



E-TENDER DOCUMENT

FOR

EMPANELMENT OF AGENCIES IN CONTEXT

OF

DIGITAL EVALUATION SYSTEM OF

ANSWER BOOKS (On Screen Marking)

FOR

VARIOUS CLIENTS OF EdCIL



EdCIL (India) Limited

Corporate Office:

A Govt. of India, Mini Ratna Category-I CPSE

EdCIL House, Plot No. 18A, Sector 16A,

Noida-201301 (U.P.) India

Tel: 0120 – 2970206, FAX: 0120-2970209

Registered Office:

Amba Deep Building, 7th Floor, 14 K.G. Marg,

New Delhi-110001

**NIT No- EdCIL/OTAS/DIGI-EVA/2026/01****Dated: 09.04.2026****This document is serially numbered from page number 01 to 71****DISCLAIMER**

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of EdCIL (India) Limited or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP 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 RFP is to provide interested parties with information that may be useful to them in making their financial offers (BIDs) pursuant to this RFP. This RFP includes statements, which 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 RFP 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 RFP. 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 RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of 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 RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or



information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

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 RFP. 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 RFP. The issue of this RFP 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.



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**Notice Inviting Tender/ Request for Proposal
(e-Tendering mode)**

**EdCIL (INDIA) LIMITED
(A Govt. of India Mini Ratna Category-I CPSE)
Sector 16A, Noida**

NIT No. EdCIL/OTAS/DIGI-EVA/2026/01

Date: 09.04.2026

Name of work	Empanelment of agencies in context of digital evaluation system of answer books (On Screen Marking) for various clients of EdCIL
Tender Type	Open Tender
The Currency in which payment shall be made	Indian Rupees (INR)
Date of Issue/e-	09.04.2026
Document Distribution Date	09.04.2026
Date for Pre-Bid Conference and Time	15.04.2026 15:30 Hrs
Bid queries should reach by	15.04.2026, 18:00 Hrs Bid queries received later than the date and time mentioned above shall not be entertained. Pre-bid queries should be emailed to ugaikwad@edcil.co.in
Venue of Pre-Bid Conference	EdCIL House, 18 A, Sector-16 A, Noida, U.P. 201301 as well as online
Last Date and Time for receipts of Bids	30.04.2026 14:00 Hrs. In case a Holiday is declared on the day of the event, the same will be held on the next working day at the same time & venue.
Date and Time of Opening of Technical Bids	30.04.2026 15:30 Hrs
Date and Time for calling of Financial Bids	To be informed later
Earnest Money Deposit	<ul style="list-style-type: none"> • EMD amount Rs. 6,50,000/- (Rupees Six Lakhs Fifty Thousand only) <p>Bidders must submit an Earnest Money Deposit (EMD) via Bank Guarantee/Demand Draft or Direct Bank Transfer to the specified bank account. Bids without EMD will be rejected.</p>



No. of Covers	01 (Single Packet)
Bid Validity days	180 days (From last date of opening of tender)
Performance Bank Guarantee (PBG)	5% of the total work value from the successful bidder(s). PBG is required to be submitted within 7 days from the date of receipt of Letter of Acceptance/LOA as per Annexure-X. No interest shall be paid to the successful bidder on the Performance guarantee.
Purchaser and Place of delivery	Billing to be submitted to EdCIL (India) Ltd. Successful bidder shall be responsible for digital evaluation system of answer books (On screen marking) for various clients of EdCIL
Email Address	ugaikwad@edcil.co.in
Corporate Office	EdCIL House, 18-A, Sector 16A, Film City, Noida, Uttar Pradesh 201301 All the correspondence should be made on the corporate office address.
Registered Office	Amba Deep Building, 7 th Floor, 14 KG, Marg, New Delhi-110001

1. This is an open tender/RFP.
2. Tender document shall be downloaded from electronic tender portal link available at www.tenderwizard.com/EdCIL. Aspiring bidders who have not yet registered in online portal should get registered/enrolled before participating. Interested bidders are advised to go through instructions provided at “Instructions to Bidders for e-tendering.”
3. No manual bids shall be accepted. Bid should be submitted in the online portal. However, all the credentials mentioned in **clause 1.1** should be submitted offline, along with submission of online bids.
4. Bidders are advised to visit the EdCIL Website/www.tenderwizard.com/EdCIL for getting themselves updated for information on this tender. Corrigendum and



addendum may be issued on the changes required. Reply on pre-bid queries received by EdCIL shall be displayed on e-tendering website. Bidders are advised to visit the webpage regularly and update themselves. The Pre-Bid queries, Corrigendum/addendum are the part of tender document and Bidders are supposed to upload the same accordingly, duly signed as per the guidelines given in the tender document.

Chief General Manager (OTAS)
EdCIL (India) Limited,
18 A, Sector-16A, Noida-201 301
Tel: (0120) 2970206



CHAPTER- I

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 to the under mentioned address before the start of Public Online Tender Opening Event.

