

# Tender

For

Selection of Service Provider for  
Examination Monitoring Unit (EMU)  
for Computer Based Examinations



**NIT No.: EdCIL/OTAS/EMU/2025**

**Dated: 09.04.2025**

EdCIL (India) Limited

(A Category-I "Mini Ratna" CPSE under the Ministry of Education, Government of India)

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Tender for Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations

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**NOTICE INVITING TENDER**

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**Dated 09.04.2025**

Online bids are invited on single stage two bid system for “Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations”. Manual bids shall not be accepted.

The tender document shall be downloaded from the electronic tender portal link available at [www.tenderwizard.com/EdCIL](http://www.tenderwizard.com/EdCIL) or EdCIL’s website or Central Public Procurement Portal (CPPP). Aspiring bidders who have not yet registered in the online portal should get registered/enrolled before participating. Interested bidders are advised to go through the instructions provided in “Instructions to Bidders for e-tendering.”

Tenderer who have downloaded the tender from the EdCIL website <http://www.edcilindia.co.in/Etenders> or Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, the tender will be completely rejected, EMD would be forfeited, and the tenderer is liable to be banned from doing business with EdCIL.

No manual bids shall be accepted. Technical & Financial Bids should be submitted in the online portal.

**1. Disclaimer:**

The information contained in this Tender or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the EdCIL (India) Limited or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this tender document and such other terms and conditions subject to which such information is provided. This tender is not an agreement and is neither an offer nor invitation by EdCIL to the prospective Bidders or any other person. The purpose of this tender is to provide interested parties with information that may be useful to them in making their financial offers subsequent to this tender. This tender includes statements that reflect various assumptions and assessments arrived at by EdCIL in relation to the Project. Such assumptions, assessments, and statements do not purport to contain all the information that each Bidder may require. This tender may not be appropriate for all persons, and it is not possible for EdCIL, its employees, or advisors to consider the investment objectives, financial situation, and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements, and information contained in the Bidding Documents may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this tender and

obtain independent advice from appropriate sources. Information provided in this tender to the Bidder(s) is on a wide range of matters, some of which may depend upon the interpretation of the law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. EdCIL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. EdCIL, its employees, and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way for participation in this tender.

EdCIL also accepts no liability of any nature, whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this tender. EdCIL may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender. The issue of this tender does not imply that EdCIL is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and EdCIL reserves the right to reject all or any of the Bidders or BIDs without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its BID, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by EdCIL, site visits, investigations, studies or any other costs incurred in connection with or relating to its BID. All such costs and expenses will remain with the Bidder, and EdCIL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the BID, regardless of the conduct or outcome of the Bidding Process.

## **2. Introduction:**

EdCIL (India) Limited, is a “Mini Ratna Category-I” Central Public Sector Enterprise under the administrative control of the Ministry of Education, Government of India. The Company offers Project Management and Consultancy Services in the entire education and human resource development value chain within India and overseas.

Clients of EdCIL include most State and Central Govt. Departments including MOE, PSUs, and Autonomous bodies, including IITs, IIMs, IIITs, Navodaya Vidyalaya Samithi, Indian Army, Central Reserve Police Force, etc.

## **3. Vision**

To be the most trusted project management and consultancy organization offering

educational and human resource consultancy services.

#### **4. Service Spectrum**

EdCIL undertakes end-to-end projects on a turnkey basis from concept to commissioning and ensures effective management of activities from identification of objectives through continuous monitoring leading to optimal fulfillment of targets within the stipulated time frame.

The verticals have leveraged expertise gained over three decades, strong alliances, and the commitment of dedicated teams to ensure a strong national and global presence for the Company. These have strengthened our core competency in all areas of Education and human resource development. EdCIL presently has strong verticals in the following areas:

##### **i) Online Testing and Assessment Services (OTAS)**

Based on two decades of expertise in handling offline recruitment tests, the company switched over to offering online recruitment solutions in 2015 to bring in higher transparency and efficiency.

This is the biggest vertical of EdCIL, which has received an overwhelming market response. The clients include Central and State Govts, PSUs and Autonomous bodies, etc. The vertical organizes online recruitment tests across multiple segments of recruitment covering varied sectors of the economy. The company presently also executes an online test project for a client in an overseas location.

Being a PSU targeted towards meeting educational needs, the company focuses on organizing online examinations for the recruitment of teachers & principals as a specialized service. The Company also has the aspiration to address online admissions/assessment requirements of different educational institutions, Central/State PSUs, Autonomous Bodies, and Government Departments including Defense and Para Military Forces.

##### **ii) Educational Infrastructure Services (EIS)**

Following key services are provided by the vertical covering educational infrastructure management (turnkey execution and project management consultancy) services.

- Concept Design
- Detailed Drawings
- Detailed Project estimate with Bill of Material
- Construction Schedule /Procurement Plan
- Tender documents
- Tender Process Management
- Project construction monitoring
- Incident monitoring
- Modifications in schedule

- Quality Assurance and Control
- Billing and Payments
- Getting Completion / Occupancy Certificates from Statutory Authorities
- Final Project Completion Report with Expense Analysis

iii) **Educational Procurement Services (Lab Equipment, IT products, Furniture etc.)**

Leveraging three decades of experience in the domestic and overseas sector, the following key services are provided by the vertical as part of the Procurement Services focusing on maximizing total cost of ownership (TCO) in the educational and human resource development space:

- Educational Product research
- Vendor empanelment
- Demand Aggregation
- Development of Sourcing Strategy
- E-Tendering
- Bid Analysis
- Finalization of contract
- Order Placement
- Monitoring receipt of shipment including Quality check at client site
- Vendor payment management
- Monitoring AMC/Warranty
- Monitoring client feedback.

iv) **Digital Education Services (DES)**

The Company strongly believes that digitization will be a game changer in addressing quality, quantity, and governance needs in both Schools and Higher education. The Company accordingly focuses on all emerging areas of IT/ICT applications in the sector.

Following key services are provided by vertical as part of the Digital Education Services

- Wi-Fi and Network Solutions
- ERP implementation
- Digitization of Records
- E-content preparation
- Virtual Classrooms
- Smart Campuses
- Online Admission System
- Computer labs

v) **Advisory Services:**

Following key services are offered by the Advisory vertical in the Education (School Chains and Higher education) and HR advisory space:

- Preparation of Detailed Project Reports (DPRs) (Greenfield and Brown field)
- Organization Restructuring (Sectoral/institutional)
- Improving Operational Efficiency
- Digitization Planning
- Designing of Training
- Impact Assessment (ICT/other schemes)
- Designing of new education schemes
- Education content Design

**vi) Overseas Education Services (OES):**

Based on strong MEA/MOE endorsement within India, client confidence, and alliances gained globally over three decades, the vertical execute sponsored and aggregated inbound overseas student admissions and faculty hiring and also effectively meets the individual needs of inbound students willing to study in India.

The vertical focuses on high potential target markets covering mostly SAARC, Middle East, and African nations.

The following services are specifically offered:

- Implementation of 'Study in India' scheme of MOE
- Placement of Overseas Students in select Indian Institutes (sponsored schemes as well as SFS segments)
- Placement of Indian faculty in overseas institutes
- Student/faculty exchanges
- All other Project management and consulting services extended in the domestic sector

**vii) TSG (Technical Support Group):**

This is EdCIL's project management and logistical support vertical (also known as Technical Support Group –TSG) to extend operational support to MOE in implementing several Mega Pan-India projects. The services include:

- Logistical support to various large MOE schemes (e.g. Samagra Shiksha, MDM, MERITE, PMMMNTT)
- Outsourcing of Consultants/Support Staffs etc.
- Event Management Support
- Procurement Services

**5. Aims & Objectives of the Tender:**

EdCIL, on behalf of its clients, conducts various examinations (Recruitment or Academic Entrance Examination) through "Computer Based Test (CBT)" in various cities spread across the country in India and outside India.

EdCIL is availing services of an Exam Conducting Agency (ECA) to conduct computer-based examination. ECA brings their own software, manpower and exam centres. The end-to-end operations right from application stage to QP creation to result preparation is handled by ECA.

With the introduction of new technologies in the market the risk of malpractices is also increasing. To further strengthen examination process and improve transparency and fairness in the examination, it is important to have checks and balance in the entire value chain which is driven by ECA. EdCIL is planning to onboard an exam integrity service provider to provide technical assistance, expertise, analysis, advise and recommendations to EdCIL to conduct examinations as per best industry practices.

Service provider's team should deploy two sets of teams: Project Management Unit (PMU) team which will help in strengthening the Online Testing & Assessment Services (OTAS) vertical of EdCIL and Examination Monitoring Unit (EMU) will assist in monitoring the examinations conducted by EdCIL to deliver error free and transparent examinations using AI/ML based technology.

**6. NIT No. EdCIL/OTAS/EMU/2025 dated 09.04.2025:**

<b>S. No</b>	<b>Particulars</b>	<b>Details</b>
1.	Tender Document issued by	EdCIL (India) Limited, Noida
2.	Authorized Officer for Clarifications	General Manager (OTAS), EdCIL
3.	Availability of e-Tender Document	Tender document will be available on websites from 09.04.2025 to 24.04.2025. Tender document may be downloaded from EdCIL website <a href="http://www.edcilindia.co.in/Etenders">http://www.edcilindia.co.in/Etenders</a> , CPPP site <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> and Tender Wizard.
4.	Estimated value of work per Year	Rs.5 Crore (Rupees Five Crore only)
5.	Earnest Money Deposit (EMD)	Rs.4 Lakhs (Rupees Four Lakh only) – To be submitted in the form of Bank Guarantee / Demand Draft in favour of EdCIL (India) Limited payable at Noida. The bids without EMD shall be summarily rejected.
6.	Last date of submission of original EMD	24.04.2025 up to 01:00 PM at EdCIL Office, Noida.
7.	Bid Validity period	120 days from the date of opening of the technical bid.
8.	Submission of Pre-Bid queries through e-mail only	Pre-bid queries should be sent to <a href="mailto:ugaikwad@edcil.co.in">ugaikwad@edcil.co.in</a> by 14.04.2025. The pre-bid queries received beyond the stipulated date shall not be entertained.
9.	Issue of Corrigendum/ addendum/ clarification (if any) online	On 16.04.2025
10.	(a) Last date for submission of Bid	24.04.2025 up to 1.00 PM

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	(b) Opening of Technical bid	24.04.2025 at 02.00 PM at EdCIL Office, Noida
	(c) Presentation & Demonstration	To be communicated later.
11.	Performance Bank Guarantee (PBG)	(a) 5% of each year's estimated project value. (b) The Performance Guarantee shall be kept valid upto a period of 90 days beyond the completion of the contract period. (c) PBG to be made in favour of EdCIL (India) Limited
12.	Contract Duration	01 year (extendable to 01 more year based on the bidder's satisfactory performance and EdCIL's internal requirement)

**Note:**

- (a) **A rate contract is now being entered into.**
- (b) The figure at item no. 4 is estimated only for projection per annum.

**7. Scope of Work:**

The detailed scope of work for the above key objectives is mentioned below:

**7.1 Project Management Unit (PMU)**

- 7.1.1 EdCIL would like to improve the operating efficiency in terms of processes and activities along with growing the OTAS service line in terms of revenue and profitability. EdCIL would like the PMU to:
  - 7.1.1.1 Conduct as is assessment to evaluate its OTAS services portfolio, current market positioning, financial performance review, operational efficiency assessment identifying strengths, bottlenecks, and areas for process optimization.
  - 7.1.1.2 Identify benchmarking parameters across business operations, technology, and service delivery.
  - 7.1.1.3 Identify gaps and prioritize key initiatives based on current state, best practice benchmarking and EdCIL's strategic intent.
  - 7.1.1.4 Define a phased implementation plan with timelines, milestones, roles and responsibilities.

