

RFP No: AN-1/0001/2018

Dated: 04.12.2018

REQUEST FOR PROPOSAL (RFP)

**CDA SECUNDERABAD
(DEFENCE ACCOUNTS DEPARTMENT)**

**INVITES PROPOSAL FROM REPUTED NATIONAL
LEVEL AGENCY/ORGANIZATION FOR PROVIDING END
TO END SOLUTION FOR CONDUCT OF EXAMINATION ON
TURNKEY BASIS**



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CDA, Secunderabad

(Under Defence Accounts Department, Ministry of Defence, Govt. of India)

**INVITES PROPOSAL
FROM REPUTED NATIONAL LEVEL AGENCY/ORGANIZATION
FOR PROVIDING END TO END SOLUTION FOR CONDUCT OF EXAMINATION ON
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Salient Information

Procuring Authority	CDA, Secunderabad
Bidding Document Download	Start Date: 04.12.2018 End Date: 26.12.2018
Last Date & Time of Submission of Bid	26.12.2018 (1600 hrs)
Date & Time of Opening of Technical Bid	26.12.2018 (1700 hrs)
Date & Time of Opening of Financial Bid	Will be intimated separately
Pre-Bid Meeting	14.12.2018 (1500 hrs)
Correspondence Address:	O/o The CDA, Secunderabad, No.1, Staff Road, Near Secunderabad Club Secunderabad- 09 Ph.No.040-27843385 (Ext : 315) Fax.040-27810499, Email: secd-ansn-cda@nic.in
Bid Document Fees	NIL
EMD and Mode of Payment	Rs. 6000/- (DD/Bankers Cheque)
Bid Validity	90 Days

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1) PREFACE

CDA, Secunderabad invites proposals from reputed Company/Organization/Agency to provide the infrastructure/facility/services to conduct the Examination at Hyderabad. The Examination is to be conducted as follows:

1. The examination should be conducted in single session at Hyderabad/ Secunderabad
2. MCQ based Examination comprising 04 different subjects/disciplines.

2) Scope of Work

Detailed Scope of work/responsibilities of agency for undertaking the recruitment project:

The selection is based on written exam (single tier) which should be conducted in bilingual (Hindi/English) and the centre for examination is Hyderabad only.

You are requested to quote the rate for the following services:

- 1) Generation & Issuing of hall tickets.
- 2) Arranging the examination centre.
- 3) Setting the question paper in bilingual format (English & Hindi).
- 4) Conducting the examination.
- 5) Finalising the result.

1. PRE EXAM ACTIVITIES

- 1.1. A database (.csv, .xlsx, .xml) of eligible candidates will be made available by CDA, Secunderabad to the agency.
- 1.2. Generation of Roll No.s & Hall tickets/ admit cards (in physical form) and dispatched to the eligible candidates.

(OR)

Generation of hall tickets/ admit cards in .pdf format and enable the eligible candidates download them through CDA, Secunderabad website.

- 1.3. Sending, e-mail and SMS to the candidates regarding successful application, admit card, date, venue and result for all Test etc.
- 1.4. *To update the information on the web based portal regularly for information to candidates and maintain the web based portal till the completion of the project.*

2. Question Paper Setting and Printing

- 2.1. Setting of Question Paper as per the syllabus and pattern to be provided by CDA, Secunderabad.
- 2.2. Composition of Question paper.
- 2.3. Printing of Question Paper as per the instructions given by CDA, Secunderabad and based on number of eligible candidates.

3. OMR Printing

- 3.1. Design and Printing of Size – A4 OMR Sheet (CB 110 GSM) having perforation in the middle considering buffer quantities for each venue in consultation with CDA, Secunderabad.
- 3.2. The OMR sheet should bear Barcode and Numbering.

4. Packing of Examination Material

- 4.1. Insertion of OMR sheets in the question booklet bearing same number.
- 4.2. Secured sealing of Question Paper booklet.
- 4.3. Transportation of duly sealed and packed question papers to *examination city* at least one day before the examination and at the examination venue at least 3 hours before the examination.

EXAMINATION ACTIVITIES

5. Selection & arrangement of Exam Centres

- 5.1. To arrange for venues at Hyderabad/Secunderabad with facilities of rooms, furniture, invigilation, supervision, drinking water, toilets etc. And should be disabled persons friendly for examination.
- 5.2. To arrange venues within municipal city limits and with appropriate accessibility, connectivity through public transport, duly approved by CDA, Secunderabad.
- 5.3. To arrange examination halls/rooms to accommodate candidates in multiple of 24 nos.
- 5.4. To allocate Centre Superintendents, Invigilators and other staff having requisite experience at all exam centres for smooth & confidential conduct of exams.

6. Generation of e-Admit Cards

- 6.1. To generate and allot unique roll nos. with exam centre.
- 6.2. To design & generate downloadable e-Admit Cards for eligible candidates.
- 6.3. To allow the eligible candidates to download their e-admit cards through the CDA, Secunderabad website only.

7. Conduct of the Written Exam

- 7.1. To make arrangement at exam centres/venues which shall include entire exam management activities including transportation of examination material to respective exam centres/venues & retrieval of entire exam material to CDA, Secunderabad arrangement of invigilators, staff, security, drinking water & sanitary facilities, etc. for the conduct of the exam in a smooth and transparent manner.
- 7.2. To arrange for packing and sealing of both used and unused exam material at exam centre under supervision of CDA, Secunderabad.
- 7.3. To transport back exam material both used and unused directly from the exam centres to CDA, Secunderabad.
- 7.4. To get attendance sheets filled-in at each venue.

8. Post Examination Activities

- 8.1. To conduct the scanning of filled-in OMR sheets with utmost confidentiality.
- 8.2. Image Scan of OMR Sheets (before tearing of perforation of OMR Sheet) in colour – 200 DPI and saved on the barcode.
- 8.3. Single scan of Perforated Response Part.
- 8.4. Generation and Resolving of mismatch of responses.
- 8.5. Single scanning of registration part.
- 8.6. Editing and cleaning of data of registration part and removal of duplicates and invalid roll numbers.
- 8.7. Generation of absentee list.
- 8.8. Generation of merit list having details of marks obtained after application of answer key – category wise.
- 8.9. Providing list of qualifying candidates – discipline wise (4 nos.), category wise as per CDA, Secunderabad information bulletin/guidelines/vacancy roster.
- 8.10. Providing statistical report as per CDA, Secunderabad requirement.
- 8.11. Providing retrieval software for solving RTI Query by typing roll no./registration no. image of OMR sheet of the concerned roll no./registration number should come in printable format along with basic details.
- 8.12. All data shall be handed over to CDA, Secunderabad after the completion of respective activity
- 8.13. Backup on DVD /External Hard Disk to be handed over to CDA, Secunderabad on daily basis
- 8.14. To maintain the database of candidate wise marks obtained.
- 8.15. To prepare Merit List following government guidelines or as per the instructions by CDA, Secunderabad and handover to CDA, Secunderabad.