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

Address:

EdCIL (India) Limited
18 A EdCIL House, Film City,
Sector 16A, Noida, Uttar Pradesh 201301

- I. Original copy of the power-of-attorney.
- II. Tender fee proof
- III. Original copy of Non-Blacklisting
- IV. Original copy of the EMD (Bid Security) in the format as applicable.

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 as explained below: -

Envelope – 1			
(Following documents to be provided as PDF file)			
*file size shall be less than 5 MB each.			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Annual Average Turnover as per Annexure I	.PDF
2.		Organization Declaration Sheet as per Annexure-II	.PDF
3.		Letter of Undertaking as per Annexure-III	.PDF
4.		Undertaking of Non-Blacklisting as per Annexure-IV	.PDF



5.		Performa for declaration on proceedings under insolvency and bankruptcy code, 2016 as per	.PDF
6.		Power of Attorney as per Annexure VII	.PDF
7.		Letter of Bid Submission as per Annexure VIII	.PDF
8.		Details of similar work executed Annexure IX	.PDF
9.		Proforma pre contract integrity pact Annexure XI	.PDF
10.		Solvency certificate for minimum value of Rs. 8 Crore; not more than 6 months old as per Annexure XII	.PDF
11.		Total responsibility Undertaking Annexure XVI	.PDF
12.		EMD Annexure XV	.PDF



CHAPTER-II

Term of Reference & Definitions

Term	Definition
Supplier/Successful bidder/Selected bidder	“Supplier” means firm(s)/JV/Consortium partners that/ those stand(s) winner to the “Empanelment of agencies in context of digital evaluation system of answer books (On Screen Marking) for various clients of EdCIL”
Authorized Signatory	The bidder’s representative (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/authority having the Power of Attorney from the Competent authority of the respective Bidding firm.
Bid	“Bid” means the response to this document presented in single packet bid which are supplied with necessary documents and forms as given in Annexure, complete in all respect adhering to the instructions and spirit of this document.
Bidder	“Bidder” means any firm responding to Request for Proposal and who makes a Bid.
Contract	“The Contract” means the agreement entered into between EdCIL and the selected bidder(s) in terms of clauses mentioned.
Day	“Day” means a working day as per rules of EdCIL.
EMD	Earnest Money Deposit
D.D	Demand Draft
EdCIL	EdCIL (India) Limited, Noida (A Mini Ratna Category -I CPSE)
TC	Tender Committee
PBG	Performance Bank Guarantee
Services	“Services” means the services to be delivered by the successful bidder and as required to run the project successfully as per the Contract.
RFP/Tender	“RFP” /Tender means the Request for Proposals
Goods and Materials	“Goods and Materials” shall mean the articles, materials, equipment, IT/Electronics Equipment, supplier’s drawings, data and other property and all services-including design, delivery, installation, inspection and maintenance support specified or required to complete the order and incidental thereto.
Order	“Order” shall mean the Purchase Order/Work order and its attachments and exhibits.
Consignee	“Consignee” shall mean EdCIL (India) Limited.
EdCIL/ Purchaser	“EdCIL/ Purchaser” shall mean EdCIL (India) Limited.



INSTRUCTIONS FOR e-TENDERING

3.1 INSTRUCTIONS FOR ONLINE BID SUBMISSION:

- I. 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.
- II. 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>.
- III. 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, preparing their bids in accordance with the requirements and submitting their bids online on the Tender Wizard E-Tendering Portal.
- IV. 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 in internet service being used by the bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- V. All Corrigendum/Amendment/Corrections, if any, will be published on the website <http://www.tenderwizard.com/EDCIL> as well as on EdCIL's website.
- VI. 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 agencies (Bidders can see the list of licensed Certifying Agencies from the link www.cca.gov.in) to participate in e-Procurement of EdCIL.
- VII. It is mandatory for the bidders to get their firm registered with e-procurement portal of EdCIL i.e. www.tenderwizard.com/EDCIL to have user ID & password by submitting 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 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 anyone and safeguard their secrecy.

- VIII. Submit your bids 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.
- IX. Bids should be submitted only through Tender Wizard E-Tendering Portal and obtain the Tender Acknowledgement copy as proof of successful submission.
- X. Vendors are requested to contact Tender wizard Helpdesk for any information regarding E-tendering / training.

EdCIL / Tender Wizard E-Tendering Portal Helpdesk
Customer Support: 080-49352000 (Multiple Telephone lines) Emergency Mobile Numbers: 9686115318 / 8800496478 / 8800445981 (Please contact in case of emergency during non-working hours.)
To Tender Wizard ambasa@etenderwizard.com twhelpdesk963@gmail.com sandeep.g@etenderwizard.com & cc to: ugaikwad@edcil.co.in

3.2 PREPARATION OF BIDS

- I. **Bidders should take into account any corrigendum/ addendum published on the portal before submitting their bids.**
- II. **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 documents) that need to be submitted. Any deviations from these may lead to rejection of the bid.