**7.2 Exam Monitoring Unit (EMU)**

Service provider should establish a exam monitoring unit to execute following scope of work:

- 7.2.1 Planning and stake holder coordination: EdCIL wants to deploy a dedicated team to plan and monitor various activities at pre-exam phase, during exam and post exam phase which will help in coordination with different stakeholders, report progress on exam preparation on daily basis and make recommendations for continuous improvement. The objective is to complete activities on time, reduce exam disruption, and planning to mitigate key exam vulnerabilities anticipated in exam. The team needs to have detailed knowledge of the exam related malpractices, exam software related issues of multiple examination conducting agencies and relevant technology-based

tools. The scope of work of exam monitoring unit will be as follows:

- 7.2.1.1 Providing inputs for Policy and Strategy Development for enabling quality, reducing the vulnerabilities in the examination process applicable to exam/Client.
- 7.2.1.2 Proposing creation/updation of standard operating procedures (including application brochure) to make it as per leading practices, if approved by management, assist implementation of the same.
- 7.2.1.3 Proposing strengthening of the entire candidate/exam workflow system (end to end; input to EdCIL and output to EdCIL customers) to make it as per leading practices, if approved by management, assist implementation of the same.
- 7.2.1.4 Assisting EdCIL in coordination and communication with key agencies for timely execution of activities before exam to help in smooth and fair conduct of examination.
- 7.2.1.5 Monitor and coordinate with various agencies (CCTV, Jammers, ECA or any other agency involved in conducting exam) to keep timeline and successful closure of activities planned by agencies.
- 7.2.1.6 Communication with EdCIL Clients.
- 7.2.1.7 Provide suggestions for exam centre locations.
- 7.2.1.8 Exam centre demand supply gap analysis.
- 7.2.1.9 Daily activity tracking, risk identification and mitigation plan.
- 7.2.1.10 Communication with Exam Conducting Agency for finalization of exam centres.
- 7.2.1.11 Communication with exam centres (on sample basis) for confirming readiness.
- 7.2.2 **Assist in grievance management** – EMU team should conduct analysis on all the grievances received from candidates before or after exam and assist EdCIL in communication and closure of complaints through respective EdCIL departments.
- 7.2.3 Post exam conduct a debrief meeting with the stakeholders to highlight areas of improvement, good practices followed, track and report status of agreed next steps.
- 7.2.4 **Project Monitoring Information System (PMIS):** EMU should deploy their Project Management Information System for the purpose of exam management and monitoring. Since OTAS conducts multiple exams of different Client organisations, Project management tool would help in creating a wholistic view of all the exams, across exam stages, which will assist in better decision making and better actions tracking. The tools should allow multiple stakeholders to add, modify, evaluate, and review the progress of various exams. The tools should include the modules of Project Monitoring, User Access Management, Document management system, Action tracking system, Visualisation and Notification alerts.
- 7.2.5 **Capacity Building of EdCIL Observers** – EdCIL has created a pool of observers who visit exam centres to oversee the exam process compliance. The observers need to be upskilled periodically. EMU should run a training programme where every EdCIL observers must get trained on joining and then once in 6 months period to make them updated with changing processes, technologies and modus operandi.
- 7.2.6 **Concurrent testing of Exam software of ECA** – EdCIL has multiple empanelled ECAs, EMU should periodically do the Cyber Forensic Review of exam platform. EdCIL will facilitate set up of a small lab where mock exam can be conducted (Red Team

Activity) with following objective:

- 7.2.6.1.1 Identify possible attack vectors
- 7.2.6.1.2 Testing through manipulating examination process
- 7.2.6.1.3 Testing different possible attack methods
- 7.2.6.1.4 Benchmark against security leading practices

### **7.3 Exam Monitoring Unit (EMU):**

The service provider shall deploy a team as well as tools to:

- 7.3.1 Prevent and detect potential malpractices in examination throughout the examination lifecycle.
- 7.3.2 Coordinate with different stakeholders for mitigation of red flags identified.
- 7.3.3 Monitor various activities at pre-exam phase, during exam and post exam phase, and report progress on exam preparation on daily basis.

### **7.4 Pre exam phase**

#### **7.4.1 Assist in exam center selection**

Assist EdCIL in review of exam centres well before exam start date. To objective is to assess exam centers (1) readiness to conduct exam, (2) vulnerability to malpractices, and (3) push relevant stakeholders to mitigate vulnerabilities. Every center should be audited twice in a year or as per the duration decided by EdCIL in case there are centre specific reasons to reaudit. The areas to be covered are as follows:

- 7.4.1.1 Accessibility of the exam center (distance from key public places, availability of transport, safety, etc.)
- 7.4.1.2 Candidates access to clean toilet facilities and to potable water (boys, girls, number of toilets, source of water, adequate supply, cleanliness, foul smell etc.)
- 7.4.1.3 Presence of basic life safety (fire, electrical, first aid box, medical supplies, trained staff, evidence of maintenance, etc.)
- 7.4.1.4 Assess if adequate facilities are available for PwD (lifts, approachability, parking, etc.)
- 7.4.1.5 The exam center should be equipped for emergency situations (procedures, key contact numbers, etc.)
- 7.4.1.6 General center safety (electrical, physical, access control, backup DG, sufficient UPS to support the center, wiring safety, separate server room, etc.)
- 7.4.1.7 Comfort of candidates at center (temperature, lighting, thermal, PwD candidate comfort, ventilation, accessibility, distance between two computers, etc.)
- 7.4.1.8 Assess the centers' arrangement on number of IP based CCTVs functional against recommended and provision of CCTV in all rooms where exam is to be conducted
- 7.4.1.9 Collate centre wise reputation, history of utilization, history of malpractices, infrastructure issues, etc.
- 7.4.1.10 Assess the condition of hardware (computer, UPS available and functioning,

etc.) on sample basis

7.4.2 Candidate Vulnerability Analysis of application data/images to identify red flags using modern technologies assist EdCIL to check the sanctity of details submitted by candidates during application registration phase (to detect and prevent candidates who are trying to create opportunity for impersonation).

7.4.2.1 At the application form stage, EMU team should identify candidate who are not adhering to prescribed photograph standards.

7.4.2.2 EdCIL will provide EMU team photographs of previous year's same exam successful candidates, which should be compared with the current year candidate photographs.

7.4.2.3 Identify duplicate applications submitted by same candidate.

7.4.2.4 Conduct image and forensic data analysis on historic candidates data with current exam registered candidates data.

7.4.2.5 EMU team should assist EdCIL in tracking and taking corrective action against identified cases.

### **7.5 During exam phase**

EdCIL wants to strengthen the governance at exam center on the day of exam. EMU team with its manpower at exam centers and with the help of tech-based tools should monitor the exam process, highlight exceptions and assist EdCIL to take corrective action immediately to mitigate risk.

#### **7.5.1 Using Technology Based Assistance for Monitoring of Exam**

Deploy independent observers (IO) or coordinate with EdCIL observers deployed at identified exam centre to assist EdCIL detect malpractices. The scope of work for IO will include detection and document action taken during exam:

7.5.1.1 On mock exam days review exam centre readiness and report gaps to EdCIL representatives at exam centers for corrective action

7.5.1.2 Assess the following for exceptions on exam day:

7.5.1.2.1 Exam start and end time

7.5.1.2.2 QP download time at centers

7.5.1.2.3 If random seat allocation happening or not

7.5.1.2.4 Exam disruptions

7.5.1.2.5 Seat change requests

7.5.1.2.6 Assess rotation of invigilators, IT managers, etc. staff at centre.

7.5.1.2.7 Assess on random basis at every center if Jammers are deployed and functioning, jammers staff is present during the entire duration of exam.

7.5.1.2.8 Check adequacy of registration desk and queue management being done.

7.5.1.2.9 Observing ECA IT staff managing primary and backup server (data upload).

7.5.1.2.10 Validate on sample basis installation and configuration of firewall on computers (if applicable, in coordination with ECA).

### **7.5.2 Video analytics for near real time monitoring**

EMU team should strengthen invigilation at exam centres through monitoring of CCTV live feeds. EMU team should deploy technology-based solution to monitor all live CCTV camera feeds during CBT examination. On identification of violation, the agency should send an SMS alert to designated person at exam centre without delay.

The tech-based solution should highlight anomalies found in movement of candidates and exam functionaries and invigilators. Following is an illustrative list of anomalies to be detected (can increase with change in modus operandi:

- 7.5.2.1 Identification and reporting of cameras which are not accessible intermittently or fully offline or placed at incorrect locations
- 7.5.2.2 Validation of camera names vis-a-vis location of camera
- 7.5.2.3 Person available in exam labs in odd hours (before 6 am) or between two shifts
- 7.5.2.4 Monitor Invigilator movement (either not moving or not moving in all lanes)
- 7.5.2.5 More than required number of people present in server room
- 7.5.2.6 Movement at entry and exit gates during examination
- 7.5.2.7 Two or more people in close proximity inside exam labs
- 7.5.2.8 Object detection like mobile phones in labs/server rooms or stools being used instead of chairs etc.

### **7.6 Post Exam Phase**

Assess SLA compliance of the activities of ECA (and other vendors) and provide suggestions for process improvement.

#### **7.6.1 Post Exam Forensic Data Analysis**

EMU team should conduct detailed analysis of the entire examination data collected by ECA or other vendors for identifying noncompliance, SLA violation, data reliability issue and malpractices. The analysis should be thorough and performed for entire candidate and centres. Basis the data made available by the exam service provider assess any indicator of data breach, tampering or malpractice:

- 7.6.1.1 Log analysis (candidate logs, database logs, application log, etc.)
- 7.6.1.2 Post exam analysis of face images between the image taken during biometric registration with application image.
- 7.6.1.3 Statistical analysis of student response activity (cheating, answering pattern, center level, room level trends, exam disruptions, etc.)
- 7.6.1.4 Historical analysis to identify trends and patterns of malpractices
- 7.6.1.5 Identify abnormal incidents at candidate/room/center/city level to assess any malpractice
- 7.6.1.6 Any other analysis which is important to achieve the objective of post examination

#### **7.6.2 Incident response analysis**

In case EdCIL wants to investigate any particular case, basis candidate complaint or do any research on particular candidates' systems then EMU team should have capability to conduct following scope:

- 7.6.2.1 Forensic collection of identified candidate computers /servers from exam EdCIL HQ.
- 7.6.2.2 Imaging, processing, extraction of data of computers/servers processing.
- 7.6.2.3 Digital forensics and cyber forensics of computers to identify remote access or abnormal events which can impact exam integrity.
- 7.6.2.4 Issue Fact-finding investigation report with potential suspicious activities identified from forensic analysis of provided digital evidence.

**7.6.3 AI Based CCTV footages review at post exam stage**

Service provider should provide capability of automatic reviewing CCTV footages which are provided by ECA after end of exam. The objective is to review multiple CCTV footages of various candidates and centers in short time span of time. Below mentioned areas to be covered:

- 7.6.3.1 Identify Camera Blockages
- 7.6.3.2 Identify Frame Skip / Freeze Detection
- 7.6.3.3 Poor Quality of CCTV footages
- 7.6.3.4 Identifying movement of chairs of candidates.
- 7.6.3.5 Detection of items which are not allowed at exam centre.
- 7.6.3.6 Invigilator movement tracking
- 7.6.3.7 Any other analysis which is important to meet the objective.

**7.6.4 Candidate life cycle analysis**

It is important to have confidence on the final selected candidates. EMU team shall assist EdCIL in audit of CCTV footage of such number of candidates as decided by EdCIL. The analysis should include end to end review of the candidate life cycle journey at the examination venue, restricted only to suspicious candidates.

