



कृषि वैज्ञानिक चयन मंडल  
(कृषि अनुसंधान एवं शिक्षा विभाग)  
कृषि एवं किसान कल्याण मंत्रालय

कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली 110 012.

**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD**  
(DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION)  
MINISTRY OF AGRICULTURE AND FARMERS' WELFARE  
Krishi Anusandhan Bhavan-I, Pusa, New Delhi-110012



## REQUEST FOR BIDS

**through**

E-tendering process for conduct of Online Computer Based Test (CBT) including online registration of applications for recruitment to various posts under Indian Council of Agricultural Research (ICAR) and its Research Institutes/KVKs

**Issued on: 18<sup>th</sup> September, 2020**

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### RELEVANT INFORMATION AT A GLANCE

S. No	Particulars	Details
1	Tender ID	
2	Tender date	18 <sup>th</sup> September, 2020
3	Selection Method	Tender will be awarded to the Bidder with the highest score based on the QCBS Evaluation Method
4	Tender issued by	Agricultural Scientists Recruitment Board (ASRB)
5	Availability of Tender Document	Tender can be downloaded from <a href="http://eprocure.gov.in">http://eprocure.gov.in</a>
6	EMD	Earnest Money Deposit of INR 6,00,000 (6 lakhs) only. Demand Draft in favour of <b>Secretary, ASRB</b> from any of the nationalized/ scheduled/ commercial bank or BG as per standard format valid for a period of 90 days from the date of opening of tender is acceptable.
7	Performance Security Deposit (PSD)	An amount of Rs. 30 Lacs (Rupees Thirty Lacs) is to be deposited by the selected agency/ successful tenderer as Performance Security Deposit after receiving a communication from the Board about award of contract within 15 days of issue of award letter. In the event of non-deposition of the same, the earnest money will be forfeited
8	Nodal Officer for correspondence and Clarification	Controller of Examinations, ASRB, KAB-I, New Delhi
9	Pre-bid queries	30.09.2020 at 11.00 hours Room no. 211, ASRB, Krishi Anusandhan Bhawan-I, New Delhi - 110012
10	Start date of bid submission	22.09.2020 at 13.00 hours
11	Last date of bid submission	13.10.2020 at 15.00 hours
12	Opening of Technical bid	14.10.2020 at 16.00 hours
13	Opening of Financial bid of technically eligible bidders	The date & time for opening of Financial Bids will be intimated separately to the technically eligible firms.

**Note:**

1. A Bidder is not allowed to submit more than one Bid.
2. Bidder should have valid GST registration number and should meet all legal requirements.
3. Any amendment/ corrigendum to the tender document shall be posted on the ASRB's Website [www.asrb.org.in](http://www.asrb.org.in)
4. The ASRB reserves the right to call for any other details or information from any or from all the Bidders.
5. ASRB reserves all rights to reject any bid at any time, at any stage, fully or partly for whole process and/ or for particular bidder and also reserves all rights at any time to add, alter, modify, change, edit & delete any condition at any stage. ASRB also reserves the right to cancel the entire tender process without assigning any reason. In this regard, the decision of ASRB shall be final and binding on all the Bidders.

## E-TENDER NOTICE

**Tenders are invited by Controller of Examinations, ASRB on behalf of Secretary, ASRB for conduct of online Computer Based Test (CBT) including online registration of application for recruitment to various posts under Indian Council of Agricultural Research (ICAR) and its Research Institutes/KVKs**

1. The Agricultural Scientists Recruitment Board (ASRB), an independent recruiting agency, attached with Department of Agricultural Research & Education (DARE), Ministry of Agriculture and Farmers' Welfare, Govt. of India, invites Technical & Financial bids through E-tendering process for conduct of Online Computer Based Test (CBT) including online registration of applications for recruitment to various posts under Indian Council of Agricultural Research (ICAR) and its Research Institutes/KVKs for a period of two years and which may be extended for two more years on year to year basis based on performance and mutual agreement of the parties to contract.

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

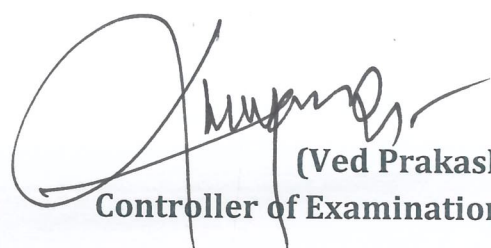
Cost of Tender Form	: Rs. 2,000/- (Rupees two thousand only)
Earnest Money Deposit	: Rs. 6,00,000/- (Rupees six lakh only)
Performance Security Deposit	: Rs. 30,00,000 /- (Rupees thirty lakh only)

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

4. Tender form, terms & conditions and draft agreement can be downloaded from the websites <http://eprocure.gov.in> and [www.asrb.org.in](http://www.asrb.org.in). On-line bids completed in all respects should be submitted through CPP portal <https://eprocure.gov.in/eprocure/app> only on or before the last date and time i.e. 13.10.2020 at 15.00 hours.

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

**Please note that only online bids uploaded on CPP portal will be accepted.**

  
(Ved Prakash)  
Controller of Examinations

## **Section-I**

### **BACKGROUND**

- The Agricultural Scientists Recruitment Board (ASRB) is an independent recruiting agency, attached with Department of Agricultural Research & Education (DARE), Ministry of Agriculture and Farmers' Welfare, Govt. of India for recruitment to scientific and other posts in the ICAR and to such other posts and services that the President, ICAR, may specify from time to time.
- ICAR has established its own Online Examination facility at 23 centres across the country and it became operational in 2014. The details of Locations of 23 Online Centres are given in Section-V of this document.
- ASRB is presently conducting National Eligibility Test (NET), an eligibility condition for recruitment of Assistant Professor/Lecturer in State Agricultural Universities (SAUs) as well as Central Agricultural Universities (CAUs) and ARS Preliminary Examination (alongwith one of NET Exams) followed by ARS Main Examination once a year for recruitment to the post of scientists in ICAR. Both NET and ARS (Preliminary) Exams are being conducted in 56 disciplines of Agricultural & Allied sciences (57 disciplines since 2018). ASRB has taken a lead in transformation from pen and paper mode examination to Computer Based Test (CBT) for NET and ARS (Preliminary) examinations, with the objectives of efficiency, accuracy, fairness and to improve the overall quality of examination system.
- CBT based NET Exams were commenced in 2015 (32,393 candidates applied), 2016 (28,558 candidates applied) and in May 2017 (48,000 candidates applied). The national facility created under the project for conducting online examinations has been tested successfully by conducting these online examinations. It was also used for conduct of Assistant Grade (Preliminary) Exam for 70,645 registered candidates, out of which 24,468 actually appeared. 66,000 candidates had registered for the NET (I)-2018/ARS (P) Examination 2017 held during 6-10 April, 2018; 41,778 candidates had registered for the NET (II)-2018 Examination held during 27-29 December, 2018 and 46,353 candidates had registered for the NET-2019 Examination held during 09-11 January, 2020.

