

REQUEST FOR BIDS

Invitation of Limited Tender process for conduct of online Computer Based Test (CBT) including online registration of Applications for Recruitment to various posts under Board of Apprenticeship Training (SR), Taramani, Chennai.

Director
BoAT-SR, Chennai.

Issued on 9th December, 2019

SECTION NO.	Particulars	Page No.
	RELEVANT INFORMATION AT A GLANCE	1
	LIMITED TENDER NOTICE	2
I	BACKGROUND	5
II	PRE-QUALIFICATION CRITERIA	6
III	SCOPE OF THE WORK	9
IV	BID OPENING, EVALUATION PROCESS AND SELECTION PROCEDURE	25
V	GENERAL INFORMATION	

RELEVANT INFORMATION AT A GLANCE

<u>S. No</u>	<u>Particulars</u>	<u>Details</u>
1	Tender ID	BAT/SR/Rect/19-Tender id: 01
2	Tender Date	09/12/2019
3	Selection Method	Tender will be awarded to the L1 bidder on evaluating financial bids for the qualified technical bidders.
4	Tender Issued by	Board of Apprenticeship Training (SR), Chennai
5	Availability of Tender Document	www.boat-srp.com – Home Page.
6	EMD	Earnest Money Deposit of INR 10000/- only. Demand Draft in Favour of The Director, Board of Apprenticeship Training (SR), Chennai, from any of the Nationalised / Scheduled / Commercial Bank as per Standard format valid for a period of 45 days from the date of opening of Tender is acceptable.
7	Performance Security Deposit (PSD)	An Amount of Rs. 30000/- is to be deposited by the Selected agency / Successful Tenderer as Performance Security Deposit in Demand Draft after receiving a communication from the Board of Apprenticeship Training (SR), 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	Accounts cum Administrative Officer (AAO) for Correspondence and Clarification of BOAT (SR), Chennai. Email id : aao@boat-srp.com
9	Pre-bid queries	20/12/2019 /15.00 hrs in Board of Apprenticeship Training (SR), Chennai before committee
10	Start date of Bid submission	09/12/2019
11	Last date of Bid submission	08/01/2020 at 15.30 hours
12	Opening of Technical Bid	08/01/2020 at 15.45 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 qualified 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 BOAT (SR), Chennai website www.boat-srp.com.
4. The BOAT (SR), Chennai reserves the right to call for any other details or information from any or from all the bidders.
5. The BOAT (SR), Chennai 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. The BOAT (SR), Chennai also reserves the right to cancel the entire tender process without assigning any reason. In this regard, the decision of The Director, BOAT (SR), Chennai shall be final and binding on all the Bidders.

Limited Tender Notice

Board of Apprenticeship Training (Southern Region)
IV Cross Road, C.I.T. Campus,
Taramani, Chennai – 600 113.

BAT/SR/Rect/19/Tender id:01

09th Dec, 2019

Detailed Notice: Limited Tenders are invited by The Director, BOAT (SR), Chennai for Selection of Examination Agencies for conduct of online Computer Based Test (CBT) including online registration of Applicant for Recruitment to various post under BOAT (SR), Chennai.

1. Board of Apprenticeship Training (Southern Region), Chennai herein referred as BOAT (SR), Chennai intends to invite sealed tenders in two bid system (Technical and Financial bid) from reputed Company/Organisation (hereafter referred as Agency/Service Provider) providing end to end service regarding Recruitment Examinations up to finalizing, mark list/merit list of candidates. BOAT (SR) will compensate the agencies providing IT infrastructure suitably. The idea is that BOAT (SR) will use IT infrastructure owned and managed by the agencies for conducting online examinations as per the schedule of examination which will be informed well in advance. The Agency should provide the details of hardware/software systems setup, IT tools used, databases used, operating systems used, CCTV/Camera set up details, own proctoring staff or third party, access control system etc. which can be offered for the purpose.

2. The project information and scope of the work are detailed below :

Details	Bid Security(EMD)	Performance Security Deposit (PSD)
Conducting Computer Based Examination in two-three months as per Tender terms which involves online examinations (Objective), Skill Proficiency assessment test (Typing/Stenography/ Computer Proficiency Test) in respect of 03 Categories of Posts i.e LDC-06; UDC-02; Stenographer-01	Rs. 10000/-	Rs.30000/-

3. ***Tender Information and obligation of bidders:***

3.1 Earnest Money Deposit of Rs.10,000/-(Rupees Ten Thousands only) in form of Demand Draft (DD) in favour of “**Board of Apprenticeship Training(Southern Region, Chennai)**” to be submitted along with Technical bid.

3.2 Bidder should give clause-by-clause compliance for the technical specification of the solution in their technical bids. Also, the bidder has to give compliance of all the terms & conditions as mentioned in the tender document.

3.3 Bidder must meet the qualifying criteria as mentioned in Pre – Qualification Criteria as mentioned in the **Form II**. The bidder should submit documentary proof in support of their claim for meeting the qualifying criteria.

3.4 Bidder is duly bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines etc. of the Government of India as in force from time to time.

3.5 The rates should be quoted in Indian Rupees. All prices shall be fixed and shall not be subject to escalation of any description. The rates must be quoted as per the **Form IV** provided. Statutory levies and taxes if any should be indicated therein separately.

3.6 In case of any discrepancy between rates mentioned in figures and words, the later shall prevail.

3.7 Any attempt of negotiation, direct or indirect, on the part of the tender with the authority to whom he has submitted the tender or authority who is competent to accept it finally after he has submitted his tender or any endeavour to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render liable to be excluded from consideration.

3.8 Last date of submission of Tender bid: Upto 1530 Hrs of tender closing date 08/01/2020. The tender shall be opened on 08/01/2020 at 15.45 hrs. Official copy of tender document must be downloaded from the BOAT (SR), Chennai website www.boat-srp.com

3.9 Technical Bid envelope shall contain at least following documents:

3.9.1 Demand Draft for Earnest Money Deposit (EMD).

3.9.2 Certificate(s) showing fulfilment of eligibility criteria duly attested.

3.9.3 Clause by Clause compliance.

3.9.4 Bidders profile duly filled as per **Form I** with official seal and sign.

3.9.5 Prequalification form duly filled **Form II** with official seal and sign.

3.9.6 All other undertaking/declaration as per **Form III** except price bid.

3.10. Both sealed envelopes super scribed with Technical and Financial Bid as applicable to be further submitted in a single envelope super scribed with **“Tender for Selection of Examination Agencies For conducting recruitment examinations of BOAT (SR) Chennai”** at the office of the Board of Apprenticeship Training (Southern Region) addressed to **‘The Director’ Board of Apprenticeship Training, (Southern Region), IV Cross Road, C.I.T. Campus, Taramani, Chennai** on or before **08/01/2020 upto 15.30 hrs.**