9. GENERAL

- 9.1. To handle the entire above-mentioned operation with utmost confidentiality and secrecy, with precautions and in a professional way of high standard.
- 9.2. As and when required, CDA, Secunderabad will conduct the process audit of the activities being taken up by the agency during the period of engagement of this work.
- 9.3. To ensure and expedite all the above activities in consultation with CDA, Secunderabad.

- 9.4. To hand over all exam related documents immediately after the preparation of Merit List.
- 9.5. To retain the exam related records for a period of three months from the date of the exam to provide any clarification sought by CDA, Secunderabad.
- 9.6. All related & customized MIS/Reports as desired by CDA, Secunderabad shall be provided by the agency/organization.
- 9.7. Any other addition/modification in the above scope of work at any point of time even after the engagement of the concerned Agency/Organization shall have to be acceptable and incorporated.

3) Documentary evidences to be sent with Proposal

The Bidder shall furnish;

- a. RFP Submission Sheet (as per FORM (A)).
- b. Bidder's authorisation certificate (as per FORM B).
- c. Self declaration of the bidder company or any of its directors of neither been convicted by any court of law or blacklisted by any Government concern nor any criminal case be pending against such concern by any government (as per FORM C).
- d. Checklist (as per FORM D).
- e. Resume of Key Personnel on permanent rolls of company, Average Experience and Organization Structure; Documentary evidence in proof of Key Personnel's experience in FORM (E).
- f. Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date of award, satisfactory job completion certificate etc for 5 such projects in last 3 years comprising details such as no. of candidates, nos. of Centres/Cities/States etc.(as per FORM (F)).
- g. The Audited Accounts of the last three financial years. The certified copy of the Average Annual Turnover based on the Audited Accounts duly certified by the Chartered Accountant in FORM (G).
- h. Nil/No Deviation Certificate in FORM (H).
- i. Acceptance of Important Terms & Conditions FORM (I).
- j. Profile of the bidder giving details of activities, infrastructure, manpower etc.;
- k. Audited / Published balance Sheets and P&L Statements, Annual Report for last 3 years;
- l. ISO 9001: 2008 quality certification in the examination process;
- m. ISO 27001: 2005 certification for Information Security Management System;
- n. The copy of the certificate of incorporation.
- o. GST registration certificate.

4) Clarification of Bids

During evaluation of bids, CDA, Secunderabad may at its discretion, ask the Bidder for clarification of its Proposal.

5) Methodology to be adopted

The interested Service Providers / Agencies may present a proposed methodology bringing out resources (both facilities and key personnel), process and a project time line along with activity-wise time chart. Assuming that the CDA, Secunderabad undertakes the project with services from different service providers, the exact requirement from other service providers for co-ordination purpose may be clearly spelt out.

The agencies may bring out how they would undertake the assignment and would ensure integrity and confidentiality of the examination process. The agency must bring out location of their facility/ office with contact numbers of their Senior Officials. Interested Service Providers must declare that they would extend their facilities for inspection before or after formal work order/contract agreement is released/signed.

6) CDA, Secunderabad Rights

CDA, Secunderabad reserves right to verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.

The CDA, Secunderabad will have the right to reject all proposals and re-invite for proposals. However, such rejections shall be well considered and normally be in cases where all the bids are either substantially in deviation to the TOR or considered unreasonably high in cost and in latter case, the lowest qualified bidder during negotiations fails to reduce the costs to a reasonable level.

Any addenda issued shall be part of the bidding document.

In order to provide prospective bidders reasonable time to take the amendments into account in preparing their bids, CDA, Secunderabad may, at its discretion, extend the last date for the submission of bids.

During the execution of contract, CDA, Secunderabad reserves the right to modify the scope and deliverables in lieu of the scope of work & deliverables defined under the RFP/Contract Agreement. However, for any modification or addition of new scope, which is beyond the original scope, the same shall be decided mutually.

7) Rights to Accept / Reject any or All Bids

The CDA, Secunderabad reserves the rights to summarily reject an offer received from any agency, without any intimation to the bidder.

The CDA, Secunderabad reserves rights to empanel a party for the full or part under any item of works mentioned in the scope of work.

The CDA, Secunderabad reserves rights to REJECT conditional bids.

8) Joint Venture/Consortium

Associates or Consortium and Joint Venture are not allowed under the assignment.

9) Language of Bids

The Bid, as well as all correspondences and documents relating to the Bid exchanged between the Bidder and CDA, Secunderabad, shall be written in English.

10) Documents Establishing the Qualification of the Bidder

To establish its qualifications to perform the Contract without any deviation, the Bidder shall submit as part of its Technical proposal, the evidence indicated for each qualification criteria specified under **Annexure I** Eligibility Criteria.

11) Period of validity of Bids

Bids shall remain valid for such period as mentioned in **RFP** after the bid submission deadline date prescribed by CDA, Secunderabad. A Bid valid for a shorter period shall be rejected by CDA, Secunderabad as non-responsive.

In exceptional circumstances, prior to the expiration of the bid validity period, CDA, Secunderabad may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. A Bidder may refuse the request for such extension without forfeiting its Bid Security.

12) Bid Security

The Bidder shall furnish as part of its Technical Proposal, a Bid Security (EMD) in form of Demand Draft/Bankers Cheque for an amount of **Rs.6,000/- (Rupees Six thousand only)** in favour of CDA, Secunderabad payable at Secunderabad.

Any Bid not accompanied by Bid Security, shall be rejected by CDA, Secunderabad as non-responsive.

The Bid Security of unsuccessful Bidders shall be returned after signing of the Contract and submission of **Contract Performance Bank Guarantee (CPBG)** submitted by the successful bidder.

The successful Bidder has to furnish the required Contract Performance Bank Guarantee @ 10% of the contract value before the signing of the Contract. The bid security of successful bidder shall be returned after acceptance of Contract Performance Bank Guarantee by CDA, Secunderabad.