**8. Composition of Team**

**8.1 Team Composition for Project Management Unit (PMU)**

The PMU will be one time activity for a period of 6 months. The team composition for the PMU will be as below:

S.No.	Team	Number of Person	Location	Duration	Qualification & Experience
1.	Education Sector Expert	01	Offsite and onsite for key meetings	02 Months	BE/B.Tech/ MBA or equivalent with more than 15 Years experience of strategy and operations consulting

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2.	Project Lead	01	Offsite and onsite once in 15 days for progress update	06 Months	BE/B.Tech/ MBA or equivalent with more than 6 years experience of strategy and operations consulting projects
3.	Management Consultant	02	Onsite	6 Months	BE/B.Tech/ MBA or equivalent with more than 3 years experience of strategy consulting projects
4.	Research Analyst	02	Offsite	6 Months	BE/ B.Tech/ MBA or equivalent with minimum 1 year experience of strategy consulting projects

**8.2 Team Composition for Examination Monitoring Unit (EMU)**

S.No.	Team	Number of Person	Location	Qualification & Experience
1.	Project Director	01	Onsite	BE/B.Tech/ MBA or equivalent with minimum 8 years experience of Project Management
2.	Project Manager	01	Onsite	BE/B.Tech/ MBA or equivalent with minimum 5 years experience of project management (out of which 2 years of experience in examination sector)
3.	Project Coordinator	01	Onsite	BE/B.Tech/ MBA or equivalent with minimum 3 years experience of project management (out of which 1 year of experience in examination sector)
4.	Project Staff for Operating PMIS - Data Analyst	01	Onsite	BE/B.Tech/ MBA or equivalent with minimum 1 year experience in data analysis
5.	Project staff for SLA monitoring of various vendors – Cyber expert	01	Onsite	BE/B.Tech/ MBA or equivalent with minimum 1 year experience in cyber security

**9. Essential Pre-Qualification Criteria:**

Tender for Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations

9.1 Against proof of fulfillment of eligibility criteria, the following item-wise are the documents to be submitted by the bidder:

Sl. No.	Criteria	Documents Required for Technical Evaluation	Compliance (Yes/No) with ref. page. No.
<b>1</b>	<b>Bidder's Profile</b>		
1.1	The bidder should be a company/LLP/Partnership firm registered in India. The registered bidder should be operating in India for a minimum of the last 5 Financial Years ending 2023-24.	Certificate of Incorporation/ Registration/ Partnership deed - Certificate of commencement of business (if applicable) along with copy of Memorandum of Association and Articles of Association of the Company	
<b>2</b>	<b>Bidder's Financial Turnover</b>		
2.1	The Bidder should have minimum Rs. 50 Crore average annual turnover of last 3 financial years. (FY 2021-22, FY 2022-23 and FY 2023-24) (The turnover and other financial credentials have to necessarily be of the bidder and credentials of Group / parent company will not be accepted).	Certificate from practicing Chartered Accountant alongwith Copy of the certified and audited Profit & Loss Account and Balance Sheet for FY 2021-22, FY 2022-23 and FY 2023-24	
2.2	The Bidder should be a profit-making company OR have positive net worth in the last 3 financial years as above (FY 2021-22, FY 2022-23 and FY 2023-24).	Certificate from practicing Chartered Accountant	
3	The bidder must have at least 100 full time employees working in the organization for each of the past 3 years (FY 2021-22,2022-2023,2023- 2024)	Provident fund registration or Insurance certificate/ self-certified document from HR	
<b>4</b>	<b>Bidder's Experience</b>		
4.1	The bidder should have executed at least 02 audit related project (related to process review/fraud prevention/fraud detection) in the government or public sector of at least Rs.2 Crore in each of past 3 years (FY 2021-22,2022-2023,2023-2024).	Copies of purchase order (or agreement) of the projects to be provided or payment Receipt.	
<b>5</b>	<b>Statutory Requirements</b>		
5.1	Permanent Account Number (PAN)	Copy of PAN	
5.2	Tax Deduction Account Number (TAN)	Copy of TAN	
5.3	Goods and Services Tax (GST) Registration	Copy of GST Registration Certificate	
5.4	The bidder is not blacklisted for any corrupt and fraudulent practices by Central/ State Government Departments / Public Sector Undertakings / Autonomous Bodies with regard to the works executed by it as on the day of bid submission.	Undertaking duly attested by notary on non-judicial stamp paper of value Rs. 100/- (Rupees Hundred only)	

**10. Evaluation of Bids:**

The selection of the agency will be based on **Quality and Cost Based Selection**

**(QCBS).** There will be 70% weightage for Technical Evaluation and 30% for Financial Evaluation.

**10.1 Technical Evaluation:**

10.1.1 Detailed technical evaluation shall be carried out by a Tender Evaluation Committee constituted for this purpose by EdCIL along with other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and conditions of the tender without any material deviation.

10.1.1.1 Technical Bid will be assigned **Technical Score (TS) out of a maximum of 100 marks**, as per the Scoring Model provided below. Technical evaluation will be based on the criteria given below:

- a) Prior experience of the vendor in conducting “Computer Based Test (CBT)-Examinations”.
- b) Capability of the vendor to develop the required software.
- c) Availability of adequately trained personnel in the Company to conduct the examination in the required number of Centres and cities, and
- d) The vendor must submit city-wise list of nodes vetted and available as on date of submission of bids.
- e) Standing of the agency and its financial position.
- f) Security and software quality certifications.

10.1.1.2 The Tender Evaluation Committee will call the bidders for presentation or clarifications to assess the understanding of the bidder regarding the scope and magnitude of the work. However, whether to call the bidder for further discussion or not is at the sole discretion of the Tender Evaluation Committee constituted for the purpose.

**10.2 Marking Criteria for Technical Evaluation of Bids**

Following Scoring Model will be followed for technical evaluation of the bids: -

S. No	Description of Marking Scheme	Maximum Marks (100)	Documents to attach
1	Experience of the bidder in projects which includes operational efficiency and/or growth opportunities identification (including benchmarking) in last 3 years (FY 2021-22,2022-2023,2023-2024) (Minimum value of each project should be INR 1 Cr)  Maximum Projects – 5 (2 mark per project)	10	Work Orders/ Contract/ Agreements with letter of completion from clients/ payment certificates along with documentary proof.
2	Experience of bidder in projects related to Exam monitoring/ process review for central government or state government examination conducting authority with minimum value of INR 2 Cr	10	Copy of work orders/ contract/ agreement with work completion certificate

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<b>S. No</b>	<b>Description of Marking Scheme</b>	<b>Maximum Marks (100)</b>	<b>Documents to attach</b>
	Maximum Projects – 2 (5 mark per project)		
3	Minimum 100 regular full time employee strength of Bidder on their roles as on the date on submission of bid 101 - 200 - 5 Marks 201 -300 – 7 Marks 301 and above - 10 mark	10	Company Secretary certificate
4	Key experts' qualification competence for this project  (a) Subject Matter Expert with 15+ years of strategy and operations consulting experience, SME should have master's or equivalent qualification. – 4 Marks  (b) Subject Matter Expert minimum 15+ years of experience in Forensics and 5+ years experience in Exam Monitoring Unit and Minimum Qualification –Master's degree or equivalent – 3 Marks  (c) Technical team member - Subject Matter Expert with 5+ years in working on designing Artificial Intelligence and Machine learning based models, big data analytics - Minimum qualification B.Tech or equivalent - 3 Marks	10	Supporting CVs and qualification certificates
5	Experience of bidder in projects related to Post exam candidate log analysis for central government or state government examination conducting authority.  1 examination conducting authority – 10 Marks 2 examination conducting authority – 20 Marks	20	Copy of work orders/contract/ agreement with work completion certificate/ copy of tax invoice
6	Experience of bidder in projects related to Examination Software assessment for central government or state government examination conducting authority.  1 examination conducting authority – 5 Marks 2 examination conducting authority – 10 Marks	10	Chartered Accountant certificate
7	Presentation on the Approach, methodology and capability for bidder's understanding of the EdCIL requirements and execution of the project	30*	Technical proposal and presentation

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<b>S. No</b>	<b>Description of Marking Scheme</b>	<b>Maximum Marks (100)</b>	<b>Documents to attach</b>
	(a) Approach / technology proposed including work schedule, quality assurance including reporting formats - 10 marks  (b) Live demo of technology tools to be used for entire process to prevent malpractices / impersonation (basis data provided by EdCIL). evaluation will be done basis accuracy and completeness of following analysis:  i. Image analysis (Demo to cover point 7.4.2 of pre exam phase)- maximum 5 marks  ii. Post exam log analysis and investigation maximum (Demo to cover point 7.6.2 of post exam phase) – 10 marks  iii. Demo on prototype of PMIS – 5 marks		
	Total	100	

**\* The bidder has to secure minimum 80% in point no.7 above in the technical scoring and the overall technical scoring will be 70% in order to become technically responsive.**

**10.3 Financial Evaluation:**

The Financial Bid of only those Bidders who have been found to be technically eligible will be opened. The Financial bids of ineligible bidders will not be opened.

The **Financial Scores (FS)** would be normalized on a scale of 100 as per the formula given below, with the lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation.

**FS = (Fmin/Fb) \* 100 (rounded off to 2 decimal places), where**

FS = Normalized Financial Scores for the Bidder under consideration

Fmin = Lowest absolute financial quote received

Fb = Absolute financial quote by the Bidder under consideration

**10.4 Final Evaluation Criteria - Quality and Cost Based Selection (QCBS):**

**Composite Score (CS) = TS \* 0.70+ FS \* 0.30**

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

**Terms & Conditions**

**11. Bid Security/Earnest Money Deposit (EMD)**

11.1 The Bidder should submit EMD with technical bid through Bank Guarantee/ Demand Draft drawn in favour of “EdCIL (India) Limited” payable at Noida from any Nationalized Bank. The Bid submitted without EMD would be considered as UNRESPONSIVE and will not be considered. In case EMD is submitted in the form of BG, the BG should be at least valid for 45 days beyond the bid validity date. The Bank Guarantee format for Bid Security is at Annexure-16.

11.2 “Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)” are exempt from submission of EMD (Bid security). Bidders claiming exemption of EMD under this rule are, however required to submit a signed Bid Securing Declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the tender document, they will be suspended for the period of 12 months from being eligible to submit Bids for tenders with EdCIL.

11.3 The selected Bidder’s Earnest Money Deposit will be returned upon signing of contract and submission of performance bank guarantee.

11.4 The Earnest Money Deposit shall be forfeited:

11.4.1 If a Bidder withdraws its Bid during the period of bid validity or

11.4.2 If the Bidder fails to accept corrections of arithmetic errors identified by the EdCIL in the Bidder’s Financial Bid, if any or

11.4.3 In case of a selected Bidder, if the Bidder fails:

8.3.3.1 To sign the contract form in accordance with the terms and conditions.

8.3.3.2 To furnish performance security/security deposit as specified in this tender.

**11.5 Exemption from paying Earnest Money Deposit:**

Bidders registered with MSME are exempted from submission of EMD and other guidelines by the MSME Ministry, GOI applicable as on the date of NIT.

**11.6 Refund of EMD:**

11.6.1 The EMD will be returned to the unselected Bidder(s) after completion of the selection process.

11.6.2 Earnest money will be forfeited if a bidder unilaterally withdraws the offer or unilaterally amends, impairs or rescinds the offer within the period of its validity.

11.6.3 In the Case of Successful Bidder, the EMD shall be refunded after completion of the Contract Period.

**11.7 Disqualification of Bidders: Even though bidders may satisfy the above**

**requirements, they may be disqualified if they have:**

- 11.1.1 Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document and/or have record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
- 11.1.2 Bid not submitted in accordance with the procedure and formats prescribed in this tender or is treated by the EdCIL as a non-conforming bid.
- 11.1.3 The form used for submitting the bid is found to be incomplete.
- 11.1.4 Bid is not accompanied by all the requisite documents.
- 11.1.5 Commercial bid is found to be enclosed along with the technical bid.
- 11.1.6 Bidder tries to influence the process of evaluation of the bid by resorting to unlawful/ corrupt/ fraudulent means at any point of time during the bid process.
- 11.1.7 In case any one bidder submits multiple bids for the same category/slab or in case of a common interest arising amongst more than one bidder, the bidders concerned are likely to be disqualified.
- 11.1.8 Bidders may specifically note that while evaluating the proposal, if it comes to the knowledge of EdCIL, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance, resulting in delaying the processing of bid, the bidders so involved would be liable to be disqualified for the award of this contract, which may extend for a period of three years in regard to tenders floated by EdCIL.
- 11.1.9 Bidder fails to deposit the Performance Bank Guarantee or fails to enter into a contract within 21 days of the date of notice of award of contract or within such extended period, as may be specified by EdCIL.
- 11.1.10 The databases generated from the examinations shall belong to EdCIL and the respective end client. The bidder shall not share the same with any third party.