- 3.10.1 BOAT (SR) reserves the right to cancel, amend, republish, select or change any vendor on discretion without giving any notice to any concerned. It also reserves right to make any changes /modification / cancellation before the completion of the selection process and for this no correspondence shall be entertained.
- 3.10.2 The bidder fails to comply with the stipulation, the aforesaid amount of EMD will be forfeited by BOAT (SR). The EMD of the unsuccessful bidder will be returned within a period of 30 days on the date of award of the contract.
- 3.10.3 The conditional bid shall not be accepted in any case.
- 3.10.4 No subletting of contract is permitted.
- 3.10.5 The tender shall be kept open for acceptance by the Board up to 30 days from the date of opening.
4. Limited Tender are invited under two bids system from well-established / reputed firms for **conduct of online Computer Based Test (CBT) including online registration of Applicant for Recruitment to various post under BOAT (SR), Chennai**. 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 documents.
5. Tender forms, Terms and condition can be downloaded from the website www.boat-srp.com. Bids completed in all respects should be submitted on or before 08/01/2020 at 15.30 hrs.
6. 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. BOAT (SR) reserves the rights to be accept or reject any or all the tenders without assigning any reasons.

DIRECTOR
BOAT (SR), CHENNAI

Section – I BACKGROUND

Introduction

In pursuance of the recommendations of the Scientific Manpower Committee, the Apprenticeship Training Scheme for Engineering Graduates and Diploma Holders in Engineering was introduced during post-independence era by the then Ministry of Education, Government of India, under a scheme which was known as Practical Training Stipendiary Scheme (PTS Scheme). In this Scheme, a limited number of Graduates and Diploma holders in Engineering / Technology were trained in the Industries for Practical Training on a monthly Stipend. The PTS Scheme was purely on voluntary basis and the stipend paid to the Apprentices were fully borne by the Government of India and the scheme was administered directly by the then Ministry of Education, Government of India.

Enactment of Apprentices Act 1961

The importance of industrialization was emphasised by the Government of India in order to provide job opportunities identified. In order to meet the requirements of the industries the Government of India decided to utilise the facilities available in the industries for training technicians and thus the Apprenticeship Training was envisaged and the Apprentices Act, 1961 was enacted in the Parliament during December 1961, to provide Practical Training to Pass-outs of Industrial Training Institutes to enhance their technical competency. Central Apprenticeship Council was created to advise the Government to formulate Policies and Procedures.

Amendments of Apprentices Act

In order to develop competent supervisors and engineers, the Apprentices Act was amended during the year 1973, accordingly, the Engineering Graduates and Diploma holders in Engineering / Technology were brought under the purview of the scheme and they were called as Graduate and Technician Apprentices. Further, in the year 1986, the Apprentices Act was once again amended to bring Higher Secondary (10+2) Vocational Certificate Holders under the purview of the Scheme. The new categories of Apprentices are known as Technician (Vocational) Apprentices.

During 2014, non-engineering degree (or) diploma holders are included in Graduate and Technician Apprenticeship Training Scheme.

Implementation of Graduate & Technician Apprenticeship Training Scheme, for engineering students was entrusted to Regional Boards of Apprenticeship / Practical Training under the Ministry of Human Resource Development, Government of India.

Under Graduate & Technician Apprenticeship Scheme 164 Subject fields / branch of engineering have been notified with apart from Optional Trade.

Staffing Pattern

BOAT (SR) is headed by the Director of Training and following officers i.e. Deputy Director of Training, Assistant Director of Training, Admin cum Accounts Officer and other staffs i.e. Office superintendent, Junior Accountant, Analyst, Stenographers, Upper Division Clerk and Lower Division Clerk (redesignated as Junior Assistants) are assisting him.

SECTION II

PRE – QUALIFICATION 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	Registration under Companies Act/Partnership deed/Sole proprietorship	The bidder should clearly mention whether their establishment is registered under Company's Act or partnership firm or Sole proprietorship and documentary proof need to be enclosed (Mandatory)
B	Past experience in work of similar nature	<p>The bidder should have expertise in conducting Online Examinations for Government Departments/Autonomous bodies/PSUs and should have adequate experience in conducting such Examination.</p> <p>The bidder should have successfully executed Computer Based Online Exams having 500 candidates in single / multiple shifts for Government Departments /autonomous bodies/PSUs.</p> <p>The bidder should have cumulatively conducted Computer Based Online Exams for at least 1000 candidates for Government Departments / Autonomous organisation/PSUs in any of the last 03 financial years. (2016-17, 2017-18 & 2018-19)</p> <p>The bidder should have developed and completely own the software for Computer Based Online Examination.</p> <p>Photocopies of work orders and satisfactory performance report from the user department need to be attached; otherwise bids will be treated invalid.(Mandatory)</p>
C	Not Blacklisted Company.	The bidder should not have been Black Listed by any Government department or its attached office/Autonomous Body or PSU on the day of bidding. (Mandatory)
D	Average annual turnover of the agency in the last three financial year (2016-17, 2017-18 and 2018-19) relating to examination work	Minimum Rs. 25 Lakhs. Turnover should be of the bidding agency and not that of group to which the agency belong. The turnover refers to a company not the composite turnover of its subsidiaries/sister concern etc. Moreover, bidder should be a profitable firm/company during last three years .Documentary proof i.e. certified copies of the company balance sheet and profit and loss account (duly audited) need to be submitted with the bid. (Mandatory)
E	Compliance with ISO 27001(Former BS7799-2)	Desirable

F	Requirement of <ul style="list-style-type: none"> • Infrastructure and other details • Office, hardware and software resources • Personnel including skills and competence at all centres of the exam 	Desirable
G	Submission of copy of PAN and Goods and Service Tax (GST) Number	Compulsory
H	Submission of copy of the latest Income Tax Return	Compulsory
I	Submission of proof of website / application developed and having been audited through any CERT-In empanelled agency.	Compulsory
J	Submission of proof of CMMi level 3/5 Certification (Development & Service)	Desirable
K	Submission of copy of Other documents listed in form – I, II, III & IV to this tender document	Compulsory
L	Furnish the details of charge-sheet, if any, pending before any court of law in connection with online examination.	Compulsory

M	If at any stage before or after the award of contract, it comes to the notice of the BOAT (SR), Chennai that the Company has concealed or manipulated / fabricated any information to mislead the BOAT (SR), Chennai, 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.
---	---	------------------

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.

SECTION – III
SCOPE OF THE 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 date during all the three phases i.e. pre examination processes, conducting examination and post examination processes. The selected S&SP shall deploy one Project Manager at BOAT (SR), Chennai on regular basis who would be responsible for communicating the progress of work on the examination, team management, issue management etc.,

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

Preferably, server of S&SP will be used for all purposes till the conduct of examination. 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 to the BoAT(SR). Rest of the data like biometric, photograph, etc., shall be transferred to BOAT (SR) as soon as possible but not later than 5 days after the examination is over. All the data must be deleted from the server agency after transferring it to BOAT (SR) in secure mode.