- III. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, these can be in PDF format. Bid documents may be scanned with 100dpi with black and white option.

3.3 SUBMISSION OF BIDS

- I. Bidders 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 they upload the bid in time i.e. on or before the bid submission deadline. Bidders will be solely responsible for any delay in uploading of bid within the stipulated time.
- II. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- III. Bidder has to pay EMD as applicable through demand draft/BG/Direct Bank Transfer as per tender condition in favour of “**EdCIL (India) Ltd**” payable at **Noida** and enter details of the instruments. Original demand draft/BG for EMD are required to be submitted.
- IV. 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.
- V. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid number, date & time of submission of the bid and all other relevant details.

3.4 ASSISTANCE TO BIDDERS

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 below given numbers/email.

EdCIL / Tender Wizard E-Tendering Portal Helpdesk
Customer Support: 080-49352000 (Multiple Telephone lines)
Emergency Mobile Numbers: 9686115318 / 8800496478 / 8800445981 (Please contact in case of emergency during non-working hours.)



To Tender Wizard

ambasa@etenderwizard.com

twhelpdesk963@gmail.com

sandeep.g@etenderwizard.com

& cc to: ugaikwad@edcil.co.in

3.5 OFFLINE SUBMISSIONS: (AS PER TENDER REQUIREMENT)

The bidder is requested to submit documents as mentioned in **Clause 1.1**

3.6 MINIMUM REQUIREMENTS AT BIDDER'S END

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



CHAPTER-IV

INSTRUCTION TO BIDDERS

- 4.1 Due date:** The tender has to be submitted on or before the due date and time. The offers received after the due date and time will not be considered.
- 4.2 Preparation of Bids:** The offer/ bid shall be submitted in single bid-system. The bid shall consist of all technical details along with commercial terms and conditions.
- 4.3 Language of Proposal:** The proposal prepared by the firm and all correspondence and documents relating to the RFP exchanged by the bidder and the Client, shall be written in the English language, provided that any printed literature furnished by the firm may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
- 4.4 Cost of Bidding:** The bidder shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the client, and the client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- The firm is expected to carefully examine all instructions, forms, terms and specifications in the bid document. Failure to furnish all information required in the bid document or submission of a bid not substantially responsive to the bid document in every respect will be at the firm's own risk and may result in rejection of the bid.

4.5 Consortium Participation/ Joint Venture

1. Bidders may participate either as a company or a joint venture or as a Consortium of maximum two (2) members, consisting of one Lead Member and one Consortium Member or as a Joint Venture arrangements.
2. The Lead Member shall submit the bid on behalf of the consortium and shall be the single point of contact with EdCIL during the bidding process and contract execution.
3. All consortium members shall be jointly and severally liable for the execution of the contract.
4. The consortium shall submit a Consortium Agreement / Memorandum of Understanding (MoU) clearly specifying:
 - Roles and responsibilities of each member



- Lead Member designation
 - Joint and several liability commitment
5. A member participating in one consortium shall not participate in another consortium or submit an individual bid in this tender.
 6. The consortium composition shall not be changed after submission of bid.
 7. The Lead Member shall sign the contract with EdCIL on behalf of the consortium.

4.6 EMD:

The bidder should enclose EMD of the amount mentioned above in Earnest Money Deposit column in the form of Bank Guarantee/ Demand Draft/ Direct Bank Transfer.

- In case of Direct Bank Transfer, NEFT/RTGS to the bank details for the transfer of funds is as below:
Bank Name - BANK-SBI-DELHI 36830596465
A/c No.- 36830596465
Branch & IFSC Code - New Delhi & SBIN0019087.
- EMD amount Rs. 6,50,000/- (Rupees Six Lakhs Fifty Thousand only)
- In case of Demand Draft, The Bidder should submit EMD through Demand Draft drawn in favour of "EdCIL (India) Limited" payable at Noida from any Scheduled Commercial Bank.
- In case of BG, EMD to be submitted as per Annexure-XV from Scheduled Commercial Banks (Annexure-VI). The BG should be valid till **90 days** after the bid validity date.

Note:

- **The Bid sent without EMD would be considered as UNRESPONSIVE and will not be considered.**
- Bidders registered with MSE and having valid registration certificate issued by MSE are exempted for submission of EMD. However, MSE are advised to submit their financial solvency certificate issued not earlier than 6 months from the last date of bid submission.

4.7 Refund of EMD:

- i. The EMD will be returned to unsuccessful Bidder(s) after the award of work to the successful bidder.
- ii. 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.

- iii. In Case of Successful Bidder(s), the EMD shall be refunded after receipt of 5% Performance Bank Guarantee from a Scheduled Commercial Bank as mentioned in Annexure VI operating in India.