## SECTION-II

### ELIGIBILITY CRITERIA

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

S.No.	Parameter	Criteria
A	Past experience in wok of similar nature	Should have executed minimum of five (5) projects of similar nature during the last five years through online payment Gateway and thereafter successful conduct of examination with minimum of 20,000 candidates in a single slot. Photocopies of work orders and satisfactory performance report from the user Deptt need to be attached; otherwise bids will be treated invalid.
B	Average annual turnover of the Agency in the last three financial years (2016-17, 2017-18, 2018-19) relating to examination work	Minimum Rs 10 crores. Turnover should be of the bidding agency and not that of the group to which the agency belong. The turnover refers to a company and not the composite turnover of its subsidiaries/sister concern etc. Moreover, the bidder should be a profitable firm/company during the last three years. Documentary proof, i.e., certified copies of company balance sheet and profit & loss account (duly audited) need to be uploaded with the bid.
C	Compliance with ISO 27001 (Former BS7799-2)	Compulsory
D	<ul style="list-style-type: none"><li>• Infrastructure and other details</li><li>• Office, hardware and software resources</li><li>• Personnel including skills and competence at all centres of the exam</li></ul>	Compulsory
E	Party should have PAN and Goods and Service Tax (GST) Number	Compulsory.
F	Party should be able to furnish a copy of the latest Income tax Return	Compulsory.

G	Submission of proof of website/ application developed and having been audited through any CERT-In empanelled agency.	Compulsory.
H	Submission of proof of CMMi level 3/5 Certification (Development & Service)	Compulsory.
I	Other documents listed in <b>Schedule-I</b> to this tender document	Compulsory.
J	Companies against whom any charge-sheet is pending before any court of law or company which has been found guilty by any court of law in connection with online examination related activities are not eligible to participate in the tender process.	Compulsory.
K	If at any stage before or after the award of contract, it comes to the notice of the Board that the company has concealed or manipulated / fabricated any information to mislead the Board, claim of such companies whatsoever, will be summarily rejected and any money deposited in the form of EMD, Performance Security, etc. will be forfeited and such firm shall also be blacklisted for future examinations.	For information.

**NOTE:**

(i) Bids which are not otherwise rejected for the reasons indicated above will be evaluated on the basis of rates quoted by the technically eligible bidders.

(ii) All supporting documents pertaining to the criteria for awarding points as per the Scoring Model must be produced/ submitted at least one day before the date of opening of the Financial Bids.

## SECTION-III

### SCOPE OF WORK

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

The examinations will be conducted only on application based model. Browser based model will not be accepted at any cost.

Preferably, server of ASRB will be used for all purposes till the conduct of examination. However, the server of agency/ company may be used, if the ASRB so directs, and for this no extra payment shall be made by the Board. In such cases, to safeguard the data, the agency shall transfer all the responses/ answers marked by the candidates, appearing in the examination within one hour of completion of examination. Rest of the data like biometric, photograph etc. shall be transferred to ASRB as soon as possible but not later than 5 days after the examination is over. All the data must be deleted from the server of agency after transferring it to ASRB in a secure mode. Audit in this regard can be made at any time.

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

The selected bidder is expected to draw the examination plan and implement the design of the examination processes as required by ASRB, New Delhi. Broadly, the requirements will be as follows:

#### **Complete Security management processes**

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

#### **Candidate handling process**

- Mapping of candidates details with Exam Centers
- Validation and verification of identity
- Attendance and biometric (photograph and thumb impression) handling
- Machine/seat allocation and handling of security parameters



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

- (i) Design, configuration, customization and deployment of registration forms on official / given website to enable online registration of candidates / applicants.
- (ii) Configure system validations and facility to capture applicant data through Online payment mode.
- (iii) Online Help / FAQs
- (iv) Integration of candidate registration module with Syndicate Bank [with whom ASRB has tie up] to enable receipt of examination fee through Syndicate Bank payment gateway as of now, but it may change as per need of ASRB.
- (v) The application shall be certified as “Safe to Host” by any CERT-in empanelled agency at least 30 days prior to the scheduled date of examination. Payment to CERT in certification will be borne by the successful bidder.
- (vi) Applicants shall apply online only and should be able to upload scanned copy of their photo, signature, etc.
- (vii) Generation of fee receipt and filled up application form.
- (viii) Provision for updation of application status based on successful fee receipt from candidates.
- (ix) Disable application form after expiry of the scheduled application submission date.
- (x) System generated “Candidate Registration Report” detailing day-wise registration, gender / caste categorization, fee confirmation details and valid candidates enrolled for the online assessment examination etc.