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 BOAT (SR), Chennai. 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 Centres
- Validation and Verification of identify
- Attendance and Biometric (Photograph and thumb impression handling)
- Machine / Seat allocation and handling of security parameters

- I. Online Registration of Candidate
- (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 Canara Bank (with whom BOAT (SR) has tie up) to enable receipt of examination fee through Canara Bank Payment gateway as of now and it may change as per need of BOAR (SR), Chennai
 - (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) Applicant 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 scheduled application submission date.
 - (x) System generated “Candidate Registration Report” detailing day-wise registration, gender / community categorisation, fee confirmation details and valid candidates enrolled for the online assessment examination etc.
 - (xi) Fixing the test centers within Chennai Metropolitan jurisdiction.

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 Examinations.
- (ii) Availability of sufficient number of Test Centres across Chennai to ensure conduct of examination in a Single Session covering all candidates.
- (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 candidates computer system. Gatta, Transport 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 centre 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 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
 - One IT Technical administrator per centre
 - One IT Technical manager per 250 nodes.
- (ix) Deployment of administrative resources (as per BOAT (SR) 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. BOAT (SR) on its own discretion may deploy Observer / Flying squad at each test centre to oversee the overall examination process.

- (x) Through checking of all nodes, network equipment's, 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 schedules 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 BOAT (SR), Chennai at least 15 days prior to the scheduled date of examination.
- (xii) Selection, finalisation, registration and mapping of test centres in system along with 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 BOAT (SR), Chennai.
- (iii) Generation of Admission Card in online system.
- (iv) Randomized allotment of seats to candidate 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 30 days prior to the scheduled Date of Examination)
- (vii) Generate unique Login ID in system and SMS and e-mail notification to the Candidates on registered mobile number at least 30 days prior to the scheduled Date of Examination.

- IV. Centralized Help desk support services:
- (i) Set-up centralised help desk during registration of applications process as well as 10 days prior to the scheduled date of examination. Minimum 02 executive required for help desk. Helpdesk will be active during normal office working hours from 09 AM to 05.30PM, BOAT (SR), Chennai 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 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 BOAT (SR), team via email.
 - (iv) Intimate BOAT (SR), 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), which is subject to inspection by BoAT-SR team.
- (i) Deployment of sufficient number of Technical Experts at the designated confidential Examination Control Unit to facilitate in question paper uploading, configuration in the system, test server set-up, console monitoring etc.,
 - (ii) Preparation of Question bank by the Agency for three different category of posts. The standard of the questions must be at the appropriate level suitable for the said posts as per Recruitment Rules of BoAT(SR).
- 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 02 (two) Mock Tests (dry run) along with BOAT (SR) designated representatives at least a day prior to the scheduled date of examination.
- (v) Certification of the nodes eligible for conducting the online assessment examination and sealing of the Test Centre after conducting final mock test.
- (vi) Getting test centres in compliance with test requirements including installation of CCTV cameras at test centres 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 BOAT (SR) 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. All invigilation staff and trained security guards as per need of BOAT (SR) will be provided by the S&SP.

B. Conducting Examination Phase:

I. Test Centre Administration to Conduct Examination
Minimum Candidates System Pre-requisites

Screen Resolution	1024 X 768
Operating System	Windows XP, Windows 7 or equivalent with appropriate service pack.
Browser	Internet Explorer 7.0 or above compatible with above Operating Systems.
Browser setting	Java Script Enabled, Pop-up Blocker disabled, under 'Setting' of 'Temporary Internet File', set 'Check for newer versions of stored pages' to 'Every visit to the page' and USB disabled, keyboard disabled during exam after login.

Minimum Exam Centre Server Pre-requisites

Processor	CPU Speed: 1.5 GHz or above.
RAM	4 GB 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, response time for question / page loading must be less than one second and 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 Counselling / 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 30 minutes prior to the commencement of Examination.
- (v) Cancellation of registration if any discrepancy found and intimate BOAT (SR) 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 BOAT (SR) 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 throughout the examination period. CCTV Camera recording during entire exam process at test centres 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 BOAT (SR) after completion of examination).

II. Test delivery and monitoring

Test will be delivering 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). Centralised 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 centre.
- (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 have the facility to push various questions based on the request received from the candidates appeared in the exam.

- (vi) 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.
- (vii) Application shall have the provision to display same question in jumbling manner to various candidates with various options configured for the questions (question and option choices to be jumbled ensuring that no two candidates are having same question and option choices at the same point of time)
- (viii) Application shall display only one question on screen at a time with various options
- (ix) Application shall have the facility for navigation between various Questions, ability to navigate to other sections before completing examination, as per needs of BOAT (SR), Chennai.
- (x) Application shall have secured storage for answers to question by candidate.
- (xi) Application shall have the facility for instant display of attempted questions anytimes 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 BOAT (SR) which will be intimated at the time of examination, so that colour blind people can take the test, if needed,
- (xii) Application shall have the ability to trace candidates requested questions from test centre and maintain system audit trail
- (xiii) 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 candidates node.
- (xiv) The online assessment exam shall stop automatically after expiry of the scheduled examination duration.
- (xv) Uploading of responses along with audit trail to ECU from the test server after completion of the examination.

- (xvi) 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.
- (xvii) Restart / Resume of Test (in case of node / power / network / application failure etc.)
- (xviii) 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.)
- (xix) 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 BOAT (SR) 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 BOAT (SR) 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 BOAT (SR), Chennai.
- (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 BOAT (SR)) and category – wise merit list based on the rules defined by BOAT (SR), Chennai.
- (vi) Submission of three sets of DVDs (single session disc / non-writable DVD, which cannot be overwritten in future), in signed & Scaled envelope to BOAT (SR) containing Result / Merit list.
- (vii) Assist BOAT (SR) team to publish category – wise merit list on BOAT (SR) website
- (viii) Hand over to representatives of BOAT (SR) audit trails of all candidates & CCTV footage / video recording of entire exam process within 48 hours of completion of examination and keep a back up copy of the same so as to provide information as & when required by BOAT (SR).

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 BOAT (SR), Chennai
- (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 BOAT (SR) team in preparation of Court cases, RTI and other related activities in connection with recruitment at a later date.

D. Time Frame

The indicative implementation plan for this project is provided below:

Step	Step Description	Period
1.	Finalizing of the project plan	Within one week of placing the order
2.	Registration of Online Applications	Two-Three weeks
3.	Issue of Admit Cards	Ten days after closing date
4.	Arrangement and preparation of Centres	At least thirty days prior to Exam date
5.	Conduct of Mock Test	Two days before the date of Examination
6.	Go live to conduct exam	Date of Examination

Note:

The project timelines as mentioned above are based on certain assumptions and may change and it should be mutually agreed.