4.8 Acceptance/ Rejection of bids:

EdCIL reserves the right to reject any or all offers without assigning any reason.

EdCIL, based on the requirement and without assigning any reason to the Bidders may split the work/Scope/Bid and/or offer in stages or in parts according to the need of work and/or for ease of execution of work.

4.9 Performance Security

1. The successful bidder(s) shall deposit Performance Bank Guarantee equivalent to 5% of contract value to EdCIL (India) Limited, Noida within 7 days from the date of receipt of Letter of Acceptance/LOA. The Performance Bank Guarantee (PBG) should be issued from a Scheduled Commercial Bank as mentioned in Annexure VI in favor of " EdCIL (India) Limited " and be valid for at least 90 days beyond the target date of completion of Contract and further as specified in the LOI.
2. This Performance Bank Guarantee will be retained throughout the currency of the contract and should be extended by the bidder from time to time, as required by EdCIL.
3. PBG shall be returned to the successful bidder only after 90 days of the successful completion of the Contract. In case of any shortfall of any activity/ specification/ other terms and conditions of the contract, EdCIL reserves the right to recover damages or loss from the due payment and or by the encashment of PBG.

4.10 Amendment in Tender Document:

At any time up to the last date for receipt of RFP, EdCIL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective firm, modify the Bid Document by amendment. **The amendment will be notified on E-tender wizard portal.**

4.11 Procedure Understanding

Bidders are advised to get accustomed from examination process, sites and surroundings and satisfy themselves before submitting their bids as to the form and nature of the sites, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect



their tender. Bidders shall be deemed to have full knowledge of the procedure whether they inspect it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

Bidders should apprise itself of the procedure for engagement of agencies and shall collect any other information that may be required before submitting the bid.



CHAPTER-V

SCOPE OF WORK

To strengthen the examination process at various school and higher academic level institutions and mitigate the risk of malpractices, EdCIL is committed to integrating advanced technology into **digital evaluation system of answer books (On Screen Marking) for various clients of EdCIL**. Initially EdCIL is planning to cater more than 20 lakhs students annually by introducing On-Screen Marking (OSM) for the evaluation of answer books. For the same EdCIL is floating this RFP for empanelment of agencies in context of digital evaluation system of answer books (On Screen Marking) for various clients of EdCIL.

The following benefits of digital evaluation (OSM) have been envisaged:

1. Elimination of total errors.
2. Automated coordination, reducing manual intervention.
3. Faster evaluation with wider teacher participation.
4. Teachers can remain in their requisite premises and continue regular duties.
5. Savings in transportation time and costs.
6. Post-result verification of marks will no longer be required.
7. Reduced manpower requirement for verification.
8. Environmentally sustainable digital evaluation.

This section outlines the scope of work, including the requirements for digital evaluation system of answer books (On Screen Marking).

Following deliverables/services to be provided by the service provider:

- 1) Digital Evaluation of student performance in an Exam
- 2) Post examination work

Details of each of the work is explained below:

5.1 Digital Evaluation of student performance in an Exam

- Receiving answer copies from the exam conducting body.
- Segregation of answer copies (Question Paper and Subject Wise)



- Tearing the cover page of the copy
 - Feeding of roll no and question paper
 - Scanning of answer copies with/without cutting the spine (preferably without cutting spine) (as per client's requirements)
 - Editing of unwanted images
 - Uploading it on server
1. The service provider is required to furnish adequate ADF document scanners with readily available manpower to facilitate digital evaluation of answer books; in order to finish scanning job with 2 days time. It is the responsibility of the service provider to ensure that appropriate backup for the scanners and other necessary equipment is provided during the scanning process.
 2. The service provider must install the dedicated server at EdCIL premises, and it should remain operational 24 hours a day, seven days a week throughout the project period. The service provider must guarantee a server uptime of over 99.99%, which will be measured in duration of the project.
 3. The digital system for evaluating answer books must be accessible 24/7 throughout the designated evaluation period. Furthermore, EdCIL-authorized officials should have remote access to the server for monitoring the on-screen evaluation process.
 4. Whenever necessary, the service provider is responsible for providing training to the examiners (checkers) appointed by EdCIL (client's)-authorized officials both in offline and online mode purely on the sole discretion of EdCIL's client.
 5. After scanning, the service provider is required to deliver hard copies of answer books to the examination section of EdCIL's client and during the scanning these copies can only be kept in the scanning room.
 6. The scanning room could be anywhere in EdCIL's client premises/ Zonal centre premises/ service provider's premises depending on the sole discretion of EdCIL's client. No additional charges shall be paid for the change of premises of scanning room.
 7. Digitization of Answer booklets should be done with/without cutting the spine (preferably without cutting spine) (as per client's requirements) and by using high speed scanners.
 8. The service provider must upload the scanned digital copy of the raw answer books into the main server, which is procured by them, directly from the scanning room.
 9. It is prohibited to take digital copies of scanned answer books outside of the scanning centre in hard copy or electronic form. The service provider is required to upload encrypted copies of answer books directly from the scanning room to the primary server.
 10. The scanning room premises must be well-equipped with CCTV surveillance with recording and with the direct access to EdCIL's command center.