- a) The Bid Security may be forfeited, if the successful Bidder fails to: Acknowledge and sign the Contract agreement within 7 days of its issue.
- b) Sign the Contract Agreement Form (Annexure III) with CDA, Secunderabad in non-judicial stamp paper and send it to CDA, Secunderabad within 7 days.
- c) Furnish a Contract Performance Bank Guarantee (Annexure–IV) within 07 days of Contract Agreement.

13) Withdrawal, Substitution and Modification of Bids

No Bid shall be withdrawn, substituted, or modified after the deadline for submission of bids.

However, a Bidder may withdraw, substitute, or modify its Bid under the following situation;

1. Before expiry of the bid submission date.
2. Any material changes to the scope of work after submission of bid document.
3. Any material changes in the bidding documents after submission of bid document.
4. Before the due date of the submission if the submission date has been extended by CDA, Secunderabad.

Such withdrawal, substitution, or modification shall be submitted by the bidder by sending a written letter, duly signed by an authorized representative, and shall include a copy of the authorization. The corresponding substitution or modification or withdrawal of the bid must accompany the respective written notice. All Notices must be:

- a) submitted in accordance with RFP and in addition, the respective inner and outer envelopes shall be clearly marked "Withdrawal," "Substitution," "Modification"; and,
- b) received by CDA, Secunderabad prior to the deadline prescribed for submission of bid.

14) Alternate Bids

Alternate Technical and /or Price bids shall be rejected.

15) Bid Prices and Discounts

The prices quoted by the Bidder in the Price Proposal Submission Sheet (FORM-P1) and in the Price Schedules (FORM-P2) shall conform to the requirements specified therein.

Prices quoted by the Bidder must be firm and final and shall remain constant throughout the period of the contract and shall not be subject to any variation except Goods & Services Tax (GST).

The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer if it is found to be the lowest without considering the separate discount, CDA, Secunderabad shall avail such discount at the time of award of contract provided such discount is un-conditional.

16) Currencies for the Bid

Bidders shall express their bid price in Indian Rupees only.

17) Bid opening

CDA, Secunderabad shall conduct the opening of Technical Proposals in the presence of Bidders' authorized representatives who choose to attend, at the address, date and time specified in the RFP.

The Price Proposals will remain unopened and will be held in custody of CDA, Secunderabad till the time of opening of the Price Proposals. CDA, Secunderabad shall advise the Technically qualified bidders in writing about the date, time, and location of the opening of Price Proposals.

First, envelopes marked "WITHDRAWAL" shall be opened, read out and recorded, and the envelope containing the corresponding Bid shall not be opened, but returned to the Bidder. No Bid shall be withdrawn unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out and recorded at bid opening.

Next, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Technical Proposal or Substitution Price Proposal shall be exchanged for the corresponding envelopes being substituted, which are to be returned to the Bidder unopened. The Substitution Technical Proposal, if any, shall be opened, read out, and recorded. The Substitution Price Proposal, if any, will remain unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.

Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal or Price Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of Technical Proposals. The Technical Proposals, both Original as well as Modification, are to be opened, read out, and recorded at the time of opening. The Price Proposals, both Original as well as Modification, will remain unopened.

All other envelopes holding the Technical proposals of the bidder shall be opened one at a time, and the following read out and recorded:

- a) the name of the Bidder;
- b) whether there is a modification or substitution;
- c) the presence of a EMD;
- d) any other details as CDA, Secunderabad may consider appropriate.
- e) Only Technical Proposals of those bidders read out and recorded at bid opening shall be considered for evaluation.
- f) No Bid shall be rejected at the opening of Technical Proposals except for late bids or bid not accompanied with EMD.

CDA, Secunderabad shall prepare a record of the opening of Technical Proposals that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, modification; and the presence or absence of an EMD. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidders signature on the record shall not invalidate the contents of the record.

The date, time, and location of the opening of Price Proposals will be intimated to respective Technically qualified bidders in writing by CDA, Secunderabad. Bidders shall be given reasonable notice of the opening of Price Proposals.

CDA, Secunderabad shall conduct the opening of Price Proposals of all Technically qualified bidders who submitted Price Proposals, in the presence of Bidders' representatives who choose to attend at the address, date and time specified by CDA, Secunderabad. The Bidder's representatives who are present shall be requested to sign a register/note-sheet evidencing their attendance.

All Price Proposals shall be opened one at a time, and the following read out and recorded:

- the name of the Bidder;
- whether there is a modification or substitution;
- the bid prices;
- any other details as CDA, Secunderabad may consider appropriate.

Only Price Proposals read out and recorded at bid opening shall be considered for evaluation.

CDA, Secunderabad shall prepare a record of the opening of Price Proposals that shall include, as a minimum, the name of the Bidder and the Bid Price. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidders signature on the record shall not invalidate the contents and effect of the record.

18) Confidentiality

Information relating to the examination, evaluation, comparison, and post qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any breach in this confidentiality clause would invite appropriate legal action.

Any attempt by a Bidder to influence CDA, Secunderabad in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid.

If any Bidder wishes to contact CDA, Secunderabad on any matter related to the bidding process, from the time of opening the Technical Proposals to the time of Contract award, it should do so in writing.

19) Liquidated Damages

In the event of failure of the Supplier/Selected Bidder to provide the desired services as per schedule as specified in the contract, CDA Secunderabad may, at its discretion, withhold any payment until the completion of the contract. The Supplier/Selected bidder shall be liable to pay to CDA Secunderabad Liquidated damages (LD), and not by way of Penalty, a sum equivalent to 0.5% (zero point five percent) of the unfinished/undelivered/unfulfilled part of Contract for each week of delay, subject to a maximum value of 10% (Ten percent) of the Contract Price.

20) Disclaimer

This Request for Proposal (RFP) has been prepared by CDA, Secunderabad for Engagement of Agency/Firm to conduct offline examination for Recruitment/ Selection Purposes.

Though adequate care has been taken while preparing the RFP documents, the Bidder shall satisfy himself that document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. While this RFP has been prepared in good faith, CDA, Secunderabad does not make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omission herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP, even if any loss or damage is caused by any act or omission on their part.

All information submitted in response to RFP become the property of CDA, Secunderabad and CDA, Secunderabad does not accept any responsibility for maintaining the confidentiality of the material submitted or any trade secrets or proprietary data contained therein.