I. Other Items included in the Scope of the Work. The selected service provider required to meet following prerequisites and provide following end to end service and infrastructure :

- (i) Development of web-application for online registration of candidates after notification in dedicated URL. The web application should be thoroughly tested and validated before going online and should also facilitate the following:
- (ii) Provisions of Admin interphase, Administrative login to be provided to BOAT (SR) authority for checking of registered applicants, all validation checks for scrutiny of application as per recruitment criteria and rejection of invalid applications.
- (iii) Automated e-mails/SMS to every registered applicant on successful registration, receipt of application fee and uploading of Admit Cards.
- (iv) Transfer of entire data (soft copy + Hard copy) to BOAT (SR) authority for screening of applicants before issue of Admit cards to eligible candidates.
- (v) Designing and development of a suitable IT platform for enabling a computer-based examination(with Multiple Choice Questions) for Conduct of online examinations and/or Typing test and/or Stenography Proficiency and/or Computer Proficiency test for each category of posts as per Memorandum of Procedures (MoP) enclosed as **Annexure-I** and also in consultation with BOAT (SR) authority.

- (vi) Question bank software for reshuffling and making question sets for following two different categories of posts.
- Upper Division Clerk (UDC) (Direct)(Probable vacancy 2 Nos.)
 - Lower Division Clerk (LDC)/ Junior Assistant (Direct) (Probable vacancy 06 Nos.
 - Stenographer (Direct)-Probable vacancy 01 no.

The following are the brief details of syllabus for examinations which are required to be conducted in respect of each category of post.

(vii) **UDC**

- a. The Objective Question Written Examination (OQWE) test through computer mode shall be based on Graduate level syllabus of General Intelligence, English Language (basic level), Numerical Aptitude, General Awareness of Hindi (10 Questions) and Knowledge of Noting and Drafting. Candidates passed in OQWE will be called in 1: 10 Ratio based on the rank in OQWE, will be called for Computer based test.
- b. Subjective – Computer based problem solving on computer (Computer Based Test (CBT)

MS Excel – Ability to use Mathematical and other functions including Mail Merge MS Word – Ability to Type & Formatting. Merit List shall be prepared by combining the marks of OQWE and SQWE

(viii) **LDC**

- a. The OQWE test in computer mode shall be based on Matric level syllabus of General Intelligence, English Languages (Basic knowledge), numerical aptitude, General Awareness including basic user level knowledge of computer application and test of aptitude and personality etc. Candidates passed in OQWE will be called in 1: 10 Ratio based on the rank in OQWE. If at last two candidates have same marks, both will be considered for SPAT. (Skill professional assessment Test (Skill Test)
- b. Typing speed and Correctness Proficiency- MS Office – typing test English typing @ 35 wpm (time allowed 10 minutes) corresponding to 10500 key depressions per hour, on average of 5 key depression for each word will be conducted. Candidates qualified in SPAT, their ranking will be made based on marks in OQWE passed candidates. Merit list will be prepared based on SPAT qualified candidates and their ranking in OQWE accordingly.

(ix) Stenographer

- a. The OQWE test shall be based on Matric level syllabus of General intelligence and reasoning, General Awareness and English Language and Comprehension followed by stenographic test. Qualified candidates in the stenographic test will only be considered for selection based on the ranks obtained in OQWE test.
 - b. Stenography Test: Shorthand speed dictation 10 minutes @ 100 wpm, transcription @ 1 hr.
- (x) The detailed examinations alongwith syllabus has been outlined for different post as given in Memorandum of Procedures (MoP) at **Annexure 'I'** to this tender notice.
- (xi) Provision for conducting skill proficiency assessment test on computer for the post of LDC to evaluate working knowledge on computer application for Data Compilation.
- (xii) Provision for conducting Typing Test on Computer for the post of LDC, UDC & Stenographer. The test tools are to be developed in consultation with BOAT (SR) representatives and finalizing the same once approved by the authority.
- (xiii) Fixing the test centers with sufficient necessary examination materials with necessary security system.
- (xiv) Conduct of online examinations, provisions of Invigilators and Test Centre Administrator, Security Guards and other amenities with all bare minimum Logistic setup.

V. Pre-requisites :

- i. The Agency should be entered into an Agreement with BOAT (SR) for abiding by all guidelines for conducting examinations.
- ii. The Agency should preferably have their own data centre in India and it must not host the application in a third party centre.
- iii. The Agency should have a Disaster Recovery Plan and practice in place which should be specified in the proposal.

G. Location Requirements:

The Institution/Exam Centre should be located in Chennai only and well connected with public transport and located at feasible distance from the nearest bus stand/metro station/railway station.

H. Technical :

- i. The agency should have at least 1 Server in each examination centre.
- ii. All the workstations and servers should be on LAN. Exam Centers should have the necessary connectivity to download the question papers and upload the marks.
- iii. Exam Delivery workstation should be “locked down” and the candidate should not have access to the local file system or the internet during examination.
- iv. The testing engine should be capable of supporting randomization of test items for additional security.
- v. Agency should own the complete source code of the software application to be used for conducting the exam and in-house technical skills should be available to make any changes, if required.
- vi. Should have proper access control systems in the Examination centre to discourage unfair practice.
- vii. Seating capacity of computer lab in a centre should be made available for conducting typing test and skill test for certain posts.
- viii. The agency should have sufficient computer machines to take care in case break down of PCs.
- ix. The agency should have printing facilities for taking prints.

I. General Requirement

- i. The LAN set up shall be virus free and fire-walled. The terminals and servers including the backups shall also be virus free.
- ii Agency should ensure actual software testing before the exam conducted live at site.
- iii. Biometric support for candidate attendance authentication and authorisation.
- iv Webcam.
- v Printer.
- vii Power Backup for server and each candidate – UPS and Generator Set.
- viii Firewall/UTM.
- ix Antivirus Solutions.

ii. **Manpower**

- a. Norms for Manpower Deployment: Each exam centre of capacity of having a minimum 300 Nos. candidates should have following personnel to be deployed. However, It may vary according to exam centre capacity.

Test Centre Administrator - 1 No.

IT Managers – Each for at least 250 nodes.

With sufficient required number of Invigilators at the ratio of 1: 30 nodes and Technical Staffs, support staffs and Security guards at the ratio of 1:100 candidate.

- b. Further, BOAT (SR) will depute one Observer in each Test Centre who will be available in the centre for the whole duration the Examination and Agency test centre Administrator should work in close coordination with the Observer. Observer's certificate on Test centre and conduction of exam will be treated as final.

SECTION IV

BID OPENING, EVALUATION PROCESS AND SELECTION PROCEDURE

BoAT (SR) reserves the sole right to accept or reject any 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.

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 INR.10000/-
- ii. Submission of Details of work orders executed and satisfactory report from vendors as mentioned in the Form I, II, III & IV.