11. Digitized answer booklets should be pushed to secure State data center servers.
12. Digitization process should have:
 - a. The ability to read Barcode/OMR/QR/ICR / other from the Answer sheet.
 - b. Automatic generation of unique random numbers for each Answer sheet to ensure anonymity.
 - c. Masking of selected fields on any or every page of the Answer Script.
13. Complete Evaluation process of Answer booklets is to be done by using the Digital Evaluation software.
14. The software solution should have built-in features for tracking the entire life-cycle of the digital evaluation process viz., receipt of the physical answer scripts from EdCIL's client to digitizing centres, sorting for preparation of evaluation, and handing over the same back to EdCIL's client.
15. The software should be whole sole proprietary of the service provider and should not be owned by any other third party.
16. The software solution should provide suitable authentication using login id and password to the evaluators. Provision shall also be given for the password to be sent to the registered mobile numbers of the evaluators.
17. The system should dynamically allot the digitized Answer scripts to the registered evaluators through randomization and ensure complete secrecy in the whole process. Randomization and allocation of the Answer Scripts should be fully automated.
18. The un-evaluated Answer scripts by any particular examiner should get back to the common pool in the server and should be made available to other examiners for evaluation without any time delay or pending for valuation under any evaluator.
19. A proper tracking system should be made available for monitoring the number of Answer scripts received by the Service Provider, digitized, evaluated and pending evaluation has to be made available to EdCIL's client, to monitor daily progress and closure of camp.
20. The proposed system should have a stacking module for enabling proper storing and retrieval mechanism of physical answer scripts after scanning the answer scripts.
21. The proposed system should have the feature to re-evaluate the Answer scripts without disclosing the marks entered during the previous evaluation(s).
22. The proposed digital evaluation system should be user friendly with Answer scripts, QP, Scheme and Marks Entry etc. to be provided on the same screen in a single window with zoom in/out facility and marking facility with markers.
23. Setting up and Management of evaluation centres and also giving permission to work from home to the examiners maintaining the security features, on case-to-case basis.



24. Mapping of evaluator data to the valuation centres and sending SMS messages and emails.
25. Dynamic allocation of Answer scripts to eligible evaluators.
26. Digital Evaluation will be done by EdCIL's client, at various locations by the agency.
27. The software shall have the capacity for the examiners to raise exceptions irrespective of their locations.
28. The software must have annotation capabilities such as tick marks and cross marks, as well as other tools like protractors and scales needed for evaluation.
29. Each question's awarded marks must appear individually before the tick mark, meaning that the marks given by evaluators for each question will be visible individually in the answer book. Additionally, all annotations must be printed clearly if EdCIL's client decides to print an evaluated answer book for any reason after results are declared.
30. Each digitally evaluated answer book's cover page must contain a summary of marks awarded question-wise, along with the total marks obtained by the candidate in the answer book. This page will be generated automatically from the server, along with the answer book, and will be submitted as a PDF copy to the EdCIL's client within 5 days after the declaration of results of the relevant examination. Creating marked summary pages of answer books separately outside the system or server and manually attaching them to the answer book to create a PDF is strictly prohibited.
31. The service provider is responsible for providing the marks of each candidate in a table format that has been mutually agreed upon by EdCIL's client and the service provider during the project stage. The marks for each question paper must be released within two days from the date of completion of the evaluation of the last answer book by the evaluators.
32. Daily report Generation of Answer booklets corrected by evaluator and signature/digital signature collections and uploading to systems.
33. The service provider must hand over all data and relevant credentials, along with proper documentation, to EdCIL and its client for future access.
34. The service provider must ensure that the entire evaluation activity, along with data and audit logs, is kept secure and transferred to EdCIL's client data centre under the custody of in charge of examination or the person nominated by EdCIL's client, after the completion of the entire evaluation work. The data that supported the evaluation can only be deleted by the service provider's main server after receiving explicit confirmation from client in writing.
35. The software/ website used for digital evaluation should be security audited (STQC/ CERT In certified) and security audit certificate should be uploaded by the service provider. The Website/Server used for evaluation/Re-evaluation work should be secured and related SSL Certificate should be provided by the Qualified Bidder.
36. The system must provide convenience to examiners, allowing them to perform



digital evaluation of answer books from any authorized evaluation centre using their username and password. Audit logs must capture the location of evaluation for every answer book.