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

- (i) Arrangement and preparation of test-centres as per the requirement of the examination at least 30 Days prior to the scheduled date of the examination, to ensure that centre is notified to a candidate at least 30 days prior to the date of conduct of Examination.
- (ii) Availability of sufficient number of Test Centers across the Country to ensure conduct of examination in a Single Session covering all candidates. It is also pertinent to mention here that ICAR has developed its own online examination facility at 23 centres across the country, the details of which can be seen at Section-V. The online facility of ICAR must be utilized completely before hiring the private venues at any centre.
- (iii) DISTANCE BETWEEN SCREENS OF TWO CANDIDATES TAKING THE EXAMINATION SHOULD BE AT LEAST 2 FEET (FRONT AND BOTH SIDES) AND WOODEN/HARD BOARD PARTITIONS TO BE INSTALLED ON THREE SIDES OF COMPUTER MACHINE IN SUCH A MANNER THAT CANDIDATE CANNOT SEE OTHER CANDIDATE’S COMPUTER SYSTEM. Gatta, Transparent material and Thermocol, etc. are strictly prohibited for partitions.
- (iv) Exam Centre verification using Capacity Estimation Process should be ensured. Number of seats at a particular center along with buffer capacity and other logistic arrangement i.e. DG set, water arrangement, security, etc. may also be ensured.
- (v) Ensure availability of at least 2 additional Network / LAN switch at each Test Centre
- (vi) Arrangement of necessary power backup arrangement / one (01) DG set in each Test Centre

- (vii) Availability of drinking water & first aid facility at Test Centres
- (viii) Deployment of following minimum number of Technical Resources (both at ICAR centres as well as at private centres) to administer servers, hardware devices, networking and facility management at each of the test-centre:
  - One IT technical administrator per 30 nodes.
  - One IT technical manager per 200 nodes.
- (ix) Deployment of administrative resources (as per ASRB norms) at private centres hired by the agency like Exam Supervisors, Invigilators, Security, peon and other supporting staffs at each Test Centre to ensure successful completion of the examination. ASRB on its own discretion may deploy Observer/Flying squad at each test centre to oversee the overall examination process.
- (x) Thorough checking of all nodes, network equipments, electrifications, CCTV Cameras, Biometrics machine & Web Camera at Registration Desk (for capturing fingerprints, photograph & signatures of candidates) and other active / passive devices as per the test-centre worthiness assessment plan at each test centre location at least five (05) days prior to the scheduled date of examination.
- (xi) Preparation of Test Centre allocation sheet, Test Centre checklist and fill out the details of each Test Centre (seating capacity, number of nodes and other required facility) and submit the same to ASRB at least 15 days prior to the scheduled date of examination.
- (xii) Selection, finalization, registration and mapping of test centres in system alongwith the contact details / address of the Test Centre.

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

- (i) Randomization of candidate data and Randomized generation of examination roll number
- (ii) Allocation of Candidates in various Test Centres in system based on the pre-defined parameters as agreed with ASRB.
- (iii) Generation of Admission Card in online system.
- (iv) Randomized allotment of seats to candidates to appear in online test is to be done at the point of biometrics & photo capturing of candidates on the day of examination.
- (v) System generated “Exam-Roll List” detailing Test Centre wise allocation of the Candidates.
- (vi) Facility to send PDF / non-editable version of the Admission Card (containing Registration No. / Date / Location / Time / Address / Instructions etc. to candidate’s registered email ID at least 15 days prior to the scheduled Date of Examination)
- (vii) Generate unique Login ID and Password in system and SMS and e-mail notification to the candidates on registered mobile number at least 15 days prior to the scheduled Date of Examination.

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

- (i) Set-up centralized help desk during registration of applications process as well as 10 days prior to the scheduled date of examination. Minimum 2 executive required for help desk. Help will be active for 24 Hours. During normal office working hours from 9 AM to

5.30 PM, ASRB shall provide landline number to the helpdesk for attending to queries of the candidates. During odd hours the agency may respond on a mobile number which could be operated by their executive from any place. Such numbers will be notified in the Advertisement to be issued for registration of applications.

- (ii) To provide Telephonic / email support to the candidates and guide them in taking print out of the Admission Cards, other Examination / Test Centre related queries etc.
- (iii) Provide daily call-log details and intimate ASRB team via email
- (iv) Intimate ASRB team, whenever any candidate reports non-receipt of Admission Card / incomplete information provided to the candidate etc. (if required)

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

- (i) Deployment of sufficient number of Technical Experts at the designated confidential Examination Control Unit to be allocated by ASRB to facilitate in question paper [to be provided by the ASRB] uploading, configuration in system, test server set-up, console monitoring etc. Necessary IT infrastructure would be provided by the agency.
- (ii) Configuration and readiness of the Server at ECU to ensure smooth conduct of the entire examination process including encryption of question papers, uploading of question papers, result processing etc.
- (iii) Set-up Exam console at ECU for monitoring the entire examination from ECU by the confidential team deployed by ASRB
- (iv) To establish central command system at ASRB or at any place as per needs of ASRB, New Delhi.

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

- (i) Checking environment based on test centre readiness check-list and ensure readiness of individual test centre.
- (ii) Verify working condition of the available / allocated node / terminals to undertake the test with the required configurations, system scanning, operating system / web browser compatibility assessment etc.
- (iii) Verification of network configuration and internet bandwidth / LAN connectivity availability check
- (iv) Conduct 01 (one) Mock Test (dry run) at least 3 days prior to the scheduled date of examination.
- (v) Conduct Final Mock Test (dry run) in the presence of ASRB designated representatives at least 1 day prior to the scheduled date of examination.
- (vi) Certification of the nodes eligible for conducting the online assessment examination and sealing of the Test Centre after conducting final mock test.
- (vii) Getting test centers in compliance with test requirements including installation of CCTV cameras at test centers (one CCTV camera per twenty candidates) installed in such a manner that it covers faces of all candidates with continuous recording throughout the examination process which is to be handed over to ASRB after completion of examination, CCTV cameras in all the corridors of exam centre and hand videography at all the places of online examination throughout exam process. No hand videography is required at the places where CCTV is installed. Frisking of candidates who are to take the test as per law. All invigilation staff and trained security guards as per needs of ASRB will be provided by the S&SP.

- (viii) To take all safety measures for protection from COVID-19 e.g. sanitization, mask/ face shield for examination functionaries, etc.