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.

EVALUATION OF BIDS:

- i. BOAT (SR) will evaluate the responses of the bidders by Competent Authority.
- ii. The bids will be examined for timely submission and attachment of earnest money deposit. Bids which are submitted late, not accompanied by earnest money deposit of the required amount will be summarily rejected.
- iii. Subsequently, the bids will be examined for eligibility criteria as given above. Bids which do not fulfill the eligibility criteria will not be considered for further evaluation.
 - a. The representatives of the firms who qualifies techno-commercial specification will be invited for opening of financial bids.
 - b. After the opening of financial bids, the bids would be evaluated.
- iv. The successful bidders who qualify for opening for financial bids will only be evaluated
- v. BOAT (SR) may waive any minor infirmity or irregularity in a Tender offer, which does not constitute a material deviation. This shall be binding on all vendors and BOAT (SR) reserves the right of such waivers.
- vi. The decision of the Competent Authority in the evaluation of responses to the Tender shall be final. No correspondence will be entertained outside the evaluation process of the Committee.

- v. The BOAT (SR) reserves the right to reject any or all proposals.

Technical Bid Evaluation.

- i. The committee will evaluate technical bid on the ground of scope of services mentioned in Tender.
- ii. The committee may seek further clarification, if required, from the bidders for the purpose of technical bid evaluation.
- iii. If a Technical Bid is determined for not substantially responsive, BOAT (SR) will reject it and in such a case Financial Bid will not be opened.
- iv. If required, the committee may invite each of qualified bidders to make a presentation at a date, time and location decided by BOAT (SR). The purpose of such presentations would be to allow the Bidders to present their proposed solutions to the committee and the key points in their Bids.
- v. Solution, strategies, offerings and compliances presented in the form of technical bid will become essential part of Services Agreement to be signed with the successful bidder.

Financial Evaluation:

- i. The Financial Bids will be opened by Competent Authority of BOAT (SR), in the presence of Bidders' representatives (Maximum two for each bidder) who choose to present during opening. The Bidder's representatives who are present shall sign an attendance sheet evidencing their attendance. It is not mandatory for bidders to attend the bid opening.
- ii. The Financial Bid of only techno-commercially qualified bidders will be opened. Those technically qualified bidders shall be termed as Substantially Responsive. The decision of the BOAT (SR) in this regard shall be final.
- iii. The Financial Bids will be opened and compared for the qualified bidders in the techno commercial bid.
- iv. Bidder quoting "Lowest Bid Value" will be considered for selection.
- v. BOAT (SR) reserves the right to not to award the contract to the bidder lowest quoting bid value without assigning any reasons thereof.

AWARD OF CONTRACT

BOAT (SR) shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall, within 10 days of issue of Letter of Intent, give his acceptance along with performance security in form of DD for an amount of Rs,30000/-. The hirer reserves the right to counter offer price(s) against price(s) quoted by any bidder.

SIGNING OF CONTRACT

- i. Signing of Agreement shall constitute the award of hiring contract on the bidder.
- ii. Upon the successful bidder furnishing the Performance Security the BOAT (SR) shall discharge the EMD.

ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of Performance Security shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event BOAT (SR) may make the award to any other bidder at the discretion of BOAT (SR) or call for new bids.

PERIOD OF VALIDITY OF BIDS

- i. The bid shall remain valid for 1 year after the date of opening of bids. A bid valid for a shorter period shall be rejected by BOAT (SR) as non-responsive.
- ii. A bidder accepting the request of BOAT (SR) for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.

BOAT (SR) reserves the right to accept or reject any bid, and to annul the bidder's process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.

VERIFICATION OF DOCUMENTS AND CERTIFICATES

As per requirement of the tender's conditions, if any document / paper / certificate submitted by the participant bidder is found to be false / fabricated / tempered / manipulated at any stage during bid evaluation or award of contract, then the bid security (EMD) of the bidder would be forfeited and the bidder would be disqualified from the tender. In case contract has already awarded to the bidder, then PBG would be forfeited.

Payment

The payment will be released in full on successful completion of all examinations and submission of Data as per scope of the work.

Performance Security

- i. The successful bidder shall be required to deposit an amount Rs. 30000/- within 10 days of issue of award letter, as performance Security.
- ii. Performance Security shall be submitted in the form of Demand draft favouring "The Director, Board of Apprenticeship Training-Southern Region, Chennai".
- iii. Performance Security will be discharged after completion of Agency's performance obligations under the contract.
- iv. If the Agency fails or neglects any of his obligations under the contract it shall be lawful for BOAT (SR) to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

Obligations and Accountability:

The agency shall be responsible for the followings:

- i. Maintaining top confidentiality to prevent paper leaks.
- ii. Any lapse/default on conducting online examination and processing result.
- iii. Assisting BOAT (SR) in handling examination related RTI/legal issues.

SPECIAL CONDITIONS OF CONTRACT:

- i. All types of Recruitment examinations for different posts may be clubbed together based on the number of candidates and examinations may have to be conducted consecutively through the Agency. Accordingly, the arrangement should be developed by the agency so as to enable it to conduct separate multiple choice computer based written examinations/skill tests etc. for different posts on the same day and in the same venue.
- ii. Examination Centre would be spread all over the Chennai metropolitan area depending on the number of available candidates.
- iii. Question Papers / Question Bank for direct recruitment examinations will be arranged by Agency subject to final approval. Further, the software for reshuffling of questions to prepare different sets of question papers will be supplied by the Exam Agency.
- iv. **Work order will be placed to the agency on each occasion for conduction of examination either separately or few examinations clubbed together, depending on the number of candidates. Payment will be made in respect of eligible candidates in whose respect admit card has been issued for each categories of post. In case No. of admit cards issued exceeds 2000 Nos. quantity, the rate per candidate will be negotiated with the bidder subject to the condition that rate per candidate will not be exceeded sixty percent of quoted rate.**
- v. The agency has to provide a minimum of 300 seats per session of 3 hours each for the examinations. However, in case the complete exam is not possible to be conducted in a single session, then the agency, in consultation with BOAT (SR), can schedule the examinations across multiple sessions spread across multiple days in succession.
- vi. A Control Room will be invariably established by BOAT (SR) office in Chennai and duly manned by its employees/officials, for monitoring and supervising the examination process during the examination. Agency will be required to deploy a resource person for supporting BOAT (SR) in this process.
- vii. In case of any cancellation of examination/termination of agreement due to court cases or any other unavoidable circumstances, BOAT (SR) will safeguard its own interest as well as the interest of the Agency. In such cases, the charges incurred by the Agency to the extent activities completed shall be paid by BOAT (SR) on production of the receipts by the Agency. However, if the cancellation of the exam/termination of the Agreement/MOU is due to the failure on the part of the Examination Agency, BOAT (SR) shall not be liable for reimbursement of the cost incurred by the Agency.
- viii. BOAT (SR) has defined 03 categories of the examinations that needs to be conducted and the bidders are to quote Average price for all of the three categories of different examinations. The project would be awarded to the agency, who quote the lowest price, which fall L1.