In submitting a proposal in response to the RFP, each bidder certifies that it understands, accepts and agrees to the disclaimers on this page. Nothing contained in any other provision of the RFP nor any statements made orally or in writing by any

person or party shall have the effect of negating or superseding of the disclaimers set forth on this page.

21) Sub-contracting

a) The bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of Purchaser/ Tendering Authority. b) If permitted, the selected bidder shall notify the Purchaser, in writing, of all subcontracts awarded under the Contract, if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier/ Selected Bidder from any of its obligations, duties, responsibilities, or liability under the Contract. c) Subcontractors, if permitted, shall comply with the provisions of bidding document and/ or contract. d) Liability in such a case, even for all commissions and omissions/defaults on part of subcontractor, would be of bidder itself.

22) Dispute Resolution Mechanism & Arbitration

The Bidder and the Purchaser shall endeavour their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner: a) The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice. b) The matter will be referred for negotiation between Nodal Officer of the Purchaser and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days. c) In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Secunderabad and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator. d) The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document. e) Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. f) The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the service/s in accordance with the provisions of the Contract/Agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings. g) Notwithstanding any of the above, the Arbitration and Conciliation Act, 1996 shall prevail.

23) Risk and Expenditure

- a) Should the services of any instalment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of services or any instalment thereof, CDA Secunderabad shall after granting the Supplier/Selected Bidder 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated charges as a remedy for breach of contract, to declare the contract as cancelled either wholly or to extent of such default.
- b) In case of a material breach that was not remedied within 45 days, CDA Secunderabad shall, having given the right of refusal to the Seller/Selected Bidder be at liberty to purchase, manufacture or procure from any other source as he thinks fit, other services of the same or similar description to make good.
- c) In the event of the contract being wholly determined the balance of services remaining to be delivered there under.
- d) Any excess of the purchase price, cost of manufacturer, or value of any service procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the Supplier/Selected Bidder. Such recoveries shall not exceed 10% of the value of the Contract.

24) Force Majeure

No failure or omission by either party to carry out or observe any of the stipulations, conditions or warranties to be performed shall give rise to any claim against such party or be deemed to be a breach of contract to the extent that such failure or omission rises from causes reasonably beyond the control of such party.

25) Indemnity

The appointed Agency agrees to indemnify and hold harmless the CDA, Secunderabad, its officers, officials, employees against loss or threatened loss or expense by reason of the liability or potential liability of the CDA, Secunderabad for or arising out of any claims for damages.

Parties hereby agree to indemnify each other against the loss incurred by such other party caused out of negligence.

26) Confidential Information

- a) The Purchaser and the Selected bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.
- b) The Purchaser shall not use such documents, data, and other information received from the selected bidder for any purposes unrelated to the Contract.

c) Similarly, the selected bidder shall not use such documents, data, and other information received from the Purchaser for any purpose other than the recruitment process or other work and services required for the performance of the Contract

The decision of the competent authority/ purchase committee whether the articles supplied conform to the specifications shall be final and binding on the supplier / selected bidder.

27) Packing and Documents

If required, the Supplier/ Selected Bidder shall provide such packing of the Goods/services/Documents as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit. b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the contract, and in any other instructions ordered by the purchaser.

28) Insurance

The Goods/Documents supplied under the Contract shall be fully insured against loss by theft, destruction or damage incidental to manufacture or acquisition, transportation, storage, fire, flood, under exposure to weather and delivery at the designated project locations.

29) Inspection

- a) The CDA, Secunderabad or its duly authorized representative shall at all reasonable time have access to the Service provider/Selected Bidder's premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/ equipment/ machineries during manufacturing process or afterwards as may be decided.
- b) The Service provider/selected bidder shall furnish complete address of the premises of his factory, office, go-down and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.
- c) After successful inspection it will be Service Provider's/selected bidder's responsibility to dispatch and install the equipment at respective locations without any financial liability to the Purchaser. However, services when received at respective locations shall be subject to inspection to ensure whether they conform to the specification.

30) Preservation of Data, Test Material:

The bidder should arrange/facilitate for safe storage of all material including Question Paper as well as proof of communication (sending the email, SMS etc.) of all candidates till the completion of the process therein. Thereafter, bidder should hand over the same to CDA, Secunderabad.

All documents related to candidates will have to be arranged by the bidder in accordance with the posts advertised and shall be packed properly in the cartons & handed over to CDA, Secunderabad.

All other test reports should also be properly packed in cartons & stored in venue wise lots at a secure premise till a suitable disposal is ordered by the CDA, Secunderabad.

All the reports, documents shall be electronically (scanned, etc) stored by the bidder and to be handed over to CDA, Secunderabad in hard and soft copy.

During the conduct of the project, the Agency shall ensure that records/documents pertaining to the recruitment process is accessible to CDA, Secunderabad, its representative and its authorized auditors at the option of CDA, Secunderabad. The Agency shall cooperate fully in providing the CDA, Secunderabad or its representative's answers to such enquiries as may be made about the whole process of recruitment.

31) Time Schedule

The recruitment project / end to end recruitment process shall be completed maximum by the end of February 2019. The examination shall be conducted in the first week of February 2019. An activity wise time schedule would be prepared and submitted to CDA, Secunderabad, before commencement of work.

32) Reviews

Reviews shall be held at least once in a week between the CDA, Secunderabad and bidder to:

- a. Assess progress of each milestone.
- b. Check on adherence to timetables
- c. Set-up agenda and check list for next week review

33) Role of the CDA, Secunderabad:

- Checking the Quality of Service (QOS) provided by the bidder.
- Facilitating the bidder during the course of the project / end to end recruitment process for providing necessary information and support.

- CDA, Secunderabad reserves the right to inspect the accounts and records of the bidder relating to the performance of the contract and to have them audited by auditors appointed by CDA, Secunderabad.

34) Payment Terms:

Contract Fee: The contract fee for the assignment (i.e Number of eligible candidates X rate per eligible candidate) as per the price proposal later agreed to in the Contract Agreement shall be paid separately as per the payment terms and on production of the requisite documents mentioned below.