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

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

#### **Minimum Candidate System Pre-requisites**

Screen Resolution	1024 X 768
Operating System	Windows XP Professional, Windows 7 or equivalent with appropriate Service Pack
Browser	Internet Explorer 7.0 or above compatible with above Operating Systems
Browser settings	Java Script enabled
	Pop-up blocker disabled
	Under 'Settings' of 'Temporary Internet Files', set 'Check for newer versions of stored pages' to 'Every visit to the page'
	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	Must support at least 100 clients without any perceivable degradation in performance. All mouse/key clicks are to be recorded for each client with time stamp for audit purposes.
	Response time for question/page loading must be less than one second.
	All responses to be acted upon in real time.

- (i) To arrange, test and set-up at least One (01) Bio-Metric Device and One (01) Web Camera to capture finger print, thumb impression and photograph for each set of 30 candidates before the examination session. The bidder shall capture photograph & signature of the examinees and reconcile (match) it with the photograph and signature given in the application. Further, the bidder shall also capture finger print and thumb impression of the candidates and match the finger print and thumb impression at the time of skill test/joining, if need for such a verification arises at the time of Counseling/Joining.

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

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

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

- (i) Bidder shall provide adequate mechanism to securely transfer question sets for upload at central server and secure link to transfer the test papers at test centres.
- (ii) Ensure readiness of the Server available both at Test Centre and Examination control Unit (ECU) along with availability of the required internet bandwidth / connectivity and necessary power backup at Test Centres to ensure smooth conduct of the entire examination process
- (iii) Download the participant list who are going to undertake test at the designated test centres
- (iv) **Ensure download / push question papers to Test centres from ECU through 256 bit AES + RSA Encrypted data transfer to various Nodes.**

- (v) Application shall provide secured access to the participants / candidates based on the provided login ID / Password to allow the candidates to login to the application and undertake the online assessment exam.
- (vi) Application shall have the provision to display same question in jumbling manner to various candidates with various options configured for the questions (questions and option choices to be jumbled ensuring that no two candidates are having same question and option choices at the same point of time)
- (vii) Application shall display only one question on screen at a time with various options
- (viii) Application shall have the facility for navigation between various Questions, ability to navigate to other sections before completing a section or no scroll back , as per needs of ASRB
- (ix) Application shall have secured storage for answers to questions by candidate
- (x) Application shall have the facility for instant display of attempted questions anytime during the examination and provision for different colour coding for attempted, not attempted, mark for review or no scroll back of questions as per needs of ASRB which will be intimated at the time of Examination.
- (xi) Application shall have the ability to trace candidates requested questions from test centre and maintain system audit trail
- (xii) Application shall have the facility to generate monitoring log / system click by click audit trail on the server for every candidate with his/her IP and Complete traceability of any single candidate's node
- (xiii) The online assessment exam shall stop automatically after expiry of the scheduled examination duration
- (xiv) Uploading of responses along with audit trail to ECU from the test server after completion of the examination
- (xv) Scheduling Backup Server to take continuous backup from Main Server at each Test Centre and availability of continuous Back-Up and restoration facility for Business Continuity Planning / Disaster Recovery purpose
- (xvi) Restart / Resume of Test (in case of node / power / network / application failure etc.)
- (xvii) In case of Machine, Power or Network Failure, software shall be able to retrieve candidates attempted questions and its responses entered by the candidate fully along with creation of incident report and system audit trail (downtime details, additional time taken by the candidate etc.)
- (xviii) Acknowledgement of Exam progress to ECU from Test Centre Superintendent / Technical team

### **III. Collection of feedback / grievances from candidates**

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

## C. Post Examination Phase:

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

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

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

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

## **D. Time Frame**

The indicative implementation plan for this project is provided below:

<b>Step</b>	<b>Step Description</b>	<b>Period</b>
1.	Finalizing of the project plan	Within one week of Placing the order
2.	Registration of Online Applications	Three weeks
3.	Issue of Admit Cards	Ten days after closing date
4.	Arrangement and preparation of Centres	At least twenty days prior to Exam date
5	Conduct of Mock Test	Three/ one day(s) before the date of Examination
6.	Go Live to conduct exam	Date of Examination

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

## SECTION-IV

### BID OPENING, EVALUATION PROCESS AND SELECTION PROCEDURE

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

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

- i. **Submission of Earnest Money Deposit of Rs 6,00,000/- and Tender Form cost of ₹ 2,000/-.**
- ii. **Submission of Annexure-I alongwith Work Orders and satisfactory reports.**

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

3. ASRB reserves the right to accept or reject any or all tender bids without assigning any reasons thereof.

#### 4. Scoring Model

S. No.	Criteria	Score
<b>1.1</b>	<b>Bidder's Profile</b>	<b>15</b>
<b>1.1.1</b>	<b>Overall IT staff strength (Project Manager/ Developer/ Quality Assurance/ Implementation/ Operations) engaged in online examination process (<i>Proof to be submitted</i>)</b> Less than 100 100 - 250 More than 250	 5 10 15
<b>1.2</b>	<b>Bidder's certification</b>	<b>30</b>
<b>1.2.1</b>	<b>CMMi level (Organisation)</b> CMMi level 3 Development CMMi level 5 Development	 7 15
<b>1.2.2</b>	<b>ISO 20000-1</b> ISO /IEC 20000-1:2011 ISO /IEC 20000-1:2018	 3 7
<b>1.2.3</b>	<b>Services</b> CMMi level 3/5 Service	 8
<b>1.3</b>	<b>Bidder's Financial Capability</b>	<b>15</b>
<b>1.3.1</b>	<b>Average annual turnover from online examination related services for the financial years 2016-2017, 2017-2018, 2018-2019</b> More than 10 CR but less than 20 Crore INR 20 Crore but less than 30 Crore INR 30 Crore INR and above	 5 10 15



<b>1.4</b>	<b>Bidder's experience in CBT</b>	<b>25</b>
<b>1.4.1</b>	<b>Maximum number of candidates appeared in computer based examination in single slot completed in India during last five years (as on date of bid submission)</b>	<b>15</b>
	20,000 - 30,000 Candidates	7
	30,001 – 45,000 Candidates	10
	More than 45,000 Candidates	15
<b>1.4.2</b>	<b>No of Assignments in computer based examination (with more than 60,000 candidates in each assignment) completed in India in last five years (as on date of bid submission)</b>	<b>10</b>
	Upto 7 assignments	5
	7 – 10 assignments	7
	More than 10 assignments	10
<b>1.5</b>	<b>Bidder's Infrastructure Capability</b>	<b>15</b>
<b>1.5.1</b>	<b>No. of labs/computer centres with facility more than 100 computers (available 24X7) all over India (Proof to be submitted)</b>	<b>10</b>
	Upto 10	5
	11 – 25	10
	More than 25	15

**Total Score: 100**

**Eligibility condition:** Bidder scoring less than 75% in the above Technical Score will be deemed as technically ineligible.