- ix. All software for examination centres and candidate interface should be capable of generating various reports and support various question types e.g. multiple choice, marks uploaded to data centre in encrypted forms and bi-lingual capability. The software also operationally tested so that functional requirements specified for the system are actually met.
- x. **Performance Security.** Performance Security of Rs. 30000/- in Demand draft need to be submitted within five days of notification of acceptance of bid and communication of Work order/Contract.
- xi. **Liquidated damage.** The Service provider is required to complete entire project with in a period of three months from the date of advertisement of Recruitment Notice in the Newspaper etc. If the Service Provider/Agency fails to deliver his service within the above stipulated period, the BOAT (SR) authority will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever.
- xii. **Force Majeure Conditions :** If at any time during the continuance of the Contract, the performance in whole or in part by either party of any obligation under this Service Contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, epidemics, civil connotation, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of Govt. provided notice of happening of such event duly evidenced with documents is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to any end or ceased to exist, and the decision of the BOAT (SR) as to whether the services have been so resumed or not, shall be final and conclusive, Provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 10 days, either party may at its option terminate the contract provided also that the Service provider shall be at liberty to take over from the BOAT (SR) at a price to be fixed by BOAT (SR), which shall be final, all unused, brought out exam materials, damaged exam material in the course of conduct of examination at the time of such termination or such portion thereof as the BOAT (SR) may deem fit excepting such materials etc as the Agency may with concurrence of the BOAT (SR) elect to retain.

Dispute resolution Between BOAT (SR) Chennai and Service Provider/Agency :

- i. Amicable settlement: In the event of any question, dispute or difference arising connection with the Contract, the Parties shall use their respective reasonable endeavor to settle any dispute amicably.

- ii. **Arbitration:** In the event of any question, dispute or difference arising under the terms and conditions of the contract placed, the same shall be referred to the sole arbitration by the officer nominated as Arbitrator by BOAT (SR) Chennai.
- iii. **Laws governing Contract:** - The contract shall be governed by the Laws of India for the time being in force.
- iv. **Jurisdiction of Courts:-** The courts of Chennai shall along have jurisdiction to decide any dispute arising out of or in respect of the contract.
- v. **Limitations of Liability.** No party will be liable for any special, incidental or consequential damages arising out of or in connection with this agreement or any breach hereof (including for loss of data or profits, or cost of cover), whether or not such party has been advised of the possibility of such damages, and whether under a theory of contract, tort (including negligence) or otherwise; except for liabilities arising out of any violation, misappropriation or infringement of a party's intellectual property rights, or from a breach by either party of its obligation. In no event will either party's aggregate liability arising out of or in connection with this agreement or any breach hereof exceed the Contract Price entered into the Contract between BOAT (SR) and the Service Provider/Agency.
- vi. **Termination for Default:** If the Service Provider/Agency does not perform its obligations within the Delivery Period/Date mentioned in the Contract, the same would constitute the breach of the Contract and the BOAT(SR) shall have the right to Cancel or withdraw the Contract for the incompleted portion after the expiry of the original or extended period stipulated in the Contract. Such cancellation of contract on account of non –performance by the Service Provider would entitle the BOAT (SR) Chennai to forfeit the performance security.
- vii. **Grounds for Administrative Action Against Service Provider/Agency Misconduct:**
The Agency would be liable for administrative actions such debarment from quoting all future bids of BOAT (SR) Chennai, if they fail to abide by any of the terms & conditions stipulated in this document and/or on the following grounds, if the Service provider:-
 - a. If it comes to notice that the information / documents furnished in its bid is inaccurate , false, misleading or forged; or
 - b. Fails to furnish requisite performance security within stipulated time required.
 - c. Fails to execute an order/ contract or fail to execute it satisfactorily.
 - d. Is declared bankrupt or insolvent
 - e. Fails to produce the requisite documents/ information during the course of inspection / assessment at any stage; and
 - f. On any other ground for which, in the opinion of BOAT (SR), the retention of the Agency is not in Public Interest.

- viii. Indemnification:** The Agency shall at all time indemnify BOAT (SR) against all suits and claims which may be made in respect of requirement selection process for infringement of any patent or right. Provided always that in the event of any claim and suit in respect of alleged breach of patent or right being made against the BOAT (SR) , the BOAT (SR) shall notify the Service Provider of the same who shall at its own expense either settle any such dispute or conduct and litigation that may arise there from.
- ix. BOAT (SR) and the Agency shall agree to indemnify, defend and hold harmless recruitment portal, its officials, Managed Service Provider (herein after individually and collectively referred to as “indemnified parties”) from and against any and all losses, liabilities, claims, suits, proceedings, penalties, interests, damages, demands, costs and expenses (including legal and other statutory fees and disbursements in connection therewith and interest chargeable thereon) asserted against or incurred by the indemnified parties that arise out of, result from, or in connection with
- a. Breach of the contract(s); or
 - b. Any claims made by service provider due to, or arising out of, or in connection with recruitment of selection process
 - c. Any claim made by any third party regarding content/ information or materials provided by Service Provider cause any damage to a third party; or arising out of, or in connection with, use of the recruitment data’s.
 - d. Violation of any intellectual property rights or any other rights.

Director

FORM I

BID FORM

To,

**The Director, Board of Apprenticeship Training, Southern Region, IVth
Cross Road,CIT campus,Taramani ,Chennai-600013**

Reference No.BAT/SR/Rect/19-Tender id: 01

Bid Proposal for Providing Online Exam services to BOAT (SR):

Tender Reference BOAT (SR)/Rectt/01/2019

Dear Sir,

We are submitting the following in connection with above Tender :

I. Tender Reference :

1	Name of Bidder			
2	Registered Office Address and Website			
3	Year of Establishment			
4	Type of Firm			
5	Name of the authorized contact person of the Bidder			
6	Telephone Number(s)			
7	E-mail Address			
8	Fax No.			
9	Mobile No.			
10	Year-wise financial turnover	2016-17	2017-18	2018-19

II. Experience in same or similar projects completed

Sl. No.	Name of the Customer with address, Name of contact person and telephone numbers	Description of project	Responsibility or Role of the bidder in the project	Order Value (Rs)	Completion Date
1					
2					

(Please attach completion certificates from the concern department/company)

III. Details of ongoing similar projects with status

S. No.	Name of the Customer with address, Name of contact person and telephone numbers	Description of project	Responsibility or Role of the bidder in the Project	Order Value (Rs.)	Project Status
1					
2					

IV. Support network:

Bidder to provide details of support offices in different location in Chennai city with name of contact person, address, Telephone No., Fax No. email IDs.