37. Calculation of marks obtained by each candidate as per the formula provided by EdCIL's client.
38. The software must have convenience for providing face recognition identification system for examiner identification to evaluate answer copies.
39. The software must have convenience for the students/ candidates to view there evaluated answer copies in student login.
40. The software must have convenience for admin to download evaluated answer copies asked in RTI and Court Case.
41. The software solution has to provide a simple and effective medium for faster and accurate evaluation of answer scripts. All the peripheral tasks of totaling, validation of maximum marks awarded, ensuring all answers are marked and taking care of optional sections/ questions/ Extra questions answered than the prescribed, is to be taken care by the software system as per the business logic provided by EdCIL's client, and the evaluator's burden has to be reduced.
42. The proposed system must implement role-based access for authentication and authorization to various modules and applications.
43. The proposed system must implement dashboards-based report system which help in quick decision making.
44. Privacy and Security Standards are required as per Government Norms.
45. AI-powered evaluation system: The Service Provider shall design, develop, deploy, and operate a secure, scalable, and high-availability AI-powered evaluation system for end-to-end automated and AI-assisted assessment of scanned handwritten answer scripts. The scope shall include, but not be limited to:
 - Handwritten Text Recognition (HTR/HWR): Accurate digitization of handwritten responses across varied scripts and formats.
 - AI-based Evaluation Engine:
 - Rubric-driven scoring aligned with predefined marking schemes
 - Semantic evaluation for descriptive answers
 - Diagram & Non-Text Evaluation: AI-assisted assessment of diagrams and figures
 - Human-in-the-Loop Mechanism: Provision for manual review, moderation, override, and re-evaluation workflows with role-based access controls
 - Explainability & Auditability: Traceable scoring rationale, model decision logs, and full audit trails for compliance and dispute resolution
 - Analytics & Reporting: Real-time dashboards covering evaluation progress, scoring distribution, anomaly detection, and examiner performance
 - Continuous Learning Framework: Model retraining and performance improvement



based on historical evaluation data and feedback loops

- System Integration: Seamless integration with existing examination platforms
- Security & Compliance: Adherence to applicable data protection standards, encryption protocols, and regulatory requirements
- Scalability & Performance: Capability to handle large-scale concurrent evaluations with defined SLAs
- High Availability & Disaster Recovery: Redundant architecture with failover mechanisms, backup policies, and defined RTO/RPO metrics

5.1.1 Re-Evaluation of answer copies :-

- a) Retrieval of requested scanned answer books from archival without annotation and marks.
- b) System creates a student login for applying Re-Evaluation of the scanned answer books.
- c) System accepts the application from the student for Re-Evaluation of the answer book with the appropriate fee.
- d) These scanned answer books will be assigned to examiners for re-evaluation work. All evaluation steps, as described above in Digital Evaluation, will be followed in this process.
- e) Result of verification of marks after the receipt of the application for Re-Evaluation of the answer book and then marks obtained by the candidate after the Re-Evaluation of answer books will be made available in the client's website.
- f) **Note- Re-Evaluation of answer copies result must be processed according to the statutory rules mentioned in Central/ state code for admission conduct of examinations. If any amendment in rules and regulations for the conduct of examination happens for any state or central level examination, then software should modulate itself to embrace all the statutory changes.**

5.2 Post examination work

1. It is the responsibility of the service provider to develop schema and test cases and produces the STR (System Test Run) to EdCIL/ EdCIL's client well in time for approval.
2. Service provider shall maintain course wise, Institute wise, Subject wise and Absent wise records of data received from online server. All marks data prepared must be validated through pre-defined programmes.
3. Result Processing and generation of complete student/ candidate wise results; further providing the list with complete results to EdCIL's client with student/candidate's details, marks available as well as marks wanted with the subject codes etc.
4. Printing of data on pre-printed mark sheet for all Pass + Fail students/ candidates on prescribed security stationary with photograph by Laser printers (These mark sheet along with the Institute Wise Result with summary sheet of mark sheet with Binding).
5. Preparing and providing various types of merit lists and statistics as per the instruction



of client to be made available by the firm along with the result for uploading the same on client's Website.

6. Printing of the "Tabulation Registers" in the form prescribed by the client, after the declaration of the results and handing over to client and after taking care of corrections of any required.
7. Course-wise, subject-wise, state-wise listing of students will be available on the web portal.
8. All result data should be provided by the firm to client in CD/Hard Drive as per the format decided by EdCIL's client.

5.3 Indemnity

- I. By virtue of this tender document, selected bidder hereby agrees to EdCIL for a Deed of Indemnity in favor of "EdCIL", indemnifying EdCIL from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the contract period out of:
 - a) Any negligence or wrongful act or omission by the selected Bidder or the selected Bidder's Team in connection with or incidental to this contract or
 - b) A breach of any of the terms of selected Bidder Bid as agreed in the RFP by the Bidder or the selected Bidder's Team.
- II. The indemnity shall be to the extent of 100% in favor of EdCIL.