- a. It will be mandatory for the bidders to indicate their Bank Account Number and other relevant e-payment details so that payment could be made through ECS/NEFT mechanism instead of payment through cheque, whichever is feasible. Copy of NEFT mandate form is available at Downloads section of CDA Secunderabad's website.
- b. 100 % payment within 30 days on delivery and acceptance of services by the user.
- c. Advance Payments : No Advance Payment(s) will be made.
- d. Paying Authority: CDA, Secunderabad. The payment of bills will be made on submission of the following documents by Supplier/Selected Bidder along with the bill after the completion of the whole job:
 - i. Ink-signed copy of contractor bill in duplicate.
 - ii. Ink-signed copy of Commercial Invoice / Contractor's bill.
 - iii. Original Supply order of contract.
 - iv. Details of electronic payment viz. Account holder's name, Account Number, Bank name, Branch name and address, Account type, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
 - v. Copy of GST challan (if claimed by the contractor)
 - vi. Security deposit as CPBG in original.
 - vii. User acceptance.
 - viii. Job completion/Satisfactory certificate from the Competent Authority.

The Fee shall be inclusive of all expenses, overheads & duties exclusive of GST.

Note:

- a) GST shall be reimbursed against submission of documentary evidence. TDS as applicable shall be deducted from the invoice while releasing the payment. Liquidated damage as applicable shall also be levied as per the clause. In case of any shortcoming in deliverables/ services the payment shall be made proportionately.
- b) CDA, Secunderabad will not pay any license fee during the contract period for the usage of developed/ deployed application software, data base software, system software and such other software that

may be needed for deployment for smooth conductance of examinations.

35) Documents comprising Bid

The bid/proposal submission shall be in the form of 2-Bid system. The first envelope shall contain Bid security (EMD) and BID Processing Fee. The technical proposal and the financial proposal shall be separately packed in two separate envelope with mention of "Technical Bid" or "Financial Bid". All the three envelopes shall be packed and sealed together in the fourth envelope. The envelopes to be super scribed as: **Proposal For Providing End To End Solution For Conduct Of Examination On Turnkey Basis.**

"PROPOSAL FOR PROVIDING END TO END SOLUTION FOR CONDUCT OF EXAMINATION ON TURNKEY BASIS"

Envelope - 1

- a. Bid Security (EMD) for Rs. 6,000/- in the form of Demand Draft issued in favour of CDA, Secunderabad and payable at Secunderabad;

Envelope - 2

The Technical Proposal should be submitted along with:

- a. Technical Proposal Submission Forms;
- b. Documents as prescribed under the section titled 'Documentary evidences to be sent with proposal.
- c. Detailed methodology for carrying out the conduct of examination.
- d. Any other document required in the Bidding Forms.

Envelope - 3

The Price Proposal should include the following:

- a. Price Proposal Submission Sheet and the applicable Price Schedules in FORM- P-1 & P-2;
- b. Any other document required in the RFP.

The Bidder shall submit the Technical Proposal and the Price Proposal using the appropriate Submission Sheets. These forms must be completed without any alterations to their format, and no substitute shall be accepted. All blank spaces shall be filled in with the information requested. The Bidder shall submit, as part of the Price Proposal, the Price Schedules for Services.

The Bidders should take note of following points while submitting the Price Proposal:

- a) Price Proposal should clearly indicate the price to be charged without any qualifications.
- b) GST shall be paid extra as per prevailing rate.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the person signing the Bid.

36) Bid Evaluation

The evaluation of proposals/bids shall be done based on Quality and Cost Based Selection (QCBS). It is pointed out that evaluation of bids shall be carried out only if all the documentary evidences are submitted are provided of the eligibility criteria are fulfilled. The total score shall be calculated for a total score of 100 with a weightage of technical score : financial score in the ratio of 80:20.

All the technical bids shall be evaluated first for obtaining technical score. Only those bids qualifying in the technical evaluation shall be considered for financial evaluation and only those financial bids shall be opened. The bids which do not qualify in the technical evaluation, their sealed financial bids shall be returned to the bidder.

CDA, Secunderabad will allot 80% weightage to the technical proposals while the financial proposals will be allotted a weightage of 20%. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. The parameters and evaluation criteria are as follows:-

Bid Evaluation Methodology (QCBS methodology)

The evaluation of the Bid shall be carried out based on the QCBS Methodology (80:20) in the following steps;

- a. The evaluation of eligibility criteria as mentioned at Annexure- I.
- b. The evaluation of Technical Proposals of eligible bidders.
- c. The evaluation of price proposal of the Technically qualified bidders.

For final evaluation, the weight of the Technical Proposal is set to 80% and Price Proposal is set to 20%. Refer Annexure-II for details.

37) Bid Submission

The proposal with specified relevant documents may be submitted on or before **26.12.2018 (1600 hrs)** at the following address:

**CDA, Secunderabad,
No.1, Staff Road,
Secunderabad - 09.**

38) Bidding Forms

FORM A:

RFP Submission Sheet

(to be submitted on Firm's letterhead)

From:

To:

Sir,

Sub: "Proposal For Providing End To End Solution For Conduct Of Examination On Turnkey Basis"

RFP Reference No. _____

I, _____, (Bidder) herewith enclose the Technical Proposal against the subject RFP for Engagement of my firm as the Agency in Form B to J.

I hereby accept and abide by the scope & terms and conditions of RFP document unconditionally.

Yours faithfully,

Full name: Address:

Telephone: E-mail id:

Form B

BIDDER'S AUTHORISATION CERTIFICATE

To,
**CDA, Secunderabad,
No.1, Staff Road,
Secunderabad - 09.**

<Bidder's Name>, <Designation>is hereby authorised to sign relevant documents on behalf of the company in dealing with RFP of reference < RFP No., dated & Date>.

He is also authorized to attend meetings and submit Technical & Financial information as may be required by you in the course of processing above said RFP.

Thanking you,

Authorised Signatory and SEAL:

CDA SECUNDERABAD

Form C
AFFIDAVIT

(on stamp paper)

1. I, _____ S/o _____ Proprietor/authorised person of the M/s _____ having its registered office at _____ do hereby solemnly affirm and declare as follows:

2. That the CDA, Secunderabad vide Tender No. _____ had invited proposals for **“Proposal for Providing End To End Solution For Conduct Of Examination On Turnkey Basis”** for undertaking end to end recruitment processes for CDA, Secunderabad.

3. That in response to the said TENDER as stated in paragraph (2) above, our firm is submitting its Technical & Financial proposals to the, CDA, Secunderabad in prescribed forms.

4. It is hereby declared that neither we nor our director(s) or partner(s) has/ have been convicted by any court of law and no criminal case is pending against us before court of law.

5. It is also hereby declared that, our Agency/Company/Firm _____ is having unblemished past record and has never been blacklisted/barred/disqualified for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Government concern/Regulator/Statutory Body.