Center(s)	Numbers, Email IDs etc.	Location(s)
Head office		
Development Centers		
Support Centers		

V. The rates quoted are valid up to one year from the last date of bid submission. The validity can be extended with mutual agreement.

VI. Following documents are attached towards the proof of earnest money deposited.

Sl.No.	Earnest Money Amount	Demand Draft(DD) Number	Dated	Drawn on Bank

VII. We agree to abide by all the conditions mentioned in this Tender Notice issued by BOAT (SR) and also the further conditions of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein). We understand that re-produced/re-word-processed formats or Bidder's own formats for the price quotations will disqualify the Bidder.

VIII. We accept payment modality as mentioned in the bid document. Techno-commercial Bid is duly filled and signed is enclosed in a separate envelope with this Tender form along with Terms & Conditions in token of acceptance. Financial Bid of this Tender Document is enclosed in a separate envelope duly signed and sealed.

We believe and agree in good faith that the decision of BOAT (SR) will be final and will be binding on us.

Dated: Place:

Duly authorized to sign the bid for and on behalf of

Name of the Bidder:
Sign & Seal

1. Witness.....

Address.....

Signature

Note: Please add separate pages as attachment, if required.

PRE-QUALIFICATION (PQ) FORM FORM-II

Bid Reference: Bid Proposal for Providing Online examination Services to BOAT (SR).

1. Bidder's Details :

Sr. No.	Particulars	Bidder
1	Name of the Bidder	
2	Status of Bidder	Company/Firm/ Society/PSU
3	Registration No.	
4	Registration Year	
5	Certification of Incorporation/ Registration /Others	

2. Annual Turnover Details :

Financial Year	Total Annual Turnover (in Rupees)
2016-2017	
2017-2018	
2018-2019	

Note: Enclose copy of audited Balance Sheets and Turnover certificate.

3. Details of 2 or more projects of conducting Computer Based Online Exams successfully in academic entrance or recruitment domain for Government Agencies/ Govt. Departments / Autonomous bodies/PSU .

Sl No	Project Name	Name of concerned Govt. Agency/ Govt Department / PSU / Exam Conducting Body	Total Project/ contract Value in Rs.	Contract Award Date And Work Completion Date	Relevant Certificates enclosed with PQ Bid
1					
2					
3					

4. Detail of completing Computer Based Online Exams having minimum 500 candidates appeared in single shift in multiple location for any Govt. Departments /PSU/Exam Conducting Bodies.

No.	Name of the Examination	Name Concerned/ Department Autonomous bodies	Date of Exam	Name of the Cities Where exam conducted (Please attach separate sheet)	Number of Candidates Appeared in Single Shift	Relevant Certificates enclosed with PQ

5. Detail of conducting Computer Based Online Exams till the date of bid submission:

Sr. No.	Year	CBT Exam Assignments Completed	Number of Candidates Participated / appeared	Name of the Cities where exam conducted	Relevant Certificates enclosed with PQ Bid at
1					
2					

6. Detail of Computer Based Online Exam and development of Recruitment portal software etc.

S.No.	Particular	Details
1	Name of The Software (if Any)	
2	Platform used to develop the software	
3	Year of release of first version	
4	Name of the Customer for which the software was used first time and year	
5.	Approximate Number of candidates participated in the first exam conducted on it.	
6.	Current Version	
7.	Detail of ISO Certification, if any	

6.

7. Detail of black listing by any Centre/State government department/agency/ PSU with reference to PQ:

Sr. No.	Particular	Bidder's Response/Page No.
1	Has the Bidder been ever black listed by any Centre/State government department/agency in India during last 5 years?	Yes/No
2	If yes, please attached detail of same and mention Page no. of same in PQ Bid	
3.	Vigilance case or any court case is pending against the Bidder	Yes/No

8. Undertaking of having capacity of conducting Computer Based Online Exam for minimum of 500 candidates in single phase in a multiple shift along the list of Exam Centre and Seating Capacity is attached at Page No.:

9. Particulars of Authorization of the person signing these documents on behalf of the bidder.

Sr. No.	Particular	Detail
1	Details of authorized person to sign this bid document for this project.	Name
		Company
		Designation
		Address
		Phone No.
		Mobile No.
		Email Address
2	Authorization given by	
3	Extent of liability covered under this Authority	

Date:

Place:

Name and Designation with Seal

UNDERTAKING

Bid Reference: Bid Proposal for Providing Online Exam services to

BOAT (SR), Chennai

Date:

To,

**The Director
BOAT (SR)
Chennai**

Subject: Undertaking for having capacity of conducting Computer based Online Exam for minimum of 500 candidates in single shift in multiple centre - reg.

In response to the Tender for Providing Computer Based Online Exam services for BOAT (SR), I/we have successfully identified 500 computer based Online examination seats in Chennai as per standards defined in this tender for Exam Centers. List of institutions/agencies who own Exam Centre Infrastructure for these seats, their location, and number of seats available with them as per defined standards, is enclosed herewith. I/we will provide copy of Agreement signed with each of these Exam Centre Infrastructure owners within 4 weeks of signing of agreement with BOAT (SR). Format of this MOU will be designed in consultation with BOAT (SR).

Name of the Bidder: -

Signature: -

Seal of the Organization: -

Encl: List of Exam Centre Infrastructure Owner with their location and seating Capacity.

Financial Bid

Subject: Submission of Financial Bid for Selection of Examination Agencies for conducting online recruitment examinations of BOAT (SR) Chennai

Having examined the Bid Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Provide Examination Services to BOAT (SR). To meet such requirements and to provide services as set out in the Bid document following is our quotation summarizing our Financial proposal.

Sl. No.	Description	Approximate Quantity [A]	Price per Unit (in Rs.) [B]	Total Amount (in Rs.) [C=AXB]
1.	Price for Conducting Computer Based Objective type written Examination in three months as per Tender Terms which involves online Examinations(Objective & subjective), Skill Proficiency assessment Test (Typing / Stenography /Computer Proficiency test) in respect of following No.(s) of three categories of Posts: 6 No's of Lower Division Clerk 2 No. Upper Division Clerk 1 No. Stenographer	2000 Nos.		

We undertake that the aforesaid prices are exclusive of all applicable statutory levies/taxes and duties and will be charged @..... (rates of taxes/GST etc.)

We understand that the unit quantity data specified in the Financial/price Bid. We shall not regard the volume specified as a commitment from the BOAT (SR), as these are mentioned for bid evaluation purpose. The figures are bound to change based on various circumstances.

We undertake, if our proposal is accepted, we will obtain a performance bank guarantee in form of DD (PBG) issued by a nationalized bank in India, acceptable to BOAT (SR)for an amount of Rs.30,000/- for the due performance of the contract till the validity of the contract period.