**12. EdCIL's Right to change the Scope of Contract at the time of Award of the Contract**

- 12.1 EdCIL may at any time, by a written order given to the bidder, make changes to the scope of the contract under consideration.
- 12.2 If any such change causes an increase or decrease in the cost of or the time required for the bidder's performance of any part of the work under the contract, mutually agreed change in the value or time schedule relating to the given contract shall be arrived at between the Bidder and EdCIL. Any claim made by the bidder for change under the extant clause must be asserted from EdCIL within a period of twenty-one (21) days consequent upon the receipt of the change order.
- 12.3 EdCIL reserves the right to withdraw/revoke/cancel the whole or any part of the Bid at any stage without assigning any reason.

**13. Amendment:**

- 13.1 At any time before the submission of bids, EdCIL may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all bidders and will be binding on them. Bidders shall acknowledge receipt of

all amendments.

- 13.2 If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit a revised bid and the deadline for submission of bids will be extended by EdCIL.
- 13.3 The criteria and conditions are subject to change after a decision post pre-bid meeting, if and as necessitated.
- 13.4 Tenderers may regularly go through the website since all the corrigendum addenda/subsequent notices shall only be published on the website.

**14. Appointment of Successful Bidder:**

**14.1 Award Criteria:**

EdCIL will award the Contract to the successful bidder whose proposal has been determined to be the most responsive bid as per the process outlined above.

**14.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s):**

EdCIL reserves the right to accept or reject any or all proposals, and to annul the tendering process / Public procurement process and reject any or all proposals at any time prior to the award of the contract without thereby incurring any liability to the affected bidder or bidders.

**14.3 Notification of Award:**

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

The notification of the award will constitute the formation of the contract and shall be binding on both parties. Upon the selected bidder's furnishing of Performance Bank Guarantee, EdCIL will notify each unselected bidder and return their EMD.

**15. Contract Finalization and Award**

EdCIL reserves the right to negotiate with bidder(s) whose proposal has been qualified as per final evaluation of bids for the purpose of arriving at reasonable terms and conditions for the contract arising out of this tender.

**16. Performance Guarantee:**

16.1 The selected bidder(s) will provide an irrevocable, unconditional Performance Bank Guarantee (Annexure-9) from a Bank in India (list attached) within 21 days from the date of award of work, for a value equivalent to 5% of the estimated value of contract for each year. The Performance Guarantee shall be kept valid upto a period of 90 days beyond the completion of the contract period.

16.2 The Performance Guarantee (PG) shall contain a claim period of 90 days from the last date of validity of PG. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit a performance guarantee within the time stipulated, EdCIL at its discretion may cancel the order placed on the selected bidder without giving any notice. EdCIL shall invoke the performance guarantee wherever deemed

fit.

16.3 No interest will be paid to the selected bidder on the Performance guarantee.

**17. Insurance:**

17.1 It will be the responsibility of the bidder to insure their deputed manpower and equipment against any casualties, eventualities or accident at the examination venue or otherwise before / during /after the examination.

17.2 EdCIL will bear no responsibility for the cost and consequences or any other liabilities arising therefrom.

**18. Signing of Contract:**

After EdCIL notifies the selected bidder that its proposal has been accepted, EdCIL shall enter into a contract (Annexure-14), incorporating all clauses, pre-bid clarifications and the proposal of the selected bidder between EdCIL and the selected bidder with mutually agreed terms and conditions.

**19. Terms of Payment:**

19.1 The payment to the selected bidder for **PMU** shall be made in Indian rupees as follows:

19.1.1 25% of the contract value after submission of interim report.

19.1.2 Balance amount of the contract value after submission and acceptance of final report.

19.2 The payment to the selected bidder for **EMU** shall be made in Indian rupees as follows:

19.2.1 Quarterly payment shall be released for the team deployed as per contract.

19.2.2 100% payment after completion of activities for each examination project.

19.3 TDS will be deducted as per rule.

19.4 GST as applicable would be paid extra.

19.5 All payments to Service Provider will be made by NEFT / RTGS for which necessary IFSC code and bank details will be intimated by the Service Provider.

**20. Responsibility of the Bidder:**

20.1 The successful bidder will sign the NDA as required by EdCIL.

20.2 The technology based tools to be deployed by bidder should be hosted at their servers (no extra cost of storage will be provided by EdCIL). However, the confidentiality of data will solely be responsibility of the bidder.

20.3 The bidder shall conduct background checks of the staff deployed for the project.

20.4 Bidder will arrange their logistics and no cost will be reimbursed by EdCIL.

20.5 A report in the prescribed format will be submitted on mutually agreed timeline. The format for report will be devised on mutual consultation.

## **21. Fraudulent and Corrupt Practices:**

21.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this tender, EdCIL shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, EdCIL shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter-alia, time, cost and effort of the Authority, in regard to the tender, including consideration and evaluation of such bidder's Proposal. EdCIL will be at liberty to take civil or criminal legal recourse against the Bidder and/or its agent as per law.

21.2 For the purposes of this Section, the following terms shall have the meaning here in after respectively assigned to them:

- "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of EdCIL who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of EDCIL, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of EdCIL in relation to any matter concerning the Project;
- "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts in order to influence the Selection Process;
- "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by EdCIL with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## **22. Force Majeure:**

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

22.1.1 Natural phenomenon, including but not limited to floods, droughts, earthquakes, pandemics and epidemics.

22.1.2 Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos.

22.1.3 Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notify the other in writing of such causes.

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

## **23. Termination**

EdCIL may, without prejudice to any other remedy for breach of contract, terminate the contract in case of occurrence of any of the following events. In such an occurrence EdCIL shall give not less than thirty days written notice of termination to the Service provider.

**23.1 Termination of The Contract:** The Contract is liable to be terminated if the Service Provider:

23.1.1 Becomes bankrupt or insolvent or goes into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction, in the case of a Company) or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of his/their assets or

23.1.2 Makes an arrangement with or assignments in favour of his/their creditors or agrees to carry out the contract under a committee or inspection of his/their creditors; or

23.1.3 Abandons the work; or

23.1.4 Persistently disregards the instructions of EdCIL in contravention of any provision of the Contract; or

23.1.5 Fails to adhere to the agreed program of work; or

23.1.6 Assigns or sublets the work in whole or in part thereof without prior written consent of EdCIL; or Performance is not satisfactory; or

23.1.7 If the Service Provider obtains the contract with EdCIL with illegal manner;

23.1.8 Information submitted/furnished by the contract are found to be incorrect.

23.1.9 The above shall be without prejudice to EdCIL's other rights under the law.

**23.2 Termination for Convenience:**

23.2.1 EdCIL, by Notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for EdCIL's convenience, the extent to which performance of the Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

23.2.2 Depending on merits of the case the Service Provider may be appropriately compensated by EdCIL on mutually agreed terms for the loss incurred by the Service Provider, if any, due to such termination. Either party may terminate the contract by giving a notice of 90 days.

**23.3 Termination for Default:**

23.3.1 Either Party may, without prejudice to any other course of action for breach of contract, by written notice of 30 (Thirty) days to the other party, terminate the agreement in whole or in part if the defaulting party fails to cure such breach of contract within 30 (Thirty) days.

23.3.2 The Second party shall stop the performance of the contract from the effective date of termination and hand over all the documents, and data to First Party.

23.3.3 In case of termination of contract for default on the part of the Second Party, for reasons solely and entirely attributable to the Second Party the First Party shall be entitled to invoke the Performance Security. However, the First Party shall ensure that First Party shall not exercise this right to terminate the agreement without exercising the right of suspension mentioned in the Suspension Clause.

**23.4 Termination for Miscellaneous Reasons:**

Either party may terminate this agreement by a written notice to the other Party in the event of any proceedings in bankruptcy, insolvency or winding up filed by or against the other party or for the appointment of an assignee or equivalent for the benefit of creditors or of a receiver or of any similar proceedings.

**23.5 Termination for Material Breach:**

Either party may terminate this Agreement immediately by a written notice to other Party (i) in the event of material breach by the other party, by a written notice immediately, if the breach is not curable and by a written notice of 30 days, if the breach is curable and is not cured within the said notice period; or (ii) in the event of any proceedings in bankruptcy, insolvency or winding up filed by or against the other party or for the appointment of assignee or equivalent for the benefit of creditors or of a receiver or of any similar proceedings.

**24. Proprietary Rights:**

All rights, title and interests in and to the Services Environment and any other material used by the selected bidder in the provision of the Services shall exclusively belong to the selected bidder or its licensors ("Bidder Proprietary Material"). Any and all Intellectual Property Rights with respect to the Services and the selected bidder Proprietary Material and all modifications, improvements, enhancements, or derivative works made thereto,

shall always belong to the selected bidder or its licensors and EdCIL shall not be entitled to claim any rights therein. All rights, title and interests in EdCIL data shall always remain with EdCIL. EdCIL acknowledges that the provision of the Services hereunder by the selected bidder shall be on a non-exclusive basis and the selected bidder shall be free at all times to provide the services or perform obligations same or similar to the Services and obligations envisaged hereunder to any of its other clients, either existing or future, and nothing herein shall preclude Bidder from providing such services or performing such obligations to its other clients.

**25. Limitation of Liability:**

Neither party shall be liable to the other party for any special, indirect, incidental, exemplary, punitive or consequential losses or damages or loss of profit, loss of goodwill, loss of revenue or operational losses whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages. The total aggregate liability of either party under this Agreement shall not exceed the exam value paid to the bidder by EdCIL for the Service that gives rise to such liability. The limitation on any Party's liability herein shall not apply to (i) liability for damages, resulting from the willful misconduct and (ii) breach of the use terms in respect of bidder's application system. The bidder shall not be held liable for any delay or failure in its obligations, if and to the extent such delay or failure has resulted from a delay or failure by or on behalf of EdCIL to perform any of EdCIL's obligations.

**26. Settlement of Disputes:**

**26.1 General:** If any dispute arises between the Service Provider and EdCIL during the execution of contract that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the Service Provider on the points of dispute. The representation so received shall be examined by EdCIL. The Service Provider will also be given an opportunity of being heard and the decision on the representation will be conveyed in writing.

**26.2 Legal Jurisdiction:** All disputes pertaining to the tender shall fall within the jurisdiction of Delhi only. The General Manager (OTAS) of EDCIL shall be the official by whose designation EdCIL may sue or be sued.

**27. Integrity Pact (on a Non-Judicial Stamp paper of Rs.100/-):**

The vendors/ bidders are required to enter into "Integrity Pact" as notified by the CVC vide Circular No.02/01/2017 (fileNo.015/VGL/091dated 13.1.2017) and amended from time to time. Only those bidders/ vendors who commit themselves to such a pact with EdCIL would be considered competent to participate in the bidding process.

**28. Arbitration Clause:**

**28.1** In case of any dispute arising between the Parties, both the parties will try to resolve the issue mutually within 20 days of dispute raised. In any case, the either party will give notice in writing to other party indicating concern, proposed remedy to settle the issue. If the issue does not settle by negotiation, in the manner as prescribed, the same may be resolved exclusively by arbitration. In such case, the matter will be referred to the sole arbitrator appointed by Chairman & Managing Director, EdCIL (India) Limited, for adjudication. Arbitration shall be held in Delhi and conducted in

accordance with the provisions of Arbitration and Conciliation Act, 1996.

28.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid, Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

28.3 The venue of the arbitration proceeding shall be the office of EdCIL, Noida or such other places as the arbitrator may decide.

28.4 The contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of court in Delhi.”

**29. Reservation of Rights:**

EdCIL reserves the right to:

29.1 Extend the Closing Date for submission of bids.

29.2 Amend the proposal requirements at any time prior to the Closing Date, provided that the amendment is displayed on the EdCIL Website <http://www.edcilindia.co.in/Etenders>.

29.3 Seek information from the Bidders on any issue at any time.

29.4 To accept any bid, reject any bid without assigning any reasons and accept bid for all or anyone options for which bid has been invited.

29.5 Terminate or abandon this Procedure or the entire project, whether before or after the receipt of proposals or midway during currency of the agreement.

29.6 Seek the advice of external consultants to assist EdCIL in the evaluation or review of proposals or execution of the contract.