6. That the statements made in paragraphs 1 to 5 of the foregoing Affidavit as above are true to my knowledge and belief and if anything is found contrary, I stand liable to be prosecuted under appropriate Act/Laws in force. Solemnly affirmed by the said aton thisday of201_.

Deponent:

Identified by me:

Form D
Checklist

	Criteria of Service Providers	I satisfy the stated condition
1	Certificates of incorporation , GST Registration Certificate, PAN copy, up-to-date Tax clearance & other necessary supporting documents	Yes / No
2	ISO 9001: 2008 quality certification in the examination process	Yes / No
3	ISO 27001: 2005 certification for Information Security Management System	Yes / No
4	Experience of end to end recruitment process in the Govt./ PSU Sector to cover activities like OMR application forms printing and processing, checking eligibility criteria of the candidates, payments (online), admit cards generation, setting, printing of question paper, written test administration, result processing and merit list generation etc.	Yes / No
5	Should have carried out at least 3 such projects for Govt. / PSU sector in the last 5 years for a minimum of 5,000 nos. candidates in single seating.	Yes / No
6	Average annual turnover during last 3 preceding financial years (as per the last published Balance sheets) from the business of providing such services should not be less than 50 Lakhs (Provide Audited Annual Report/Balance Sheets of last 3 years)	Yes / No
7	Self declaration of the bidder company or any of its directors of neither been convicted by any court of law or blacklisted by any Government concern nor any criminal case be pending against such concern by any Government	Yes / No
8	Any Recognition/Award/Certificate of Appreciation/Excellence awarded to Agency during the last 3 years	Yes / No
9	In-house up-to-date computer (hardware & software) facilities for data processing along with Data Centre in India.	Yes / No
10	Experience in dealing with online registration of applications, scrutiny and preparation of eligible/ineligible lists, issue of admit cards, centre allocation of over 5000 applicants in any single recruitment in a year during the last 3 years?	Yes / No
11	Experience in receipt and processing of applications in any Central/State Govt./PSUs/Leading Public Sector Banks of over 5,000 applicants in any single recruitment process.	Yes / No
12	Qualified and Skilled manpower on own payroll?	Yes / No
13	Instances of delay/failure in keeping time and maintaining quality in delivery of services during the last 3 years?	Yes / No

FORM E:
CVs of Key Personnel

The format for submission of CVs is the following:

1. Name:
2. Profession / Present Designation:
3. Years with firm: _____ Nationality:
4. Area of Specialisation: _____
5. Date of Birth:
6. Proposed Position in Team:
7. Key /Experience suitable to the proposed assignment:

(Under this heading give outline of staff members' experience including experience with the post employer(s) , in the area of assigned work in projects of similar nature handled in the past. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.

8. Education/Training Programmes: (Under this heading, summarise college/ university and other specialised education of staff member, giving names of colleges/ institution, academic session, dates and degrees obtained)

9. Experience: (Under this heading, list of positions held by staff member since graduation, giving dates, names of employing organisation, title and duration of positions held and location of assignments. For experience in last ten years also give types of activities performed and Owner references, where appropriate.

Signature (Concerned employee): _____

Authorised Signatory: _____

Full Name: _____

Address: _____

Date: _____

Note: 1. Certified supporting documents to be enclosed evidencing the above criteria of such personnel mentioned above.

**Form F:
Project Experience**

The Bidder's relevant past experience should be provided as per the requirements specified for meeting eligibility criteria under Section-IV and Bid evaluation criteria under Section-VI.

Bidder should submit the details of experience of successfully handling end to end recruitment/ selection process employing offline process as per the form in the table provided below and necessary supporting documents such as work order/contract / client citation/ confirmation for work done should be enclosed.

Name of Assignment	Name of Client Organisation	Duration of Assignment		Brief description of work (OFFLINE mode of recruitment)			Relevant documentary evidence enclosed (Y/N)
		From	To	Details of the posts for which selection/ recruitment process handled	Max no of candidate s handled in a day in a single exam in a single shift	Name of the cities in which OFFLINE Conducted	

Signature:

Seal:

Full Name:

Address:

Note: The bidders are requested to submit the Project Experience Criteria wise in the order mentioned in these sections for ease in evaluation.

Form G:
Company's Financial Information
(To be submitted on Firm's Letter Head)

Kindly provide the following details for the Firm:

1. Name of the Firm:

2. Average Annual Turnover of the firm during last 3 years from India Operations relating to business of conducting end to end recruitment process only based on Audited Accounts (duly certified by a Chartered Accountant)

Financial Year	Total Turnover (net of taxes and duties)	Turnover from conducting recruitment process (net of taxes and duties)	Turnover from conducting end to end recruitment process in OFFLINE mode from the total turnover as indicated in Col No.2 (net of taxes and duties)
1	2	3	4
FY: 2015-16			
FY: 2016-17			
FY: 2017-18			

Average Turnover during Last 3 (three) Years.....

Signature of the Chartered Accountant: **Seal**

Full Name:

Name of the CA Firm:

Address:

Phone No:

E-mail Id:

Note:

Consolidated Audited Annual Reports/Financial Statements for last three financial years have to be provided as proof for firm's turnover.

Form H:
NIL/NO DEVIATION SCHEDULE

Bidder's Name & Address

To
CDA, Secunderabad,
No.1, Staff Road,
Secunderabad-500009

Dear Sirs,

Sub: NIL/NO Deviation to the Scope of Work, Deliverables, Services and terms conditions of the RFP.

We hereby undertake to provide the consultancy work without any deviation to the scope of works , deliverables , services and terms and conditions contained in the RFP.

Date: **(Signature of the Bidder)**

Place: (Printed Name)

(Designation)

(Common Seal)

Note: Deviations, if any, should be mentioned giving reference of RFP page number and clause number. If any deviation is given elsewhere in the bidder's proposal, that will not be recognized and shall constitute Nil/No deviation.

Form I:
Acceptance of Important Terms & Conditions

Bidder's Name & Address

To,
CDA, Secunderabad,
No.1, Staff Road,
Secunderabad -500009

Sub.:-----

With reference to your RFP No.----- dated ----- for
“Proposal for Providing End To End Solution For Conduct Of Examination On Turnkey Basis” we hereby confirm that we have read the provisions of the following clauses and further confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of these clauses of RFP are acceptable to us and we have not taken any deviation to these clauses:

- a) Terms of Payment:
- b) Bid Security (EMD):
- c) Contract Performance Bank Guarantee:
- d) Liquidated Damages for delay in Completion:
- e) Deliverables:
- f) Bid Validity Period:
- g) Price Basis:

We further confirm that any deviation to the above clauses at Sl. No. (a) through (g) found anywhere in our Bid Proposal shall stand unconditionally withdrawn, without any cost implication whatsoever to CDA, Secunderabad .

