Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. Any such act will make the bid liable for rejection.

Any disputes arising out of this tender will be subject to the courts in Panvel only

- Even though bidders may satisfy the above requirements, they may be disqualified: If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.
- If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
- If confidential inquiry reveals facts contrary to the information provided by the bidder.
- If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.

In such cases, Indian Institute of Geomagnetism has the right to reject the bid.

The technical bid shall consist of –

- Technical information as desired in prescribed format.
- The financial information as per Annexure –I
- The details of experience of similar works as per Annexure – II
- Organizational Structure and information as per Annexure III
- Technical and Administrative manpower available for this work as per Annexure IV

- Physical Infrastructure such as availability of Exam Centers, technology, hardware, software etc. as desired and scope of work.
- EMD.

## **7. Appointment of Successful Bidder**

### **7.1. Award Criteria**

Indian Institute of Geomagnetism will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid as per the process outlined above.

### **7.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)**

Indian Institute of Geomagnetism reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Indian Institute of Geomagnetism action.

### **7.3. Notification of Award**

Prior to the expiration of the validity period, Indian Institute of Geomagnetism will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, Indian Institute of Geomagnetism may request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidders furnishing of Performance Bank Guarantee, Indian Institute of Geomagnetism will notify each unsuccessful bidder and return their EMD. The EMD of successful bidder shall be returned only after furnishing of Performance Bank Guarantee and signing of Contract.

### **7.4. Performance Guarantee**

Indian Institute of Geomagnetism will require the selected bidder to provide an irrevocable, unconditional Performance Bank Guarantee within 15 days from the Notification of award, for a value equivalent to 3% of the exam value. The Performance Guarantee should be valid for a period of 36 months. The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, Indian Institute of Geomagnetism at its discretion may cancel the order placed on the selected bidder without giving any notice. Indian Institute of Geomagnetism shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or Indian Institute of Geomagnetism incurs any loss due to Vendors negligence in carrying out the project implementation as per the agreed terms & conditions.

### **7.5. Signing of Contract**

After Indian Institute of Geomagnetism notifies the successful bidder that its proposal has been accepted, Indian Institute of Geomagnetism shall enter into a contract, incorporating all clauses, pre-bid

Clarifications and the proposal of the bidder between Indian Institute of Geomagnetism and the successful bidder with mutually agreed terms and conditions.

The contract will be awarded for the period of five years with annual review of performance. Annual assessment of the performance will be done by IIG. If the performance is not satisfactory, IIG reserves right to terminate the contract at any stage.

## **7.6. Penalty**

The bidder shall re-conduct assessment at no additional cost to Indian Institute of Geomagnetism if Deficiency in Services (failure to conduct and complete the assessment on the scheduled date due to any technical issues such as network issues, server issues, and power issues) are for reasons solely and entirely attributable to the bidder that has been proved. In addition, Point No.8 of Assessment Platform level may be referred.

## **7.7. Time Frame**

The successful bidder would be required to make the system up and operational within a period of 30 Days from the date of signing of Contract.

## **7.8. Information security and data privacy**

The successful bidder will be responsible for providing secure systems. The successful bidder is expected to adhere to Information Security Management procedures as per acceptable standards with best practices.

The vendor shall be responsible for guarding the Systems against virus, malware, spyware and spam infections using the latest Antivirus corporate/Enterprise edition suites which include anti-malware, anti-spyware and anti-spam solution for the entire system. The vendor shall have to maintain strict privacy and confidentiality of all the data it gets access to.

## **7.9. Processing Norms**

Indian Institute of Geomagnetism and the vendor acknowledge and agree that the provision of Services under this tender may require the vendor to interact with Indian Institute of Geomagnetism and suppliers of Indian Institute of Geomagnetism relating to the Services as special agent for and on behalf of Indian Institute of Geomagnetism and/or to process transactions, in accordance with the general or special guidelines, norms and instructions ("Processing Norms") provided by Indian Institute of Geomagnetism and agreed by the Parties. The vendor shall be entitled to rely on and act in accordance with any such Processing Norms agreed by the parties and the selected bidder shall incur no liability for claims, loss or damages arising as a result of vendor's compliance with the Processing Norms. Indian Institute of Geomagnetism agrees to indemnify, defend and hold vendor and its affiliates, their officers and employees involved in the Services, harmless from any and all claims, actions, damages, liabilities, costs and expenses, including but not limited to reasonable attorney's fees and expenses, arising out of or resulting from the selected bidder's compliance with Processing Norms. Further, Indian Institute of Geomagnetism shall be responsible for all activity occurring under its control and shall abide by all applicable local, state, national and foreign laws, treaties and regulations in

connection with their use of the Service, including those related to data privacy, international communications and the transmission of technical or personal data.

## 7.10. Payment Schedules

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 per the schedule, without any errors. No advance payment shall be made.