## **5. Evaluation of Bids**

### **A. Technical Evaluation**

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

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

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

### **B. Financial Evaluation**

The Financial Bid of only those Bidders who have been found to be technically eligible will be opened.

The Financial bids of technically 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. ASRB shall inform the date, place and time for opening of the Financial Bid to the technically eligible bidder(s).

There are two parts in financial bid i.e. for examinations of upto 50,000 candidates and for examinations of more than 50,000 candidates. The Financial bids should contain a separate quote for each item in Indian Rupees. Applicable taxes will be paid as per applicable rates of the Government. In case of discrepancy between the price/rates in figures and words, the price/rates in words will be considered as final. Actual payment will be made on the basis of number of candidates/application registered for the exam (after removing all duplicate / rejected applications).

### **C. Evaluation and Comparison of Bids**

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

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

**All the amounts quoted in the Financial Bid will be considered for evaluation of the financial bid. For considering the score, average of all the four rates quoted in the Financial Bid shall be taken.**

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

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

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

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

$F_n$  = Normalized commercial score for the Bidder under consideration

$F_b$  = Absolute financial quote for the Bidder under consideration

$F_{min}$  = Minimum absolute financial quote

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

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

## SECTION-V

### **General Conditions of Contract**

- 1.0 ASRB conducts online written examinations for appointment to various posts under ICAR. Quotations are invited for conduct of Computer Based Tests for recruitment to various posts under ICAR, HQ and its Research Institutes/KVKs. The contract shall be initially for a period of two years which may be further extended for two (02) more years on year to year basis, based on satisfactory performance of firm and mutual agreement of the two parties to the contract.
- 1.1 The list of cities where Examinations were scheduled in past along with online examination centres of ICAR are given below. The requirement of Centres may, however, change at the discretion of ASRB.

<b>Centre Code</b>	<b>Centre Name</b>	<b>Centre</b>	<b>State</b>	<b>Capacity</b>
01	ICAR-Directorate of Medicinal & Aromatic Plants Research	Anand	Gujarat	100
02	ICAR-National Institute of Animal Nutrition & Physiology	Bengaluru	Karnataka	100
03	ICAR Research Complex for NEH Region	Barapani (Shillong)	Meghalaya	100
04	ICAR-Indian Veterinary Research Institute	Bareilly	Uttar Pradesh	120
05	ICAR-Central Inland Fisheries Research Institute	Barrackpore	West Bengal	100
06	ICAR-Central Institute of Agricultural Engineering	Bhopal	Madhya Pradesh	100
07	ICAR-Central Institute of Freshwater Aquaculture	Bhubaneswar	Odisha	100
08	Tamil Nadu Veterinary & Animal Sciences University	Chennai	Tamil Nadu	100
09	ICAR-Central Marine Fisheries Research Institute	Cochin	Kerala	100
10	ICAR-Indian Institute of Soil & Water Conservation	Dehradun	Uttarakhand	100
11	ICAR-Indian Agricultural Research Institute	Delhi	Delhi	120
12	ICAR-National Academy of Agricultural Research Management	Hyderabad	Telangana	120
13	Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu	Jammu	Jammu & Kashmir	50
14	ICAR-Central Arid Zone Research Institute	Jodhpur	Rajasthan	100
15	ICAR-National Dairy Research Institute	Karnal	Haryana	120
16	ICAR-Indian Institute of Sugarcane Research	Lucknow	Uttar Pradesh	100
17	ICAR-Central Institute of Post Harvest Engineering & Technology	Ludhiana	Punjab	50

18	ICAR-Central Institute of Fisheries Education	Mumbai	Maharashtra	120
19	ICAR-Central Institute for Cotton Research	Nagpur	Maharashtra	50
20	ICAR Research Complex for Eastern Region	Patna	Bihar	50
21	ICAR-Central Island Agricultural Research Institute	Port Blair	Andaman & Nicobar Islands	20
22	ICAR-Central Potato Research Institute	Shimla	Himachal Pradesh	50
23	ICAR-Central Institute of Temperate Horticulture	Srinagar	Jammu & Kashmir	50

- 1.2 The tender bids should be uploaded on CPP portal. The name and signature of bidder's authorized person should be recorded on each page. All pages of the tender shall be numbered and submitted as a package along with forwarding letter on agency's letter head as per **Annexure-II**. If the bidder gives any misleading incorrect information or try to conceal the facts in their tender or wrongfully create circumstances for acceptance of the tender, ASRB reserve the right to reject such a tender bid at any stage.
- 1.3 Late bids i.e., bids received after the specified last date and time for receipt of bids shall not be entertained under any circumstances.
- 1.4 **Earnest Money Deposit:** EMD of ₹ 6,00,000/- and ₹ 2,000/- as cost of tender form must be deposited in the form of demand draft/pay order/Bank Guarantee payable to Secretary, ASRB at New Delhi **on or before the last date/time of submission** in Room No. 102, Examination-II Section, ASRB during working hours i.e. 9.00 A.M. to 5.30 P.M. on any working day (except Saturday, Sunday and Gazetted Holidays). In case of Bank Guarantee, it should be valid for a period of not less than 90 days from the closing date of the tender.
- 1.5 The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the draft/pay order number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. **No overwriting or cutting is permitted in the tender document.** Such bids will be rejected outrightly. The Earnest Money Deposit (EMD) should remain valid for a period of ninety days beyond the final bid validity period. EMD of unsuccessful bidders would be returned to them after the finalisation of the tender.
- 1.6 **Performance Security Deposit:** An amount of Rs. 30 Lacs (Rs. Thirty Lacs only) is to be deposited by the selected agency/ successful tenderer as Performance Security Deposit in the form of Fixed Deposit Receipt/ Bank Guarantee from any Commercial / Scheduled / Nationalised Bank, Demand Draft/ Pay Order after receiving a communication from the Board about award of contract, in favour of Secretary, ASRB, New Delhi payable at New Delhi within fifteen days of receipt of the order. The Performance Security would be retained by ASRB till satisfactory completion of the work assigned and must remain valid till ninety days of the completion of all contractual obligations. In the event of non-deposition of the same, the earnest money will be forfeited.
- 1.7 The EMD would be returned to the successful bidder on receipt of Performance Security. No interest on Performance Security would be payable by ASRB under any circumstances.