29.7 Make enquiries from any person, company or organization to ascertain information regarding the Bidders and its proposal.

29.8 Reproduce for the purposes of this Procedure the whole or any portion of the Proposal despite any copyright or other intellectual property right that may subsist in the Proposal.

**30. Submission of forged Documents:**

30.1 Bidders should note that EdCIL may verify authenticity of all the documents/certificate/information submitted by the bidder(s) against the tender. In case at any stage of tendering process or Contract/Work Order execution etc., if it is established that bidder has submitted forged documents/certificates/information towards fulfilment of any of the tender/contract conditions, EdCIL shall immediately reject the bid of such bidder(s) or cancel/terminate the contract.

30.2 The bidder shall be required to give an undertaking on the company's letter head and duly signed by the signatory of the bid, that all the documents/certificates/information submitted by them against the tender are genuine. In case any of the documents/certificates/information submitted by the bidder is found to be false or forged, action as deemed fit may be initiated by EdCIL at its sole discretion.

### **31. Suspension**

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

31.1.1 Shall specify the nature of the failure and

31.1.2 Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Service Provider.

31.1.3 EdCIL may engage some other agency for the completion of suspended work, which will be carried out at the risk and cost of the Service Provider.

### **32. Interpretation**

In these Terms & Conditions:

32.1 References to laws shall mean the applicable laws of India and references in the singular shall include references in the plural and vice versa.

32.2 References to a particular article, paragraph, sub-paragraph or schedule shall, except where the context otherwise requires, be a reference to that article, paragraph, sub-paragraph or schedule in or to this Bid Document.

32.3 The headings are inserted for convenience and are to be ignored for the purposes of construction.

32.4 Whenever provision is made for the giving of notice, approval or consent by any Party, unless otherwise specified such notice, approval or consent shall be in writing and the words 'notify', 'approve', and 'consent' shall be construed accordingly.

32.5 In case the Bid Document is silent on the items contained in the bid, the decision of EdCIL shall be final & binding on the Bidder/ Bidders.

32.6 For the entire purpose of this tender/work/assignment, EdCIL would be the first party, who intends to award the tender/work/assignment to a suitable organization, called the second party, and as per the standard language, would be, hereinafter, called bidder.

32.7 The term bidder would include tenderers/bidders/agencies/interested parties and may include any such term which so far has not been used, but may be used to refer the second party. These terms may be used interchangeably too, words, Tender and bid, may also be used interchangeably.

32.8 The selected bidder would also be included in the term bidder, for the sake of clarity.

32.9 The terms, examination and evaluation may also be used interchangeably.

32.10 Until and otherwise explicitly mentioned, the term centre or centre would mean a place where the bidder intends to conduct the online examination through the means mentioned in the scope of work and as per the terms and conditions specified by EdCIL.

32.11 Until and otherwise explicitly mentioned, the term candidate would refer to the person intends to be examined through the CBT, intended to be conducted by EdCIL through the bidder. The terms applicant, examinee, etc. would also be included/intended for the term candidate.

### **33. Change in Laws & Regulations**

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in state/ India, where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Contract Price, then such Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions wherever applicable, in accordance with Clause "Contract Price".

### **34. Indemnity**

It is hereby agreed by both the parties (Bidder and EdCIL) hereto that in case of any litigation by examinee(s)/candidates or Third party calling the said examination in question, Bidder unconditionally and irrevocably undertakes to hold harmless and indemnify EdCIL, its directors, officers and staff from any and all such claims / disputes / liabilities including expenses on account of fee to legal attorney expenses.

### **35. Consortium/Joint Venture (JV)**

No consortium/JV will be entertained by EdCIL.

### **36. Special Terms and Conditions**

- 36.1 The exact scope of work, deliverables, milestones, and timelines will be mutually decided later at an appropriate time looking to the requirements of the project. However, the decision of the tendering authority, in this regard, shall be final and binding upon the firm.
- 36.2 EdCIL shall be free to add any service beyond the scope of this tender and the rates for the same shall be mutually agreed.
- 36.3 Duration of the Contract: Initially the contract will be for 01 year (extendable to 01 more year on yearly basis) at the discretion of competent authority based on performance of Service Provider and internal requirement of EdCIL. EdCIL shall be free to curtail the empanelment at any time during the contract period, without assigning any reason.
- 36.4 Any court case arising out of bidder's mistake will be defended by the bidder with no cost to EdCIL and any legal liability arising out due to negligence of bidder will be borne by the bidder.

### 37. Service Level Agreement (SLAs)

#### Service Level Agreement Terms

Sr No.	Activities	Timeline	Penalty
1.	For PMU scope of work: Operating efficiency and growth opportunities	<b>Interim report</b> – T* + 3 months – benchmarking report <b>Final report</b> – T* + 6 months – operational efficiency and growth opportunity recommendations	-
2.	All the activities covered under pre-exam schedule as per issued work order	1. Agency to complete the audit of all assigned activities within ten (10) days and submit a report to EdCIL 2. Agency to provide list of potential vulnerable candidate 01 week before the exam start date	1. Beyond 10 <sup>th</sup> day:-Rs.3,000/- per day per venue 2. Rs. 1,000/- per day
3.	All the activities covered under during exam schedule as per issued work order	1. Critical observations to be submitted to EdCIL within 04 hrs. of completion of each shift 2. Consolidated report(s) to be submitted within 04 weeks from the completion of examination	1. Rs.1,000/- per day per venue 2. Rs.2,000/- per day after 04 weeks
4.	Video analytics report	1. Critical observations to be shared concurrently with EdCIL within 04 hrs. of completion of each shift 2. Consolidated report(s) to be submitted within 04 weeks from the completion of examination	Rs.1,000/- per missed incident (provided camera positioning is accurate)
5.	All the activities covered under post exam schedule as per issued work order	Final report (s) to be submitted within 04 weeks from the receipt of complete data	Rs.2,000/- per day
6.	Covering of all identified centers physically as agreed with EdCIL	Penalty per center for non-covering of agreed center during exam review	Rs. 15,000/- per day per venue (except for venues which are added within 7 days before the start of exam)

\*T is the date of signing of contract.

Note: The maximum penalty will be limited to 20% of the value of annual rates of the relevant component/ work order and it will not be carried forward to another year/ work order.

The penalty shall be recovered along with GST as per prevailing Government of India guidelines.

**Bid Form**

<b>S. NO.</b>	<b>ITEM</b>	<b>DETAILS</b>
<b>1</b>	Name of Bidder	
<b>2</b>	Full Address of the Bidder	
<b>3</b>	Legal Constitution of the Bidder (e.g. Company, Registered partnership firm, etc.)	
<b>4</b>	Contact Phone No.(s)	
<b>5</b>	Contact FAX No. (s)	
<b>6</b>	Contact Mobile No. (s)	
<b>7</b>	E-Mail ID	
<b>8</b>	Name and Designation of the Contact Person	
<b>9</b>	Name and Designation of the Person who is authorized to sign the bid as per Power of Attorney/ Authorization letter etc.	
<b>10</b>	Name and Designation of the Person, who has Digitally signed and upload the e-bid (It should be same as that of the Person who is authorized to sign the bid as per Power of Attorney/ Authorization letter etc.)	
<b>11</b>	Confirmation as to whether the bidder belong to the category of Micro, Small and Medium Enterprises as defined in the "Micro, Small and Medium Enterprises Development Act, 2006 (MSMEDA)". If yes, specify the category of Micro, Small or Medium Enterprises and whether the enterprise is in manufacturing or service industry, along with valid documentary evidence.	

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:

Date:

**Compliance Sheet**

**Compliance to Pre-Qualification Criteria**

Sl. No.	Criteria	Documents Required for Technical Evaluation	Compliance (Yes/No) with ref. page. No.
<b>1</b>	<b>Bidder's Profile</b>		
1.1	The bidder should be a company/LLP/Partnership firm registered in India. The registered bidder should be operating in India for a minimum of the last 5 Financial Years ending 2023-24 with an objective of offering relevant.	Certificate of Incorporation/ Registration/ Partnership deed - Certificate of commencement of business (if applicable) along with copy of Memorandum of Association and Articles of Association of the Company	
<b>2</b>	<b>Bidder's Financial Turnover</b>		
2.1	The Bidder should have minimum Rs. 50 Crore average annual turnover of last 3 financial years. (FY 2021-22, FY 2022-23 and FY 2023-24) (The turnover and other financial credentials have to necessarily be of the bidder and credentials of Group / parent company will not be accepted).	Certificate from practicing Chartered Accountant alongwith Copy of the certified and audited Profit & Loss Account and Balance Sheet for FY 2021-22, FY 2022-23 and FY 2023-24	
2.2	The Bidder should be a profit-making company OR have positive net worth in the last 3 financial years as above (FY 2021-22, FY 2022-23 and FY 2023-24).	Certificate from practicing Chartered Accountant	
3	The bidder must have at least 100 full time employees working in the organization for each of the past 3 years (FY 2021-22,2022-2023,2023- 2024)	Self-certified document from HR Head	
<b>4</b>	<b>Bidder's Experience</b>		
4.1	The bidder should have executed at least 02 audit related project (related to process review/fraud prevention/fraud detection) in the government or public sector of at least Rs.2 Crore in each of past 3 years (FY 2021-22,2022-2023,2023-2024).	Copies of purchase order (or agreement) of the projects to be provided or Tax invoice.	
<b>5</b>	<b>Statutory Requirements</b>		
5.1	Permanent Account Number (PAN)	Copy of PAN	

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<b>Sl. No.</b>	<b>Criteria</b>	<b>Documents Required for Technical Evaluation</b>	<b>Compliance (Yes/No) with ref. page. No.</b>
5.2	Tax Deduction Account Number (TAN)	Copy of TAN	
5.3	Goods and Services Tax (GST) Registration	Copy of GST Registration Certificate	
5.4	The bidder is not blacklisted for any corrupt and fraudulent practices by Central/ State Government Departments / Public Sector Undertakings / Autonomous Bodies with regard to the works executed by it as on the day of bid submission.	Undertaking duly attested by notary on non-judicial stamp paper of value Rs. 100/- (Rupees Hundred only)	

**Technical Evaluation Score**

<b>S. No</b>	<b>Description of Marking Scheme</b>	<b>Maximum Marks (100)</b>	<b>Documents to attach</b>
1	Experience of the bidder in projects which includes operational efficiency and/or growth opportunities identification (including benchmarking) in last 3 years (FY 2021-22,2022-2023,2023-2024) (Minimum value of each project should be INR 1 Cr)  Maximum Projects – 5 (2 mark per project)	10	Work Orders/ Contract/ Agreements with letter of completion from clients/ Tax invoice.
2	Experience of bidder in projects related to Exam monitoring/ process review for central government or state government examination conducting authority with minimum value of INR 2 Cr  Maximum Projects – 2 (5 mark per project)	10	Copy of work orders/ contract/ agreement with work completion certificate/ Tax invoice
3	Minimum 100 regular full time employee strength of Bidder on their roles as on the date on submission of bid 101 – 200 – 5 Marks 201 -300 – 7 Marks 301 and above – 10 mark	10	Self certificate from HR Head
4	Key experts' qualification competence for this project  (a) Subject Matter Expert with 15+ years of strategy and operations consulting experience, SME should have master's or equivalent qualification. – 4 Marks  (b) Subject Matter Expert minimum 15+ years of experience in Forensics and 5+ years experience in	10	Supporting CVs along with certificates

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<b>S. No</b>	<b>Description of Marking Scheme</b>	<b>Maximum Marks (100)</b>	<b>Documents to attach</b>
	Exam Monitoring Unit and Minimum Qualification – Master’s degree or equivalent – 3 Marks  (c) Technical team member – Subject Matter Expert with 5+ years in working on designing Artificial Intelligence and Machine learning based models, big data analytics – Minimum qualification B.Tech or equivalent – 3 Marks		
5	Experience of bidder in projects related to Post exam candidate log analysis for central government or state government examination conducting authority.  <b>C</b> examination conducting authority – 10 Marks 2 examination conducting authority – 20 Marks	20	Copy of work orders/ contract/ agreement with work completion certificate/ Tax invoice
6	Experience of bidder in projects related to Examination Software assessment for central government or state government examination conducting authority.  <b>C</b> examination conducting authority – 5 Marks 2 examination conducting authority – 10 Marks	10	Copy of work orders/ contract/ agreement with work completion certificate/ Tax invoice
7	Presentation on the Approach, methodology and capability for bidder’s understanding of the EdCIL requirements and execution of the project (a) Approach / technology proposed including work schedule, quality assurance including reporting formats – 10 marks (b) Live demo of technology tools to be used for entire process to prevent malpractices / impersonation (basis data provided by EdCIL). Evaluation will be done basis accuracy and completeness of following analysis: i. Image analysis (Demo to cover point 7.4.2 of pre-exam phase)- 5 marks ii. Post exam log analysis and investigation maximum (Demo to cover point 7.6.1 of post exam phase) – 10 marks iii. Demo on prototype of PMIS – 5 marks	30	Technical proposal and presentation
	Total	100	

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:

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Date:

**Letter of Undertaking**  
**(ON THE LETTER HEAD OF THE BIDDER)**

To

General Manager (OTAS)  
EdCIL (India) Limited  
EdCIL House, 18 A, Sector-16 A,  
Noida – 201301 (U.P.), India

**Subject: Tender for Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations.**

Sir,

This bears reference to EdCIL tender no. EdCIL/OTAS/EMU/2025 dated \_\_\_\_\_. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Tender Document.