## 7.11. Fraudulent and Corrupt Practices

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, Indian Institute of Geomagnetism shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, Indian Institute of Geomagnetism shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

\_ “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of Indian Institute of Geomagnetism who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of Indian Institute of Geomagnetism, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of Indian Institute of Geomagnetism in relation to any matter concerning the Project;

\_ “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

\_ “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;

\_ “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by Indian Institute of Geomagnetism with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

\_\_ “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## **7.12. Force Majeure**

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder and/ or Indian Institute of Geomagnetism as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The bidder or Indian Institute of Geomagnetism shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract. However, Indian Institute of Geomagnetism shall make payment for all the services rendered by the bidder till such date of termination of contract.

## **7.13. Proprietary Rights**

All rights, title and interests in and to the Services Environment and any other material used by the bidder in the provision of the Services shall exclusively belong to the bidder or its licensors (“Bidder Proprietary Material”). Any and all Intellectual Property Rights with respect to the Services and the selected bidder Proprietary Material and all modifications, improvements, enhancements, or derivative works made thereto, shall always belong to the selected bidder or its licensors and Indian Institute of Geomagnetism shall not be entitled to claim any rights therein. All rights, title and interests in Indian Institute of Geomagnetism Data shall always remain with Indian Institute of Geomagnetism. Indian Institute of Geomagnetism agrees that the bidder shall have the right to list Indian Institute of Geomagnetism in its marketing material and use Indian Institute of Geomagnetism logo with respect to such listing and for reference purposes. Indian Institute of Geomagnetism acknowledges that the provision of the Services hereunder by the selected bidder shall be on a non-exclusive basis and the bidder shall be free at all times to provide the services or perform obligations same or similar to the Services and obligations envisaged hereunder to any of its other clients, either existing or future, and nothing herein shall preclude Bidder from providing such services or performing such obligations to its other clients.

## **7.14. Limitation of Liability**

Neither party shall be liable to the other party for any special, indirect, incidental, exemplary, punitive or consequential losses or damages or loss of profit, loss of data, loss of revenue or operational losses Whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages. The total aggregate liability of either party under this Agreement shall not exceed the exam value paid to bidder by Indian Institute of Geomagnetism for the Service that gives rise to such liability. The limitation on any Party's liability herein shall not apply to (i) liability for damages, resulting from the willful misconduct and (ii) breach of the use terms in respect of bidder's application system. The bidder shall not be held liable for any delay or failure in its obligations, if and to the extent such delay or failure has resulted from a delay or failure by or on behalf of Indian Institute of Geomagnetism to perform any of Indian Institute of Geomagnetism's obligations. In such event, Bidder shall be (a) allowed additional time as may be required to perform its obligations, and (b) entitled to charge Indian Institute of Geomagnetism for additional costs incurred, if any, as may be mutually agreed upon between the Parties.



## ANNEXURE- I

### **FINANCIAL INFORMATION**

Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

S. No.	Details	(1) 2022-23	(4) 2021-22	(5) 2020-21
i)	Gross annual turnover similar works.			
ii)	Profit/Loss			
iii)	Financial Position: <ul style="list-style-type: none"><li>• Cash</li><li>• Current Assets</li><li>• Current Liabilities</li><li>• Working Capital (b-c)</li><li>• Current Ratio: Current Assets/Current Liabilities (b/c)</li></ul>			

- Up to date Income Tax Clearance Certificate.

Note: Attach additional sheets, if necessary.

(Signature of Bidder)

## ANNEXURE- II

### DETAILS OF SIMILAR WORKS EXECUTED

Sr. No.	Name of Work/ Project & Location	Owner of sponsoring organization	Total no of candidates	No of Candidates in single shift	Date of commencement as per contract	Actual date of completion	Litigation/ Arbitration pending in progress with details	Name, Designation and Address/telephone number of officer to whom reference may be made	Remarks (if any)
1	2	3	4	5	6	7	8	9	10

(Signature of Bidder)

**ANNEXURE – III**  
**STRUCTURE OF THE ORGANIZATION**

1. Name and address of Bidder:
2. Telephone No. / Fax No./Email address:
3. Legal status (Attach copies of original document defining the legal statues).
  - a) An Individual :
  - b) A Proprietary/Partnership bidder :
  - c) A Trust :
  - d) A Limited Company or Corporation :
4. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
  1. Registration Number :
  2. Organization/Place of registration :
  3. Date of validity :
5. Name and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work.
7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.
8. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time? If so, give details.
9. Area of specialization and Interest
10. Any other information considered necessary but not included above.

## ANNEXURE – IV

### **DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK**

Sr No .	Designation	Total number of employees in that category	No. of available for this work	Name	Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remark (if any)
1	2	3	4	5	6	7	8	9

(Signature of Bidder)

## FINANCIAL BID

(In Indian Rupees)

Sr. No.	Particulars	Applicable Cost
1.	Online application with payment gateway integration (Form Filling)	
2	Conduction of CBT and Post Examination services for CBT	
3	Implementing Social Distancing Measures (as per the scope of work)	
4	Other (if any)	

The rates quoted shall be exclusive of duties and taxes.

Date

(Signature of Bidder)