- 1.8 No interest on security deposit and earnest money deposit shall be paid by the Board to the tenderer.
- 1.9 Considering the confidentiality and sensitivity of the work involved, the bidders have to enclose a certificate along with the technical bid to the effect that it would not divulge any details pertaining to the examination to anybody without prior permission of ASRB and that it would take necessary preventive measures to ensure that nobody would come to know that the exam is being conducted by them. The agency will also have to certify that none of the relations of the personnel to be deployed for this work would appear for the exam to be conducted by the Agency. Failure to comply would attract a penalty as the ASRB may deem fit to impose, including forfeiture of security deposit / Performance Security and termination of contract.
- 1.10 The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations, the aforesaid amount of EMD will be forfeited by the Board. In the event of the offer made by the tenderer not being accepted by ASRB, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Board. An undertaking as per **Annexure-II** is also required to be submitted by the tendering firm.
- 1.11 The **Schedule I & II** as well as Annexure-I & Annexure-II of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter alongwith the tenders.
- 1.12 The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm, if it is a company.
- 1.13 If a tenderer does not accept the offer, after issue of letter of award by ASRB within 15 (fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
- 1.14 In case of partnership firms, where no authority has been given to any partner to execute the contract/ agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Board shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure(s), if any, should be signed by the tenderer.

- 1.15 The rates quoted by each firm for job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenders will be opened online by the authorised officer. Bidders have two options to participate in tendering process at the time of opening of Bids. Bidders can come at the place of opening of bids (manually) as done in the conventional tender process or he can visualize the process online without physically being present at ASRB (electronically).
- 1.16 Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
- 1.17 The Income tax or any other tax which is as per the rules of the Govt. of NCT of Delhi/Govt. of India shall be deducted at source from the bills of the successful tenderer, as per rules/ instructions made applicable from time to time by government.
- 1.18 Decision of Secretary, ASRB shall be final for any aspect of the contract and binding to all parties. The dispute arising, if any, on the contract between the parties to the agreement / MoU shall be settled by mutual discussion and consultation. In case of failure of settlement through discussion/ consultation, the dispute shall be settled through arbitrator appointed under the provisions of the Arbitration & Conciliation Act, 1996 as amended from time to time. The Arbitrator shall be appointed by the parties to the Contract. The decision of the sole arbitrator, so appointed, shall be final and binding on all the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
- 1.19 Acceptance by the Board will be communicated by Fax/Registered letter or any other form of communication. Formal letter of acceptance and work order to the tenderer will be forwarded as soon as possible, but the instructions in the form of e-mail/Fax/Registered letter etc. should be acted upon immediately.
- 1.20 The Board does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional bids/ tenders will not be accepted and will be summarily rejected.
- 1.21 The Board may in the interest of the candidates/ for smooth conduct of the examinations modify any of the terms and conditions of the contract with proper notice to the other party/ parties.
- 1.22 Successful Bidder/tenderer will have to enter into a detailed contract agreement with ASRB on non- judicial stamp paper of ₹ 100/- (One hundred only) for work as per draft agreement enclosed at **Annexure-III**.

## **2. Payment**

The payment would be made on successful completion of the examination related activities as per following schedule/pattern upon furnishing of bills by the agency:

10% of the total payment due	On successful online registration of the candidates
25% of the total payment due	On successful testing & Conduct of online Examination at all Centres
50% of the total payment due	On satisfactory declaration of result
15% of the total payment	After submission of requisite MIS reports etc.

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

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

#### **3.1 Standard of performance**

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

#### **3.2 Intellectual Property Rights**

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

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

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

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

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

### **3.4 Performance Security**

Within 15 days of the Bidder's receipt of notification of award, the Bidder shall furnish a sum of Rs. 30.0 (Rs. Thirty lacs only) as performance security valid up to 90 days after the date of completion of the contract or till the settlement of all claims whichever is later. The proceeds of the performance security shall be payable to the ASRB as compensation for any loss(es) resulting from the failure of the Bidder to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by ASRB for failure.

The Bidder has to deposit this security in the form of Bank Guarantee of a Commercial/ Scheduled/ Nationalised Bank FDR/Demand Draft /Pay order in favour of Secretary, ASRB. The Performance Security will be discharged by the ASRB and returned to the Bidder within 90 days following the date of completion of the Bidder's performance obligations or upto expiry of contract period, whichever is later. In the event of any contract extension, the Bidder shall, within 7 days of such an extension, furnish the amended/ revalidated performance security, rendering the same valid for a period of 90 days beyond the extended duration of the contract.

### **3.5 Governing Language**

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

### **3.6 Consortium**

A Company registered in India under the Companies Act. 1956/2013 having single entity or Indian Partnership Act, 1932 or consortium firm(s) fulfilling the following criteria is eligible to apply:

- All the partners of consortium must be registered either under Companies Act, 1956/2013 or Indian Partnership Act, 1932.
- **Turn over:** The bidder or any of the consortium firm should have average annual turnover of ₹ 10 crore or more in the last 3 financial years (2016-17, 2017-18, 2018-19) as per audited P&L (Profit & Loss) account.
- **Experience:**
  - a. The bidder or the consortium firms should have executed minimum of five (5) projects of similar nature during the last five years with candidates registered online through online payment gateway and thereafter successful conduct of examination with a minimum of 20,000 candidates in a single slot. Photocopies of work orders and satisfactory performance report from the user Department need to be attached; otherwise bids will be treated invalid.
  - b. All consortium firm(s) should notify among themselves one entity as lead bidder.