5.4 Service Level Agreement & Penalties

1. The purpose of this Service Level Agreement (hereinafter referred to as SLA) is to clearly define the levels of service which shall be provided by the Selected Bidder to EdCIL for the duration of this Agreement. The selected Bidder shall regularly review the performance of the services being provided by the Selected Bidder and the effectiveness of this SLA.
2. Category of SLAs

This document provides for minimum level of services required as per contractual obligations based on performance indicators and measurements thereof. The Bidder shall ensure provisioning of all required services while monitoring the performance of the same to effectively comply with the performance levels. The services provided by the Bidder shall be reviewed by EdCIL as the following:

Service provider has to complete the work as per the agreed schedule and strictly in accordance with the terms and conditions of the tender. A penalty of Rs. 1,00,000/- (Rupees One lakh only) per day of delay shall be imposed except due to any reason beyond the control of the service provider (Force Majeure).

In the event of failure to complete the work in the stipulated period, EdCIL reserves the right to get the work done from any other agency at the risk and the cost of the successful agency, along with the penalty as stipulated below. If the agency abandons



the work in the middle of execution, it shall be liable to pay a penalty of 20% of total bill amount payable for the entire period of contract. Penalty will be imposed in case:

- a) Mismatch/ Wrong Scanning of Answer Books i.e. mentioning wrong roll number against the scanned answer books should be treated as error/discrepancy. If any discrepancy/ error is found penalty shall be charged @ Rs. 10,000/- (Rupees ten thousand Only) per error/ discrepancy.
- b) If at any stage it has been found that Partial Scanning of Answer Books has been done and/or portions of one answer books are merged with another one in scanning work or swapping of roll number should also be treated as error/discrepancy and a penalty shall be charged @ Rs.10,000/- (Rupees Ten thousand Only) per error/discrepancy.
- c) If an answer books in found un-scanned; penalty of Rs. 10,000/- (Rupees Ten thousand Only) per answer books shall be charged.
- d) Service provider is responsible to keep the original answer books in their safe custody. If any answer books is found missing, it will be treated seriously and appropriate penalty/action including black listing/debarment of the Service Provider, as deemed fit shall be imposed by the EdCIL in addition to the forfeiture of Performance Security (PBG). The quantum of penalty or any other civil or criminal action may be decided by EdCIL/ EdCIL's client. The decision of EdCIL/ EdCIL's client in such case shall be final and binding on the service provider.
- e) In case any portion/question in the answer books remains unevaluated or any totalling error, the same shall be considered to be an error and a penalty @ Rs. 10,000/- (Rupees Ten Thousand Only) per error shall be applicable. The examiner shall not be responsible in such cases.
- f) The time schedules as mutually agreed between EdCIL and the service provider will have to be strictly adhered to for the execution of the work (Only Scanning of Answer sheets). In case of delay, a penalty @ the rate of 1% per working day on the amount of bill will be imposed subject to a maximum penalty of 25% of the amount of the Bill.
- g) The service provider should be responsible to make all arrangements of ensure complete security, secrecy and safe custody of all the answer books in form of hard/soft copies. All transit risk will be service provider's account.
- h) Upon completion of work and submission of all scanned and processed data to EdCIL's client, the service provider shall furnish an undertaking that scanned data is not be given/ transferred to any person/ firm/ agency and the same has been destroyed. In case any discrepancy/ breach is noticed by the EdCIL, the firm will be black listed and appropriate fitting penalty/ action in court of law including criminal proceedings shall be initiated by EdCIL/ EdCIL's client.
- i) Liability of service provider to be full and absolute to the value of the work award.
- j) The decision of EdCIL/ EdCIL's client on the total number of errors for calculation of penalty shall be final and binding on Bidder.



- k) If marks of a Candidate/ student are calculated not in accordance to the logic provided by EdCIL/ EdCIL's client: a penalty @ of Rs. 50,000/- (Rupees Fifty Thousand Only) per error will be imposed.
- l) All penalties imposed by court on EdCIL shall be charged from the service provider.

**The manpower requirement, technical requirement, timelines and any other important SLA criteria shall be finalized based on discussion with EdCIL.*

*** GST shall be charged extra over and above the penalty amount for delay in delivery schedule and penalty for breach of SLA.**

Point of Contacts

Successful bidder should assign a point of contact Manager for EdCIL.

Manager will be responsible for following:

- Ensuring on timely rectification and/or replacement of ICT components.
- Arranging standby hardware and manpower whenever possible.
- Tracking complaint status and periodic update to customer.
- Provide regular updates to customer contact.



CHAPTER-VI

ELIGIBILITY AND BID EVALUATION

6. Bid Evaluation

6.1 Bid Evaluation Process

The bid evaluation shall consist of the following phases:

- 1) Phase I– Evaluation of Technical bid in accordance to the Pre-Qualification criteria and other tender compliances. 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.