We warrant that the service does not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we, not EdCIL, shall be liable for any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

We certify that any owner/stakeholder/employee or group of persons of our company/firm has not been caught/involved/booked/charge-sheeted/convicted/ punished / debarred for unfair-means in any examination assignment undertaken by our company/firm.

The above document is executed on..... /...../2025 at (place)\_\_\_\_\_and we accept that if anything out of the information provided by us is found wrong, our tender/work order shall be liable for rejection.

Thanking you,

Yours faithfully,

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:  
Date:

**SELF-DECLARATION – NON-BLACKLISTING**

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

To,  
General Manager  
(OTAS) EdCIL (India)  
Limited  
EdCIL House, 18 A, Sector-  
16 A Noida – 201301 (U.P.),  
India

Sir,

In response to the NIT no. EdCIL/OTAS/EMU/2025 dated\_\_\_\_\_, I/We hereby declare that presently our Company/Firm\_\_\_\_\_is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We, further declare that presently our Company /Firm\_\_\_\_\_is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:  
Date:

**Financial Information**

**(certificate from practicing Chartered Accountant to be submitted along with Technical Bid)**

- I. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/Profit & Loss Account for last three years i.e. FY 2021-22, FY 2022-23 and FY 2023-24 and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

**Total Turnover**

<b>S. No.</b>	<b>Details</b>	<b>(1) FY 2021-22</b>	<b>(2) FY 2022-23</b>	<b>(3) FY 2023-24</b>
i)	Gross Annual Turnover			
ii)	Profit/Loss			
iii)	Net worth			

- II. Please attach – Audited Balance Sheet & Statement of Profit & Loss Account  
- Certificate of net worth from Chartered Accountant of Bidder.

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:  
Date:

Tender for Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations

**Annexure-6**

**DETAILS OF SIMILAR WORK EXECUTED**

<b>S NO</b>	<b>Nam e of work/ Project &amp; Location</b>	<b>Owner/ Sponsoring organization</b>	<b>Work order/ Agreement Details</b>	<b>Completion Certificate/ Tax Invoice Details</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:  
Date:

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**Annexure-7**

**DETAILS OF MANPOWER PERSONNEL TO BE EMPLOYED FOR THIS WORK**

<b>Category</b>	<b>Total Number</b>	<b>Minimum Qualification</b>	<b>Experience</b>

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:  
Date:

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date:

To

General Manager  
(OTAS) EdCIL (India)  
Limited  
EdCIL House, 18 A, Sector-16 A  
Noida – 201301 (U.P.), India

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above-mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_ to (including annexures), which forms part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality /entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Autonomous bodies.
6. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

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7. We warrant that the service does not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall prevent EdCIL from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.
  
8. We certify that any owner/stakeholder/employee or group of persons of our company/firm has not been caught / involved / booked / charge-sheeted / convicted / punished / debarred for unfair-means in any examination assignment undertaken by our company/firm.
  
9. The above document is executed on ../.../2025 at (place) and we accept that if anything out of the information provided by us is found wrong, our tender/ work order shall be liable for rejection.

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:  
Date:

Name of the Bank: -----

To  
EdCIL (India) Ltd

**PERFORMANCE GUARANTEE FORMAT**

In consideration of the EdCIL acting through----- (Designation & address of Contract Signing Authority), (hereinafter called "EdCIL (India) Ltd") having agreed under the terms and conditions of agreement/Contract Acceptance letter No.----- dt ..... Made between..... (Designation & address of contract signing Authority) and ..... (here in after called "the said Service Provider" for the work..... (here in after called "the said agreement") having agreed for submission of a irrevocable Bank Guarantee Bond for ..... ..only)) as a performance security Guarantee from the Service Provider for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We.....(indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to the EdCIL (India) Ltd an amount not exceeding ..... (only) on demand by EdCIL (India) Ltd.
2. We.....( indicate the name of the bank, further agree that ( and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the EdCIL (India) Ltd through the General Manager (OTAS), EdCIL (India) Ltd, Noida or ------(Designation & Address of contract signing authority for any reason whatsoever as the Competent Authority of EdCIL deemed fit), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the EdCIL (India) Ltd by reason of any breach by the said Service Provider of any of the terms of conditions contained in the said agreement or by reason of the Service Provider failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding .. ( Only).
3. (a) We.....(indicate the name of Bank) further undertake to pay to the EdCIL (India) Ltd any money so demanded notwithstanding any dispute or dispute raised by the Service Provider in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.

**(C)** The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment.

4. We,.....( indicate the name of bank ) to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the EdCIL (India) Ltd under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by .....

(Designation & Address of contract signing authority) on behalf of the EdCIL (India) Ltd, certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Service provider and accordingly discharges this guarantee.

5 (a) Not withstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the EdCIL (India) Ltd or until ( date of validity/ extended validity)

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whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the EdCIL (India) Ltd within validity/ extended period of validity of guarantee from the date aforesaid.

(b) Provided always that we.....( indicate the name of the Bank) unconditionally undertake to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case may be on being called upon to do so by the EdCIL (India) Ltd. If the guarantee is not renewed or the period extended on demand, we..... (indicate the name of the Bank) shall pay the EdCIL (India) Ltd the full amount of guarantee on demand and without demur.

6. We, ..... ( indicate the name of Bank ) further agree with the EdCIL (India) Ltd that the EdCIL (India) Ltd shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to the powers exercisable by the EdCIL (India) Ltd against the said service provider and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider for any bearance act or omission on the part of the EdCIL (India) Ltd or any indulgence by the EdCIL (India) Ltd to the said service provider for by any such matter or thing whatsoever under the law relating to sureties for the said reservation would relive us from the liability.

7. This guarantee will not be discharged by any change in the constitution of the Bank or the Service Provider.

8. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the EdCIL (India) Ltd in writing.

9. This guarantee shall be valid upto (Date of Completion plus Handholding Period). Unless extended on demand by EdCIL (India) Ltd. Notwithstanding anything to the contrary contained hereinbefore, our liability under this guarantee is restricted to Rs.....( Rs.....only) unless a demand under this guarantee is made on us in writing on or before .....we shall be discharged from our liabilities under this guarantee thereafter.

Dated:                      The                      day of                      For (indicate  
the name of  
bank)

Signature of Banks Authorized official

Witness

( Name )-----

Designation with Code No. -----

Full Address-----

1

--

2.

**NON-DISCLOSURE AGREEMENT**

This Agreement (hereinafter called the "Agreement") is made on the (day) day of the month of (month), (year), between EdCIL, on the one hand, (hereinafter called the "Purchaser") and, on the other hand, (Name of the bidder) (hereinafter called the "Bidder") having its registered office at (Address)

**WHEREAS**

The "Purchaser" has issued a public notice inviting various organizations to propose for hiring service of a company for provision of service to EdCIL (hereinafter called the "Project") of the Purchaser.

The Bidder, having represented to the "Purchaser" that it is interested to bid for the proposed project,

The Purchaser and the Bidder agree as follows:

1. In connection with the "Project", the Purchaser agrees to provide to the Bidder a Detailed Document on the Project vide the Request for Proposal. The Request for Proposal contains details and information of the Purchaser operations that are considered confidential.
2. The Bidder to whom this Information (Request for Proposal) is disclosed shall:
  - Hold such information in absolute confidence with the same degree of care with which the Bidder protects its own personnel, confidential and proprietary information.
  - Use the information only as needed for the purpose of bidding for the Project.
  - Except for the purpose of bidding for the Project, not copy or otherwise duplicate such information or knowingly allow anyone else to copy or otherwise duplicate such information.
  - Undertake to document the number of copies it makes with regard to the project, and
  - On completion of the bidding process and in case unsuccessful, promptly return to the Purchaser, all information in a tangible form or certify to the Purchaser that it has destroyed such information as relating to the project.
3. The Bidder shall have no obligation to preserve the confidential or proprietary nature of any information which:
  - Was previously known to the Bidder free of any obligation to keep confidential at the time of its disclosure as evidenced by the Bidder's written records prepared prior to such disclosure; or
  - Is or becomes publicly known through no wrongful act of the Bidder; or
  - Is independently developed by an employee, agent or contractor of the Bidder not associated with the project and who did not have any direct or indirect access to the information.
4. The Agreement shall apply to all information relating to the Project disclosed by the Purchaser to the bidder under this Agreement.

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5. The Purchaser will have the right to obtain an immediate injunction enjoining any breach of this Agreement, as well as the right to pursue any and all other rights and remedies available under statutes or in equity for such a breach.
6. Nothing contained in this Agreement shall be construed as granting or conferring rights of license or otherwise, to the bidder, in any of the Information. Notwithstanding the disclosure of any information by the Purchaser to the Bidder, the Purchaser shall retain title and all intellectual property and proprietary rights to the information. No license under any trademark, patent or copyright, or application for same that are now or thereafter may be obtained by such party is either granted or implied by the conveying of information. The Bidder shall not alter or obliterate any trademark, trademark notice, copyright notice, confidentiality notice or any notice of any other proprietary right of the Purchaser on any copy of the information and shall reproduce any such mark or notice on all copies of such information.
7. This Agreement shall be effective from the date the last signature is affixed to this Agreement and shall continue in perpetuity.
8. Upon written demand of the Purchaser, the Bidder shall (i) cease using the information, (ii) return the information and all copies, notes or extracts thereof to the Purchaser forthwith after receipt of notice, and (iii) upon request of the Purchaser, certify in writing that the Bidder has complied with the obligations set forth in this paragraph.
9. This Agreement constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes any and all prior oral discussions and/or written correspondence or agreements between the parties. This Agreement may be amended or modified only with the mutual written consent of the parties to the contract. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable.
10. CONFIDENTIAL INFORMATION IS PROVIDED "AS IS" WITH ALL FAULTS. IN NO EVENT SHALL THE PURCHASER BE LIABLE FOR THE ACCURACY OR COMPLETENESS OF THE CONFIDENTIAL INFORMATION.
11. This Agreement shall benefit and be binding upon the Purchaser and the Bidder and their respective subsidiaries, affiliate, successors and assigns.
12. Agreement shall be governed by and construed in accordance with the Indian laws.
13. Additional oral agreements do not exist. All modifications and amendments to this agreement must be made in writing.

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:  
Date:

**Undertaking on Patent Rights**  
(Company letterhead)

To,

General Manager (OTAS)  
EdCIL (India) Limited  
EdCIL House, 18 A,  
Sector-16 A Noida – 201301 (U.P.)

Sub: Undertaking on Patent Rights.