The proposal made on behalf of a consortium must include signed statements by an authorised officer of each organization participating in the consortium agreeing that the proposal is binding on each of them. The leadership role should be clearly mentioned and rolled out. The participating organizations constituting the said consortium for agreeing to participate in the bidding on the terms and conditions of the tender shall be jointly liable for the performance of all of the consortium's obligations under this proposal. The Board would interact only with the lead bidder who would be fully responsible for carrying out or enforcing the conditions of the Contract.



### **3.7 Penalty Clause / Liquidated Damage**

If at any stage before or after the award of contract, it comes to the notice of the Board that the company has concealed or manipulated / fabricated any information to mislead the Board, claim of such companies whatsoever, will be summarily rejected and any money deposited in the form of EMD, Performance Security, etc. will be forfeited and such firm shall also be blacklisted for future examinations.

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

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

Moreover, if the service providing agency does not provide any of the facilities mentioned above, penalty will be imposed to it on the basis of feedback received from the ASRB representative deployed at Centre and it may be up to 10% of quoted rates (per candidate rate) for each deficiency, after issue of a written show cause notice to the agency.

Failure of online examination for any slot(s) at any stage during the entire course of the examination will entail a penalty of 100% of the Project cost for that particular slot(s) and if any re-examination is held, the entire cost shall be borne by the agency. The agency will have to submit an undertaking to this effect.

### **3.8 Prices**

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

### **3.9 Subcontracts**

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

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

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

### **3.11 Termination for Default**

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

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

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

### **3.12 Termination for Insolvency**

The ASRB may at any time terminate the contract by giving notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the ASRB. If during the pendency of this contract, any insolvency proceeding is initiated against the agency/ firm, the agency shall immediately inform in writing about the complete details of the proceeding to the ASRB and ASRB may take appropriate action as deem fit.

### **3.13 Suspension**

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

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

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

### **3.14 Confidentiality**

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

### **3.15 Force Majeure**

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

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

### **3.16 Resolution of Disputes**

Decision of Secretary, ASRB shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement, dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ASRB. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.

### **3.17 Legal Jurisdiction**

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

### **3.18 Local Conditions**

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

### **3.19 Responsibilities of the Bidder**

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

### **3.20 Interpretation**

In these Terms & Conditions:

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

**SCHEDULE-I**

**Technical Bid**

**PART -I**

1. Name of the Firm/Agency
2. Full address with Post Box No. and telephone no. if any. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Constitution of the firm/ agency (Attached copy)
  - (i) Indian Companies Act, 1956/2013
  - (ii) Indian Partnership Act, 1932  
(please give names of partners)
  - (iii) Consortium:
4.
  - (i) For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
  - (ii) If answer to the above is in negative. Whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration.
  - (iii) If the answer to point (i) and (ii) above is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner(s)
  - (iv) If the answer to point (iii) is affirmative, indicate the composition of the consortium
5. Name, address, tel. no. of the proprietor/ Partner of the agency/firm or if it is a company, the same details of the Director(s) of the company
6. Address of office in the National Capital Region (NCR).

7. Name and full address of your banker
8. Your Permanent Account No. (PAN) (copy of PAN to be uploaded)
9. GST Registration No.
10. Date of establishment of the agency/firm/company
11. Any other relevant information

### **PART-II (Documents to be submitted)**

12. Scanned copy of DD/Pay order of Earnest Money Deposit (EMD) and tender form cost.
13. Scanned copy of Registration Certificate of the firm under Indian Companies Act 1956/ Indian Partnership Act 1932
14. Scanned copy of the profile of the Agency/Tenderer
15. Scanned copy of list of clients including PSUs, Educational Institutions/ Central Government/State Government etc. where similar jobs are executed in last five (05) financial years with copy of self attested work orders along with scanned copies of satisfactory services report, minimum five (5) projects of similar nature, with details in enclosed tabular form (Annexure-I).
16. Scanned copy of list of centres & Infrastructure facilities available on All India Basis.
17. Scanned copy of confirmation of testing system compliant with ISO 27001.
18. Scanned copy of 'safe to host' certificate by CERT-in empanelled agency.
19. Scanned copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years.
20. Scanned copy of duly audited balance sheet of the firm during each of the last three financial years by Chartered Accountant/ Chartered Accountant firm.
21. Scanned copy of the audited document to show that the turn-over from the online exam and profit & loss account to the satisfaction of the ASRB, as per criterion listed in Section-II.
22. Scanned copies of Income Tax and GST Registration Certificates and latest Income Tax Return submission copy & PAN Card copy.
23. An Undertaking as per **ANNEXURE-II** duly attested by Notary on a non-judicial stamp paper of value of ₹100/- (Rupees One Hundred Only).
24. An Undertaking as per **APPENDIX** duly attested by Notary on a non-judicial stamp paper of value of ₹100/- (Rupees One Hundred Only) regarding no pending charge-sheet/ court-case and non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission
25. Scanned copy of a Certificate as per para 1.9 of Section-V of this tender document.
26. Self-Declaration by Authorized Signatory as proof regarding Organization owning the source code of the application software
27. Scanned copy of CMMi Level 3/5 certification.