Date:

Place: (Signature)..... (Printed
Name)..... (Designation)..... (Common
Seal).....

**FORM P-1:
Price Proposal
(to be submitted on Firm's Letterhead)**

From: _____

To: _____

Sir,

Proposal for Providing End To End Solution For Conduct Of Examination On Turnkey Basis.

Reference No. _____

I _____(Bidder) herewith enclose Price Proposal against the subject RFP for Proposal for Providing End To End Solution For Conduct Of Examination On Turnkey Basis

I hereby accept and abide by the scope & terms and conditions of RFP document unconditionally.

Yours faithfully,

Signature:

Full Name:

Address:

Phone No:

E-mail Id:

**Form P-2:
Price Proposal**

The firm price quoted in the price bid should be inclusive of all taxes (excluding GST), duties and levies. The amount should be mentioned in INR both in figures and in words.

Particulars	Rate per eligible candidate (excluding GST)	
	In words	In Figure
1	2	3
For complete OFFLINE examination for recruitment in CDA, Secunderabad inclusive of all charges, overheads, all taxes, duties & levies (excluding GST) [As per scope of work and different stage activities as described in RFP]		

Note:

- a. The quoted Price shall be FIRM and inclusive of all overhead, out of pocket expenses, travel, boarding, lodging, visits and taxes and duties except GST.
- b. Price evaluation (QCBS Methodology) will be made taking in to account the total price quoted by the Bidder excluding GST.
- c. CDA, Secunderabad will not pay and/or reimburse anything over and above the price quoted except GST.
- d. GST as applicable shall be reimbursed against documentary evidence.
- e. Eligible candidates are those to whom admit cards would have been issued by the successful bidder.

Authorized Signatory with Stamp

Annexure-I: Eligibility Criteria

The following criteria are prescribed for determining the eligibility of the Bidders:

- i. The bidder shall be an Indian Company/ firm of a very high repute registered in India and shall be in operation for at least 05 years from the date of its incorporation.
- ii. Should have experience in design, development & hosting of online applications and conducting Recruitment Tests, i.e. Offline mode for the Central/State Government/Central and state run PSUs/Banks/other government bodies;
- iii. Preferably ISO 9001:2008 quality certification in the examination process;
- iv. Preferably ISO 27001:2005 certification in Information Security Management System.
- v. Should have handled similar activities of recruitment tests/examinations for Govt./PSU sector for over 5,000 candidates in a single sitting at least thrice during last 5 years;
- vi. Experience of end to end recruitment process in the Govt./ PSU Sector to cover activities like OMR application forms printing and processing, checking eligibility criteria of the candidates, payments (online), admit cards generation, setting & printing jobs-like OMR, Question paper, answer booklets, etc., result processing and merit list generation;
- vii. Should be a Company registered under the Companies Act, 1956 or Limited Liability Partnerships (registered under LLP Act, 2008) or a government institute or an Organization with sound credibility and reputation. Also the company should be registered with the Service Tax Authorities and operating for the last ten years with PAN and the bidder must have cleared up to date Tax & IT Return.
- viii. Annual turnover during last 3 preceding financial years (as per the last published Balance sheets) from the business of providing such services should be minimum Rs. 50Lakhs. (Provide Audited Annual Report/Balance Sheets of last 3 years)
- ix. The bidder should preferably own the Data Centre within India and should be preferably multi tiered and available in multiple seismic zones.
- x. The selected Agency should undertake to execute an Agreement with CDA, Secunderabad to ensure confidentiality of the entire process;
- xi. The bidder company or any of its director should not have been convicted by any court of law or blacklisted by any Government concern nor any criminal case be pending against such concern by any government.
- xii. Any Recognition/Award/Certificate of Appreciation/Excellence awarded to Agency during the last 3 years.
- xiii. Should have experience of printing at least 5,000 question papers and OMR Answer Sheets in a single recruitment project conducted in a single seating.
- xiv. Should have at least 20nos. of its own qualified skilled manpower including technical manpower (Software Engr./Programmer) on its payroll.

Annexure-II: Evaluation Method

The Technical proposal evaluation criteria of eligible bidders are set out below:

Sl. No.	Description	Score calculation	Max. Marks
1.	Manpower on-roll dedicated and trained for managing end-to-end OFFLINE examination process. (persons involved in development of software at agency's office should not be counted) (Documentary Proof to be submitted).	<ul style="list-style-type: none"> ➤ Above 50 persons – 10 marks ➤ Above 20 and less than 50 persons – 05 Marks 	10
2.	Self Certificate from authorized signatory of the bidder in respect of at least 20 in house technical personnel to develop and maintain software and operational data used to conduct the examination. Self-Certified bio-data of the 10 in-house technical personnel shall be attached with the bid.	<ul style="list-style-type: none"> ➤ Equal to or Above 20 in-house technical personnel – 05 marks ➤ Above 10 and less than 20 : 2 marks ➤ Less than 10 in-house technical personnel – No Marks 	05
3.	Experience in handling end to end OFFLINE mode recruitment examination. (Documentary proof to be submitted)	<ul style="list-style-type: none"> ➤ More than 05 years : 10 marks ➤ Between 3 to 5 years : 05 marks ➤ Less than 3 Years : No Marks 	10
4.	Conducted OFFLINE for Max. Nos of candidates in a day in single exam and single shift for recruitment service is :-(Total number of candidates in all centers) (Documentary Proof to be submitted)	<ul style="list-style-type: none"> ➤ Above 25000 : 15 marks ➤ Between 10000 to 25000 : 10 marks ➤ Between 5000 to 10000 : 5 Marks ➤ Below 5000 : No Marks 	15
5.	Agency should have Average Turnover of min 50 Lakhs. for last 3 Years from the recruitment Test/ Assessment business for services only for Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute (Documentary Proof to be submitted)	<ul style="list-style-type: none"> ➤ Rs 01 Cr and above : 20 marks ➤ Between Rs 50 Lakhs & 01 Cr :10 marks ➤ Less than Rs 50 Lakhs . : No Marks 	20
6.	Agency should have handled minimum of 3 end to end projects with more than 20,000 candidates for any Govt.(Central/State)/PSUs and educational clients in last 5 Years i.e. 2012 onwards (Documentary Proof to be submitted)	<ul style="list-style-type: none"> ➤ More than 10 projects : 10 marks ➤ More than 5 & less than 10projects : 05 marks ➤ Less than 5 projects : No marks 	10