Sir,

1. I/We as Service Provider (SP) do hereby undertake that none of the deliverables being provided by us is infringing on any patent or intellectual and industrial property rights as per the applicable laws of relevant jurisdictions having requisite competence.
2. I/We also confirm that there shall be no infringement of any patent or intellectual and industrial property rights as per the applicable laws of relevant jurisdictions having requisite competence, in respect of the equipment, systems or any part thereof to be supplied by us. We shall indemnify EdCIL against all cost/claims/legal claims/liabilities arising from third party claim in this regard at any time on account of the infringement or unauthorized use of patent or intellectual and industrial property rights of any such parties, whether such claims arise in respect of manufacture or use. Without prejudice to the aforesaid indemnity, the SP shall be responsible for the completion of the supplies including spares and uninterrupted use of the equipment and/or system or any part thereof to EdCIL and persons authorized by EdCIL, irrespective of the fact of claims of infringement of any or all the rights mentioned above.
3. If it is found that it does infringe on patent rights, I/We absolve EdCIL of any legal action.

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:

Date:

**Undertaking on Clause 144 (xi) of GFR**

To,

General Manager (OTAS)  
EdCIL (India) Limited  
EdCIL House, 18 A,  
Sector-16 A Noida – 201301 (U.P.)

Sub: Submission of Model Certificate in compliance of Rule 144 (xi) of GFR 2017.

Sir,

I have read the clause regarding restrictions on procurement from a bidder of a country which shares land border with India; I hereby certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered.

I have read the clause regarding restrictions on procurement of a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered.

Yours sincerely,

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:

Date:

**Undertaking on Service Level Compliance**

To,

General Manager (OTAS)  
EdCIL (India) Limited  
EdCIL House, 18 A,  
Sector-16 A, Noida – 201301 (U.P.)

Sub: Undertaking on Service Level Compliance.

Sir,

1. I/We as Service Provider do hereby undertake that we shall monitor, maintain and comply with the service levels as desired in the tender to provide quality service to EdCIL.
2. However, if the proposed number of resources is found to be not sufficient in meeting the tender and/or the Service Level requirements given by EdCIL, then we will augment the team without any additional cost to EdCIL.

Yours sincerely,

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Date:

Place:

**CONTRACT**

THIS AGREEMENT is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2025 between EdCIL (India) Limited, EdCIL House, Plot No. 18A, Sector-16A, Noida – 201301 (UP) acting in the premises through Director/Projects or his successor \_\_\_\_\_ of M/s EdCIL (India) Limited, Noida – 201301 (hereinafter referred to as 'EdCIL') of one part and M/s \_\_\_\_\_ (hereinafter referred to as 'contractor') of the other part.

Whereas in response to a call for Tender for "Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations" as per Tender papers at Annexure \_\_\_\_\_ hereto the selected bidder has submitted a bid as per Annexure \_\_\_\_\_ hereto and whereas the said bid of the service provider has been accepted for \_\_\_\_\_ as per copy of Letter of Acceptance of Tender No. \_\_\_\_\_ dated \_\_\_\_\_ complete with enclosures at the accepted rates and agreed deviations from Tender Papers \_\_\_\_\_ as per Annexure \_\_\_\_\_ hereto and at an estimated contract value of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only).

Now this agreement witnesses that in consideration of the premises and the payment to be made by the Purchaser to the selected bidder provided for herein below the selected bidder shall offer "services for Project Monitoring Unit (PMU) & Examination Monitoring Unit (EMU) for Computer Based Examinations" and been accepted strictly according to the various provisions in Annexure and \_\_\_\_\_ hereto and upon such supply, executer and performance to the satisfaction of the purchaser and purchaser shall pay to the selected bidder at the rates accepted as per the said Annexure \_\_\_\_\_ and in terms of the provisions therein. In the witness where of the parties have hereunto set and subscribed their respective hands and/or seals day and year respectively mentioned against their respective signatures.

Signed and delivered at \_\_\_\_\_ by  
Shri \_\_\_\_\_ for and on behalf of  
M/s. \_\_\_\_\_

The selected bidder within named in the presence of:

1. Signatures

Date

Name in Block Letters

2. Signatures

Date

Name in Block

Letters Address

Signed and delivered at \_\_\_\_\_ for and on behalf of EdCIL by Shri \_\_\_\_\_  
(Director / Projects or his successor) in the presence of :-

1. Signatures Date

Name in Block Letters

2. Signatures Date

Name in Block Letters Address

**Offline and Online Bid Submission Documents**

**1.1 Offline Submissions:**

The bidder is requested to submit the hardcopy of the below mentioned documents in a Sealed Envelope in the bid to the under mentioned address before the start of Public Online Tender Opening Event.

The envelope shall bear tender name, tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

- I. Demand Draft/Bank Guarantee/Bid Securing Declaration against Earnest Money Deposit.
- II. Original copy of the Power-of-Attorney and Self-Declaration- Non-blacklisting.

Note: The Bidder should also upload the scanned copies of all the above-mentioned original documents as Bid-Annexure during Online Bid-Submission.

**1.2 Online Submissions:**

The Online bids (complete in all respect) must be uploaded online in two envelopes as explained below: -

<b>Envelope – 1</b>			
(Following documents to be provided as single PDF file)			
<b>Sl. No.</b>	<b>Documents</b>	<b>Content</b>	<b>File Types</b>
1.	Technical Bid	Bid-Form	PDF
2.		Compliance Sheet	PDF
3.		Letter of undertaking	PDF
4.		Self-Declaration- Non-blacklisting	PDF
5.		Financial Information	PDF
6.		Details of Similar work executed	PDF
7.		Details of Manpower Personnel	PDF
8.		Tender Acceptance Letter	PDF
9.		Performance Bank Guarantee Format	PDF
10.		Non-Disclosure Agreement	PDF
11.		Undertaking of Patent Rights	PDF
12.		Undertaking of Clause 144 (xi) of GFR	PDF
13.		Undertaking on Service Level Compliance	PDF
14.		Contract	PDF
15.		Offline and Online Bid Submission Documents	PDF
16.		Bank Guarantee Towards Bid Security (EMD)	PDF
17.		Bid Security-Declaration	PDF
18.		Performa for Declaration on Proceedings Under Insolvency and Bankruptcy Code, 2016	PDF
19.		Proforma for Changes/ Modifications Sought by Bidders to the Bidding	PDF

Tender for Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations

	Conditions	
20.	Power of Attorney	PDF
21.	Instructions for e-tendering	PDF
22.	Proforma Certificate on Relatives of Directors Of EdCIL	PDF
23.	Bidder's Bank Details	PDF
24.	Undertaking/ Declaration/ Confirmation	PDF
25.	Undertaking	PDF
26.	Financial Bid	.xlsx

**BANK GUARANTEE TOWARDS BID SECURITY (EMD)**

Bank Guarantee No. \_\_\_\_\_

To,  
EdCIL (India) Limited  
EdCIL House, 18 A,  
Sector-16 A Noida – 201301 (U.P.)

Whereas..... (herein after called “the Bidder”) has submitted its Bid dated..... in response to the NIT No:..... for “Tender for Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations” (here in after called “the Bid”)

KNOW ALL MEN by these presents that We ..... having our registered office at..... (hereinafter called the “Bank”) are bound onto EdCIL India Limited, Noida (hereinafter called “EdCIL”) in the sum of Rs..... (Rupees ..... only) for which payment well and truly to be made to the said EdCIL itself, its successors and assignees by these presents.

The conditions of these obligations are:

1. If the Bidder withdraws its Bid during the period of Bid validity or
2. If the Bidder, having been notified of the acceptance of its Bid by EdCIL during the period of Bid validity:
  - i. fails or refuses to execute the Agreement form if required; or
  - ii. fails or refuses to furnish the performance security, in accordance with the Bid requirement

We undertake to pay EdCIL up to the above amount upon receipt of its first written demand, without EdCIL having to substantiate its demand, provided that in its demand EdCIL will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to..... (Date) and any demand in respect thereof should reach the Bank not later than the above date.

For (indicate the name of bank)  
Signature of Banks Authorized official  
Witness (Name)\_\_\_\_\_  
Designation with Code No. -----  
Full Address-----

**BID SECURITY-DECLARATION**

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary)

To,  
General Manager (OTAS)  
EdCIL (India) Limited  
EdCIL House, Plot no. 18 A,  
Sector-16 A,  
Noida – 201301 (U.P.)

Sir,

In response to the NIT No. \_\_\_\_\_ dated \_\_\_\_\_ 2025, I/We hereby undertake not to withdraw or modify our submitted bid during the period of validity and on award of the contract. We commit ourselves to submit the prescribed performance security and shall sign the contract within stipulated deadline defined in tender failing which our organization can be suspended for a year from being eligible to submit bid for contract/tender/EOI invited by EdCIL (India) Limited.

Thanking you,

Yours faithfully,

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Date:  
Place:

**PERFORMA FOR DECLARATION ON PROCEEDINGS UNDER INSOLVENCY AND BANKRUPTCY CODE, 2016**

Tender No.:.....

Name of Work:.....

Bidder 's Name : .....

I/ We, M/s. \_\_\_\_\_ declare that:-

- a) I /We am / are not undergoing insolvency resolution Process or liquidation or bankruptcy proceeding as on date.
- b) I /We am / are undergoing insolvency resolution process or liquidation or bankruptcy proceeding as on date as per Details mentioned below. (Attached detail with technical bid)

Note: Strike out one of above which is not applicable.

It is understood that if this declaration is found to be false, EdCIL (India) Ltd. shall have the right to reject my / our bid, and forfeit the EMD, if the bid has resulted in a contract, the contract will be liable for termination without prejudice to any other right or remedy (including holiday listing) available to EdCIL (India) Ltd.

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:  
Date:

**PROFORMA FOR CHANGES/ MODIFICATIONS SOUGHT BY BIDDERS TO THE BIDDING CONDITIONS**

EdCIL expects the bidders to fully accept the terms and conditions of the bidding documents. However, changes/ modifications to the terms and conditions of bidding documents, if any proposed, can be communicated in the following proforma, in case pre-bid is not held. This can be used even in cases where pre-bid is held, to inform about the proposals in advance to the pre-bid date.

Clause No. of Bidding Document	Full compliance/ not agreed	Changes/ modifications proposed by the Bidders	Remarks

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

**Note:- Bids maintaining or taking exceptions/deviations shall be rejected straightaway**

**Note: This form should be returned along with offer duly signed**

**POWER OF ATTORNEY**

Know all men by these presents, we ..... (name of firm and address of the registered office) do hereby constitute, nominate appoint and authorize Mr./Ms.....son/daughter/wife of ..... and presently residing at....., who is presently employed with /retained by us and holding position of ..... as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the <project title> for the <name of the client> ..... project, proposed to be developed by the ..... (the “client”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information /responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawful done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this power and Attorney and that all acts, and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

[IN WITNESS WHEREOF WE.....THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON

THIS ..... DAY OF ..... 2025.

For..... (Name and registered address of client)

(Signature, name, designation, and address)

Witness

1. (Signature, name and address)

2. (Signature, name and address)

Tender for Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations

Notarized

Accepted

.....

(Signature, name, designation, and address of the attorney)

Notes:

1. The mode of the execution of the power of Attorney shall be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the applicant should be submitted for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favor of the person executing this Power of Attorney for delegation of power hereunder on behalf of the applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power and Attorney is being issued. However, the Power of Attorney provided by the applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy it is carries a conforming Apostile certificate.

**Instructions for e-Tendering**

**1) Instructions for Online Bid Submission:**

- (a) E-tendering is new technology for conducting public procurement in a transparent and secured manner. As per Government of India's directives, EdCIL (India) Limited has adopted E-tendering.
- (b) For conducting electronic tendering, EdCIL (India) Limited has decided to use Electronic tender portal link available with detailed information on e-tendering process. This portal built using Electronic tender's software is referred to as <http://www.tenderwizard.com/EDCIL>.
- (c) The bidders are required to submit soft copies of their bids electronically on <http://www.tenderwizard.com/EDCIL> e-tendering website, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tender Wizard E-Tendering Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tender Wizard E-Tendering Portal.
- (d) The scope of work to be tendered is available in the complete bid documents which can be viewed /downloaded from Tender Wizard E-Tendering Portal of <http://www.tenderwizard.com/EDCIL>. Technical Bid will be submitted duly digitally signed in the website <http://www.tenderwizard.com/EDCIL>. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- (e) All Corrigendum/Amendment/Corrections, if any, will be published on the website <http://www.tenderwizard.com/EDCIL> as well as on EdCIL's website.
- (f) It is mandatory for all the applicants to have class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying agency (Bidders can see the list of licensed Certifying Agencies from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-Procurement of EdCIL.
- (g) It is mandatory for the bidders to get their firm/company registered with e- procurement portal of EdCIL, i.e. [www.tenderwizard.com/EDCIL](http://www.tenderwizard.com/EDCIL) to have user ID & password by submitting a non-refundable annual registration charges as follows:

1	Registration charges for 1 year	Rs. 2,000/-
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(exclusive of taxes, levies, etc.) which can be paid online using the e-payment gateway to KEONICS through the portal address mentioned above. The registration so obtained by the prospective bidder shall be valid for one year from the date of its issue and shall be subsequently renewed.