**PART-III**

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

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

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

**AUTHORISED SIGNATORY**

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

**SCHEDULE-II**

**FINANCIAL BID**

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

Sir,

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

<b>S. No</b>	<b>Particulars</b>	<b>Rates quoted</b>
<b>(UPTO 50,000 CANDIDATES)</b>		
1.	Rates quoted for all the responsibilities as per scope of work per candidate for examination (excluding all applicable taxes) at private centres arranged by the company.  Duration of Exam: 2 hrs to 3 hrs.  Duration of exam for Divyang: additional 20 minutes per hour or as per applicable govt. rules	Rs ...../- (Rs. in words ..... ..... .....only)
2.	Rates quoted for all the responsibilities as per scope of work per candidate for examination (excluding all applicable taxes) at online facility of ICAR.*  Duration of Exam: 2 hrs to 3 hrs.  Duration of exam for Divyang: additional 20 minutes per hour or as per applicable govt. rules	Rs ...../- (Rs. in words ..... ..... .....only)
<b>(MORE THAN 50,000 CANDIDATES)</b>		
3	Rates quoted for all the responsibilities as per scope of work per candidate for examination (excluding all applicable taxes) at private centres arranged by the company.  Duration of Exam: 2 hrs to 3 hrs.  Duration of exam for Divyang: additional 20 minutes per hour or as per applicable govt. rules	Rs ...../- (Rs. in words ..... .....only)
4	Rates quoted for all the responsibilities as per scope of work per candidate for examination (excluding all applicable taxes) at online facility of ICAR.*  Duration of Exam: 2 hrs to 3 hrs.  Duration of exam for Divyang: additional 20 minutes per hour or as per applicable govt. rules	Rs ...../- (Rs. in words ..... .....only)



**N.B.: (i) Applicable Taxes will be as per provision under para 1.17 of Section-V of this tender document.**

**(ii) Number of candidates pertains to the actual number of candidates to whom admission certificate is issued.**

**(iii) Board reserves the right to conduct the Examination in Single Slot or in Multiple Slots.**

\*In case ICAR facility is used, expenditure towards remuneration to administrative staff (as indicated in para A (II) (ix) of Section-III) shall be borne by ASRB.

**Submitted By:**

**Name and Address of the Agency: .....**

**Details of the project executed/work done in the last 5 years alongwith satisfactory report strictly as per criterion in Section-II**

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

**(Authorized Signatory)**

**UNDERTAKING**

**F.No. 1(10)/2019-Exam.II**

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

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

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From \_\_\_\_\_

To, \_\_\_\_\_  
The Controller of Examinations  
ASRB, KAB-I, Pusa  
New Delhi-110 012

Sir,

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

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

I / We have enclosed the earnest money deposit in the shape of demand draft of **Rs.6,00,000/- (Rupees Six lakh only) (Refundable)** in the name of the Secretary, ASRB, payable at New Delhi, Demand Draft .No.\_\_\_\_\_ dated \_\_\_\_\_ Issued from Bank \_\_\_\_\_ Pay order/ DD No.\_\_\_\_\_ of ₹ \_\_\_\_\_ drawn in favour of Secretary, ASRB and payable at New Delhi has been submitted to your office on.....(date) on account tender cost form.

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

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

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

I / We certify that no charge-sheet against the company / consortium firms is pending before any court of law and the company / any of the consortium firms has not been found guilty by any court of law in connection with online examination related activities.

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

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

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

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

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

I/We undertake to not to divulge any details pertaining to the examination to anybody without prior written permission of ASRB.

I/We undertake to inform to ASRB in writing about the details of insolvency proceedings that are initiated against us/ firm.

I/We undertake that if the firm fails to fulfill any of the terms and conditions of this agreement or commits breach of the contract, ASRB shall cancel/ terminate the contract and forfeit the security deposit and the performance security and initiate such other suitable legal action as the Board may deem fit against the firm/ agency.

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

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

Yours faithfully,

**Date:**

**Signature & Seal of the Tenderer**

**Signature of witness:**

**Telephone No. Office:**

**Name & Designation of witness**

**Res.:**

**Address:**

**Mobile:**

**DRAFT SPECIMEN AGREEMENT**

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

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

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

1. This agreement shall come into force w.e.f. ....(date)..... and will remain in force for a period for two years but can be terminated by ASRB by giving one calendar months' notice in writing of its intentions to terminate the agreement. The agreement can be renewed, on mutually agreed terms for two (02) more years on year to year basis.
2. The firm shall be responsible for annual work contract for providing all services as given under Scope of work in Section-III of the tender document.
3. All personnel posted for performance of awarded work shall at all times and for all purposes be deemed to be employees of the firm and the ASRB shall have no liability on this account in any manner.
4. That the Firm shall ensure that all persons deployed at ASRB premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
5. The ASRB shall have the right to ask for the removal from its premises any personnel considered by them to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the ASRB.
6. The deduction of income tax from the bills of the agency will be made at source as per rates applicable from time to time.
7. In case of dispute between the parties, the matter shall be referred to the sole arbitrator appointed by the Secretary, ASRB. The decision of the sole arbitrator shall be final and binding in any respect of any dispute between the parties. The arbitration proceedings shall be governed by Arbitration & Conciliation Act, 1996 as amended from time to time.
8. That the firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.

9. That in case the firm fails to fulfill any of the terms and conditions of this agreement or commits breach of the contract, ASRB shall cancel/ terminate the contract and forfeit the security deposit and the performance security and initiate such other suitable legal action as the Board may deem fit against the firm/ agency.
10. The contract is subject to the conditions that the firm shall comply with all the laws and bye-laws of Central Govt. State Govt. / NCT of Delhi as applicable relating to this contract.
11. In case of any loss or damage to the property of the Board which is attributable to the firm, the full damages will be recovered from the firm as decided by Board.
12. The firm shall not transfer its right or sub- contract to anyone else.
13. The firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
14. The firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligence and honesty.
15. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

**PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE (As stipulated in Section-V of the tender document)**

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

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

(Name & Address of the firm)

(For ASRB)

Witness:-

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

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

LETTER OF UNDERTAKING

(On Non-Judicial Stamp paper of Rs. 100/-)

I/we \_\_\_\_\_ (name & designation) authorized representative of the firm \_\_\_\_\_ do hereby solemnly affirm:

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

That I / We certify that no charge-sheet/ court-case against the company / consortium firms is pending/ contemplated before any court of law and the company / any of the consortium firms has not been found guilty by any court of law in connection with online examination related activities.

That I / We certify that the company / consortium firms has not been blacklisted by any court of law, Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission in connection with online examination related activities.

If at any stage, it is found that the facts have been fabricated/ manipulated/ concealed by the firm, the tender may be cancelled without any prior notice.

(Authorized Signatory)  
Designation and office seal

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

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