Sl. No.	Description	Score calculation	Max. Marks
7.	For understanding of the work by the bidders and depiction of the same through the methodology and techniques to be adopted by them in conducting the recruitment process.	10 marks	10
8.	ISO Certification. (Documentary Proof to be submitted)	ISO 27001: 2005	05
9.	ISO Certification (Documentary Proof to be submitted)	ISO 9001: 2008	05
10.	Bidder with own data centre in India. (Documentary Proof to be submitted)	Own Data Centre : 10 Marks Hired Data Centre : 05 Marks	10

Note: The minimum Technical score is 70 Points for consideration of the Price proposal.

Final evaluations of the Price Proposals are set out as below;

The price proposal with lowest quoted total price (LP) amongst the Price proposals will be given a financial score of 100 and other Price proposals shall be given financial scores that are inversely proportional to their quoted total prices (QP).

Financial Score of Firm = $100 \times (LP / (QP))$, Where,

LP = Lowest quoted total Price and QP = Quoted total Price of Firm

The weights given to Technical and Price proposals are 80% and 20% respectively. The total score(S) shall be, $S = St \times 0.80 + Sf \times 0.20$. Where,

S = Total Score

St = Score on Technical Proposal Sf = Score on Price Proposal

Bid with the highest total score(S) shall be considered as highest ranked evaluated bid and the contract shall be awarded to such bidder at their quoted price.

On the basis of the combined weighted score for quality and cost, CDA, Secunderabad will rank the bidders in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as 1 followed by the proposals securing lesser marks as 2, 3, 4, 5 etc. CDA, Secunderabad will invite the proposal securing the highest combined marks and ranked 1 for negotiations, if required and shall be recommended for award of contract.

Annexure- III: Contract Form

Contract Form

THIS CONTRACT made on the _____ day of _____, _____, between _____ of _____ (hereinafter "CDA, Secunderabad "), of the one part, and _____ of _____ (hereinafter "the Agency "), of the other part: WHEREAS CDA, Secunderabad invited bids for Services, viz., _____ and has accepted a Bid by the Agency for the estimated Contract Value for the sum of Rs. _____ (hereinafter "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents (collectively referred to as "Contract Documents") shall be enclosed herewith and shall be deemed to form and be read and construed as part of this Contract, viz.:
 - i. RFP (As enclosure -I)
 - ii. Scope of Works.(As enclosure -II)
 - iii. General Conditions of Contract. (As enclosure -III)
 - iv. Accepted Techno- Commercial. (As enclosure -IV)
 - v. Accepted Price Proposal. (As enclosure -V)
 - vi. Contract Performance Bank Guarantee. (As enclosure -VI)
3. In consideration of the payments to be made by CDA, Secunderabad to the Agency as indicated in this Contract, the Agency hereby covenants with CDA, Secunderabad to provide the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. CDA, Secunderabad hereby covenants to pay the Agency in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with the laws of _____ on the day, month and year indicated above.

Signed by _____ (Authorised official of the CDA, Secunderabad)

Signed by _____ (Authorised official of Bidder)

Annexure- IV: Contract Performance Bank Guarantee

Contract Performance Bank Guarantee (To be executed on non-judicial stamp paper as per Stamp Act)

Date:

Contract Name and No. :

To:

_____ WHEREAS _____ (hereinafter "the Agency") has undertaken, pursuant to Contract No. _____ dated _____, _____ to take up the assignment Engagement of Firm to Undertaking "**Proposal for Providing End to End Solution for Conduct of Examination on Turnkey Basis**" for CDA, Secunderabad (hereinafter "the Contract").

AND WHEREAS it has been stipulated by you in the afore mentioned Contract that the Agency shall furnish you with a security _____ issued by a reputable guarantor for the sum specified therein as security for compliance with the Agency's performance obligations in accordance with the Contract.

AND WHEREAS the undersigned _____ legally domiciled in _____, (hereinafter "the Guarantor"), have agreed to give the Agency a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Agency, up to a total of _____ and we undertake to pay you, upon your first written demand declaring the Agency to be in default under the Contract, without cavil or argument, any sum or sums within the limits of _____ as aforesaid, without your need to prove or to show grounds or reasons for your demand or the sum specified therein. **The guarantee can be presented by CDA, Secunderabad at any of our branches at Secunderabad who will pay the claim amount to CDA, Secunderabad immediately.**

The Guarantor also agrees that CDA, Secunderabad at its option shall be entitled to enforce this Guarantee against the Guarantor as a principal debtor, without proceeding against the Bidder and notwithstanding any security or other guarantee CDA, Secunderabad may have in relation to the Bidder's liabilities.

Provided that the liability of the Guarantor under this Guarantee shall not exceed the said amount of Rs. (_____ / - / Indian Rupees _____ only) exclusive of interest payable on the amount demanded in the notice till the date of payment to CDA, Secunderabad and interest thereon. Any disputes concerning or under this Guarantee shall be subject to the jurisdiction of courts located in Secunderabad.

This security is valid until the _____ day of _____,
_____. Name _____ in the capacity of _____

Signed

_____ Duly authorized to sign the security for and on behalf of _____ Date _____ not with standing anything contained herein above.

i) Our liability under this Bank Guarantee shall not exceed Rs..._____ (Rupees _____) only

ii) The Bank Guarantee shall be valid up to _____ only.

iii) We or our Bank at Secunderabad (Name & Address of the Local Bank) are liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us or our local Bank at Secunderabad a written claim or demand and received by us or by Local Branch at Secunderabad on or before Dt. _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

For _____ (indicate the name of the Bank)

N.B.:

- i. Name of the Agency :
- ii. No. & date of the Letter of Award / Contract:
- iii. Amount of the Bank Guarantee: Rs.....
- iv. Validity period or date up to which the Contract is valid:
- v. Signature of the Constituent Authority of the Bank with seal:
- vi. Name & addresses of the Witnesses with signature:
- vii. The Bank Guarantee shall be accepted only after getting confirmation from the respective Bank(s).

In the presence of Witness

1. Name & Address

2. Name & Address