We agree for unconditional acceptance of all the terms and conditions in the Bid document and also agree to abide by this Bid response for a period of 30 days from the date fixed for Bid opening and it shall remain binding upon us, until within this period a formal contract is prepared and executed, this Bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, forms, and other documents delivered to the BOAT (SR) is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead BOAT (SR) as to any material fact.

We agree that you are not bound to accept the lowest or any Bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any if the products/service specified in the Bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

(Signature)

(In the capacity of).....

Duly authorized to sign the Bid Response for and on behalf of: (Name and Address of Company) Seal/Stamp of bidder

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I, certify that I am of the, and that who signed the above Bid is authorized to bind the corporation by authority of its governing body.

Date:

Place

Name and Designation with Seal

Board of Apprenticeship Training (Southern Region)

MEMORANDUM OF PROCEDURES (MOP) FOR RECRUITMENT OF STAFF APPLICABLE TO THE POSTS HAVING GRADE PAY LESS THAN RS.5400/-

RR – Recruitment Rule of BOAT (SR), Chennai approved by the Ministry vide letter ref. no. F.7-9/73.T.3 dated 08.07.1975. In respect of MTS only, the modified RR under O.M.No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 (Annex-I) of DoPT, Govt. of India under 6th CPC.

SSR – Staff Service Rule of BOAT (SR), Chennai as approved by the Ministry vide letter ref. no. F.7-3/73.T.3 dated 15.04.1975. In respect of MTS only, the modified SSR under O.M.No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 (Annex-II) of DoPT, Govt. of India under 6th CPC.

1. Definition of this MOP

1.1 This Memorandum of Procedures for recruitment of staff for the posts having Grade Pay less than 5400/- (as per 6thCPC) has been finalized in view of Govt. of India's directives to replace the process of interview as mentioned in approved SSR & RR of BOAT (SR) with the written examination for preparation of merit list and offer of appointment according to merit list.

1.2 This Memorandum of Procedures signifies replacement of the component of conducting interview with that of written examination to draw the merit as well as to practice uniform testing procedure in respect of written examinations/skill assessment tests.

1.3 The Recruitment Rule and Staff Service Rule in respect of all recruitment for the post (except MTS) having Grade Pay less than Rs.5400/- (as per 6th CPC) approved by the Ministry vide its letter ref. no.F.7-3/73.T.3 dated 08.07.1975 shall be followed till further amendment/upgradation. In respect of MTS, the SSR and RR as modified through O.M. No.AB-14017/6/2009-Estt (RR) dated 30.04.2010 shall be followed.

2. GENERAL PROCEDURE

2.1 Finalization of vacancy notification based on the no. of posts sanctioned and the reservation roster, if applicable.

2.2 Selection of recruiting agency, if required.

2.3 Release of notification in Regional newspapers for direct recruitment in brief and on internal notice board for selection post.

2.4 Release of detailed notification on BOAT (SR) website for direct recruitment as well as recruitment through selection applicable for different posts.

2.5 The notification to be published shall be strictly as per the Rules referred to under 1.3 above. In view of the requirement of knowledge on computer application as an important component of today's requirement, the Board may specify/incorporate the requirements under desirable qualification/experience in the notification.

- 2.6** Forwarding of the notifications to the local Employment Exchange in respect of posts specified in Recruitment Rule of BOAT (SR) with a request to inform the eligible candidate(s) registered with them about the notification and instructs them to complete subsequent process for submission of offline/online application.
- 2.7** A fee of Rs.300/- may be charged in case of direct recruitment from the applicant. However, exemption/concession of fees for different reserved categories shall be as per relevant rules of Govt. of India.
- 2.8** Conduct of meeting of Selection Committee to short-list eligible candidate(s).
- 2.9** Conduct of tests as the case may be for different posts following this MOP.
- 2.10** Conduct of meeting of Selection Committee to peruse the result of Tests and prepare merit list of candidates in the ratio of 1:3 against each posts.
- 2.11** Definition of different Tests
- A. Written Examination
- (I)** Objective (Multiple Choice) Question Written Examination (OQWE) [*Merit determination*].
 - (II)** Skill Question Written Examination (SQWE) [*Merit determination*]
 - (III)** Skill Proficiency Assessment Test (SPAT) on Computer. [*Qualifying in nature / Merit Determination*]

Nature of tests defined above along with the level of tests for different posts is as below:-

Post Code	Test Code	Test Nature	Test Type	Test Duration	Mode of Test	Screening / Qualifying Criteria for merit list
01 (UDC)	OQWE	Merit determination	MCQ (100 Questions) – 100 Marks The OQWE test shall be based on Graduate level syllabus of General Intelligence, English language (Basic knowledge), Numerical Aptitude, General Awareness of Hindi (10 Qns) and Knowledge of noting & drafting. (Total – 100 Marks)	2 Hours	CBT	Passing marks for written test – General / OBC-35% of Total Marks & SC / ST / PWD -30% of total marks Candidates passed in OQWE will be called in 1: 10 Ratio based on the rank in OQWE. If at last two candidates have same marks, both will be considered for SQWE
	SQWE	Merit determination	Subjective – Computer based problem solving on computer MS Excel – Ability to use Mathematical and other functions including Mail Merge MS Word – Ability to Type & Formatting – (04 Parts – 50 Marks)	40 Minutes	CBT	Merit List shall be prepared by combining the marks of OQWE and SQWE
02 (LDC)/(JA)	OQWE	Merit determination	MCQ (100 Questions) – 100 Marks The OQWE test shall be based on Matric level syllabus of General Intelligence, English Language (Basic Knowledge) Numerical aptitude, General Awareness.	2 Hours	CBT	Candidates passed in OQWE will be called in 1: 10 Ratio based on the rank in OQWE. If at last two candidates have same marks, both will be considered for SPAT.

	SPAT	Qualifying	Typing speed and Correctness Proficiency	10 minutes	CBT	<p>Typing- Minimum 35 words /minutes</p> <p>Cut off on percentage of mistakes in Typing Test for : SC-10%, ST-10%, OBC-10%, EXS-10%, OH-10%, HH-10%, VH-10%, UR-07%</p> <p>Candidates qualified in SPAT, their ranking will be made based on marks in OQWE passed candidates. Merit list will be prepared based on SPAT qualified candidates and their ranking in OQWE accordingly.</p>
03 Stenographer	OQWE	Merit determination	<p>MCQ (200 Questions) – 200 Marks</p> <p>The OQWE test shall be based on Matric level syllabus of General awareness-50 questions of maximum 50 marks, English language and Comprehension-100 Questions of max 100 marks and General Intelligence and reasoning of 50 Questions of 50 marks.</p>	2 hrs	CBT	<p>Those candidates qualified in the Stenography test will only be considered for selection based on the ranks obtained in the OQWE test.</p>
	Stenography test	Qualifying	Shorthand speed dictation 10 minutes @ 100 wpm and Transcription 1 hour			

DIRECTOR, BOAT (SR)