- (i) Participant shall safely keep their User ID and password, which will be issued by the

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service provider, i.e., KEONICS Ltd. upon registration, and which is necessary for e-tendering.

- (ii) Bidders are advised to change the password immediately on receipt of activation mail.
- (iii) Bidders shall not disclose their User ID as well as password and other material information relating to the e-tendering to any one and safeguard its secrecy.
- (h) Submit your tender well in advance by relevant documents along with copy of EMD of tender submission deadline on Tender Wizard E-Tendering Portal <http://www.tenderwizard.com/EDCIL>, as there could be last minute problems due to internet timeout, breakdown, etc.
- (i) Tenders should be submitted only through Tender Wizard E-Tendering Portal and obtain the Tender Acknowledgement copy as a proof of selected submission.
- (j) Vendors Training Program: Vendors are requested to contact at Tender wizard Helpdesk for any information regarding E-tendering / training.
  - (i) For online registration, intended bidders may write us at [harishkumar.kb@etenderwizard.com](mailto:harishkumar.kb@etenderwizard.com) or contact no. 080-40482100/ 9964074577/ 9650520101.
  - (ii) For any further query related to Training Session, Tender Uploading/downloading or any other query related to tender please contact Tender wizard Helpdesk.
  - (iii) Telephone: 080-40482100/9650520101/9964074577 or write us mail on Email Id:- [harishkumar.kb@etenderwizard.com](mailto:harishkumar.kb@etenderwizard.com), [ratana.thakur@etenderwizard.com](mailto:ratana.thakur@etenderwizard.com), [varun.b@etenderwizard.com](mailto:varun.b@etenderwizard.com).

## **2) PREPARATION OF BIDS**

- (a) Bidder should take into account any corrigendum/addendum published on the portal before submitting their bids.
- (b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can only be in PDF format. Bid documents may be scanned with 100 dpi with black and white option.

## **3) SUBMISSION OF BIDS**

- (a) Bidder should log into the site well in advance for bid submission and complete all formalities of registration (at least two days in advance of the closing date) so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be sole

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responsible for any delay in uploading of bid within the stipulated time.

- (b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (c) The server time will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (d) Upon the selected and timely submission of bids, the portal will give a selected bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

**4) ASSISTANCE TO BIDDERS**

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority. For any other tender related queries bidders are requested to contact on below given numbers/email.

Telephone / Mobile/  E-mail ID	<p>Vendors Training Program: Vendors are requested to contact at Tender wizard Helpdesk Office for any information regarding E-tendering / training.</p> <p>a) For online registration, intended bidders may write us at <a href="mailto:harishkumar.kb@etenderwizard.com">harishkumar.kb@etenderwizard.com</a> or contact no. <a href="tel:080-40482100">080-40482100/9964074577/9650520101</a>.</p> <p>b) For any further query related to Training Session, Tender Uploading/downloading or any other query related to tender please contact Tender wizard Helpdesk.</p> <p>Telephone: <a href="tel:080-40482100">080-40482100</a> / <a href="tel:9650520101">9650520101</a> / <a href="tel:9964074577">9964074577</a> or mail us on email-id: <a href="mailto:harishkumar.kb@etenderwizard.com">harishkumar.kb@etenderwizard.com</a>, <a href="mailto:ratan.thakur@etenderwizard.com">ratan.thakur@etenderwizard.com</a>, <a href="mailto:varun.b@etenderwizard.com">varun.b@etenderwizard.com</a> &amp; cc to: <a href="mailto:destenders@edcil.co.in">destenders@edcil.co.in</a></p>
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**5) Offline Submissions: (AS PER TENDER REQUIREMENT)**

- (a) The bidder is requested to submit documents as mentioned in the Annexure-16.

**6) MINIMUM REQUIREMENTS AT BIDDER'S END**

- (a) Computer System having configuration with minimum Windows 7 or above, and Broadband connectivity
- (b) Digital Certificate(s)

**PROFORMA CERTIFICATE ON RELATIVES  
OF DIRECTORS OF EdCIL**

This has reference to our proposed contract regarding **Tender for Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations against tender no. EdCIL/OTAS/EMU/2025** to be entered into with EdCIL.

For the purpose of Section 297/299 of the Companies Act, 1956, an extract enclosed at Appendix 11-A, we certify that to the best of my/our knowledge:

- (C)** I am not a relative of any Director of EdCIL;
- (ii) We are not a firm in which a Director of EdCIL or his relative is a partner;
- (C)** I am not a partner in a firm in which a Director of EdCIL or his relative is a partner;
- (C)** We are not a private company in which a Director of EdCIL is a Member or Director;
- (C)** We are not a company in which Directors of EdCIL hold more than 2% of the paid-up share capital of our company or vice-versa.

Authorised Signatory of  
The Contracting Party

Place...

Date...

**Note: This form should be returned along with offer duly signed**

**BIDDER'S BANK DETAILS**

<b>S. NO.</b>	<b>ITEM</b>	<b>DETAILS</b>
1	Name & Complete Address of the Supplier/ Contractor as per Bank Records	
2	Name & Complete Address of the Bank with Branch details	
3	Type of Bank Account (Current/ Savings/ Cash Credit)	
4	Bank Account Number (indicate 'Core Bank Account Number', if any).	
5	IFSC / NEFT Code (11 digit code) / MICR code, as applicable, along with a cancelled cheque leaf.	
6	Permanent Account Number (PAN) under Income Tax Act;	
7	GST Registration Number (for supply of Goods and services)	
8	E-mail address of the vendor / authorized official (for receiving the updates on status of payments)."	

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:

Date:

**Note: This form should be returned along with offer duly signed**

**UNDERTAKING/ DECLARATION/ CONFIRMATION**

**Bidder to submit the following undertaking duly signed by authorized representative.**

- I/We hereby undertake that all instructions and conditions of tender documents are acceptable to us unconditionally.
- I/We hereby undertake to provide all the necessary compliances/Invoice/ documents required under GST legislation for enabling EdCIL to avail Input tax (GST) credit. (Not applicable for the bidders who are under composition levy)
- I/We hereby declare that neither we ourselves, nor any of our allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently serving any banning orders issued by EdCIL debarring them from carrying on business dealings with EdCIL.
- I/we confirm that our bid shall be valid up to 90 days from the date of opening of technical bid.
- I/we confirm that we accept contract period as indicated in the tender.
- I/we confirm that our quoted price shall be firm during the entire duration of the contract and without any qualification.
- I/we confirm that the prices quoted by Bidder for the items / services of same specifications /scope are not more than what they charge to other customers”.
- “We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. We certify that bidder M/s. .... (name of the bidder) is not from such a country or if from such a country, has been registered with the Competent Authority. We hereby certify that bidder M/s. .... (Name of bidder) fulfills all the requirement in this regard and is eligible to be considered against the tender.”

[wherever applicable bidder must submit evidence of valid registration by Competent Authority]

- “We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries. We certify that bidder M/s. .... (Name of bidder) will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.”

[wherever applicable bidder must submit evidence of valid registration by Competent Authority]

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:

Date:

**Note: This form should be returned along with offer duly signed**

**UNDERTAKING**

**{TO BE PRINTED ON COMPANY'S LETTER-HEAD}**

We .....(bidder) undertake that all the documents/ certificates/ information submitted by us against the tender no. **EdCIL/OTAS/EMU/2025** are genuine. In case any of the documents/ certificates/ information submitted by us is found to be false or forged, action as deemed fit may be initiated by EdCIL at its sole discretion.

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:  
Date:

**FINANCIAL BID**

**(A) Project Management Unit (Manpower)**

S.No.	Team	Number of Person	Duration	Unit Rate per month (in Rs.)	Total Amount (in figure)	Total Amount (in words)
1.	Education Sector Expert	01	02 Months			
2.	Project Lead	01	06 Months			
3.	Management Consultant	02	06 Months			
4.	Research Analyst	02	06 Months			
	Sub Total (A)					

**(B) Exam Monitoring Unit (Manpower)**

S. No.	Team	Number of Person	Duration	Unit Rate per month (in Rs.)	Total Amount (in figure)	Total Amount (in words)
1.	Project Director	01	12 Months			
2.	Project Manager	01	12 Months			
3.	Project Coordinator	01	12 Months			
4.	Project Staff for Operating PMIS – Data Analyst	01	12 Months			
5.	Project staff for SLA monitoring of various vendors – Cyber expert	01	12 Months			
	Sub Total (B)					

**© Exam Monitoring Unit (Services)**

Sr No.	Services	Unit	Estimated Quantity	Unit Rate (in Rs.)	Total Amount (in figure)	Total Amount (in words)
1	Concurrent testing of Exam software of ECA	One time Software Testing per ECA	1			
2	Certification of observer	Per Observer	300			
3	Exam Centre Visit (Pre-Exam or Mock Exam or During Exam)	Per person per day per Centre	200			
4	Pre-Exam Phase – Candidate Vulnerability Analysis of application	Per registered candidate	5,00,000			

Tender for Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations

	data/images to identify red flags					
5	AI based CCTV analysis during examination	Per camera per shift	10,000			
6	Post exam analysis for candidate log and monitoring of SLA	Per appeared candidate	5,00,000			
7	Post exam image analysis	Per appeared candidate	5,00,000			
8	Incident Report analysis (forensic examination)	Per candidate basis	10			
9	AI based CCTV analysis post examination	Per camera per shift	10,000			
10	Candidate life cycle analysis	Per appeared candidate	10,000			
	Sub Total ©					
	Grand Total (A+B+C)					

**Note:**

- (i) For the financial evaluation purpose, rates quoted at grand total will be considered.
- (ii) The above rates are excluding GST. GST as notified by Government of India from time-to-time shall be paid extra.
- (iii) The bidders are advised to take utmost care while filling the financial bid. In case of any discrepancy in the amount quoted in figure and in words, the amount quoted in words shall be taken as final.
- (iv) The rates quoted above for services shall remain same for variation in quantity upto (+) 25%.
- (v) The bidder is required to quote for all the items mentioned in the financial bid.
- (vi) EdCIL shall be at liberty to avail or any of the mentioned services as per the requirement of the project.

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -

Place:  
Date:

Tender for Selection of Service Provider for Examination Monitoring Unit (EMU) for Computer Based Examinations

Annexure-IV

LIST OF AUTHORISED BANKS FOR BG

Any Guarantee issued by PSU Bank (or) Private Bank operating in India must be operational and invocable in Noida only. For Guarantee to be operational in Noida the issuing bank must designate a specified Bank Branch in Noida.

Following banks are permissible for accepting Bank Guarantees:

**I- SCHEDULED PUBLIC SECTOR BANKS**

Sr.No	Name of the Bank
1	Bank of Baroda
2	Bank of India
3	Bank of Maharashtra
4	Canara Bank
5	Central Bank of India
6	Indian Bank
7	Indian Overseas Bank
8	Punjab & Sind Bank
9	Punjab National Bank
10	State Bank of India
11	UCO Bank
12	Union Bank of India

**II- SCHEDULED PRIVATE SECTOR BANKS**

Sr.No	Name of the Bank
1	HDFC Bank Ltd
2	ICICI Bank Ltd
3	Axis Bank Ltd
4	Kotak Mahindra Bank Ltd
5	IndusInd Bank Ltd



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