Note: - It is mandatory for the bidder to qualify all the Pre – qualification stages to be eligible for further evaluation. Only technically qualified bidders shall be called for further Financial Bids and evaluation thereof.

Bidder has to upload all documentary evidences in support of the following mentioned Eligibility Criteria. In the absence of such supporting documents, as mentioned against each criterion, the bid will be rejected summarily. **The financial offers will be called out only from those bidders who qualify in this technical bid.**

6.2 Pre-Qualification/Eligibility Criteria

The minimum pre-qualification criteria for the bidders to be eligible for this RFP process are specified below. Responses not meeting the minimum pre-qualification criteria will be rejected as soon as such proposals are received and will not be considered for Technical evaluation.

Sl. No.	Pre-Qualification Criteria	Documentary Evidence
1	The bidder should be a Company registered under the Indian Companies Act, 1956 or 2013 of GOI or a Limited Liability Partnership registered under the LLP Act, 2008 and should be in existence in India for at least five (5) years as on 31 March 2025.	Copy of below: a) Certificate of Incorporation b) GST Registration Certificate c) PAN Card



	<p>In case of a consortium, each consortium member shall independently satisfy the above legal status and registration requirements.</p> <p>The consortium shall consist of a maximum of two (2) members, including one Lead Member.</p>	
2	The Bidder should have valid registrations for: (a) GST (b) PAN / Income Tax.	Copies of GST Registration and PAN.
3	<p>The Bidder should have an average annual turnover of INR 10 Crores during the last three financial years FY 2022–23, FY 2023–24, FY 2024–25 from similar business.</p> <p>Similar business means that the bidder should have implemented and executed services in examination-related projects such as Scanning of Answer Books (in PDF format) / Digital Evaluation System for Subjective Examinations (On-Screen Marking).</p>	Three years audited financial statements AND Statutory Auditor's Certificate (i.e., FY 2022-23, FY 2023-24, FY 2024-25).
4	The bidder must have positive Net Worth during the last three financial years FY 2022-23, FY 2023-24, FY 2024-25.	CA Certificate confirming Net Worth for the specified financial years.
5	<p>The Bidder should have executed, since 1 April 2020, projects involving Scanning of Answer Books (in PDF format) and Digital Evaluation Systems for subjective examinations for Central / State Universities or Central / State Examination Boards meeting any one of the following:</p> <ul style="list-style-type: none"> • One Project of value greater than INR 10 Crore OR • Two Projects of value greater than INR 6 Crore each OR • Three Projects of value greater than INR 4 Crore each. 	Work Orders / Agreements / Experience Certificates/ Acknowledgement from Client for Service Delivery/Copy of Invoice commensurate with Client Payment confirmation need to be enclosed
6	The Bidder should have experience in Scanning and Distribution of Subjective Answer Books and converting in PDF format) for Digital Evaluation for	Work Certificate / Project Completion Certificate specifying number of answer books and pages per answer book/



	Central/State/Public Universities or Examination Boards for their Semester/Annual Exams covering minimum 35,00,000 answer books per year, for any 2 years executed between 1 April 2020 and 31 March 2025.	Acknowledgement from Client for Service Delivery.
7	The proposed Data Centre / Cloud Service Provider (CSP) should be MeitY empanelled Government Community Cloud (GCC) with STQC audited DC and DR.	a) Agreement/MoU/Authorization letter from CSP b) MeitY Empanelment Certificate of CSP c) GCC Empanelment Certificate of CSP d) STQC DC Certificate of CSP e) STQC DR Certificate of CSP
8	The Bidder should have at least 50 full-time employees on payroll, out of which minimum 15 employees should have software/technology related skillsets relevant to the scope of this project.	HR Head certification confirming employee strength; details of technical employees including name, qualification, skillset and date of joining; undertaking to deploy required manpower for project execution.
9	The Bidder must have valid certifications for the following: ISO/IEC 27001:2013 or later and CMMI Level 3 or above.	Copy of certificate issued by the concerned accrediting agency.
10	The Bidder must not be currently blacklisted, banned, debarred, or under a declaration of ineligibility by any Central Government, State Government, PSU, or Government institution/agency in India.	Declaration by authorized signatory of the Bidder on non-judicial stamp paper of INR 100/-.
11	The Bidder should furnish a declaration regarding absence of conflict of interest arising from prior, current, or proposed engagements that may impact the contract with the Board.	Declaration by authorized signatory of the Bidder.
12	Board Resolution / Power of Attorney in the name of the person signing the bid authorizing him/her to submit and execute the bid as a binding document.	Board Resolution / Power of Attorney.
13	EMD – Amount mentioned above	Demand Draft / Bank Guarantee.

Note:

- Technical bids will also be reviewed for compliance with the necessary Instructions, terms and conditions, scope of work, formats etc. as outlined in this



tender.

- Notwithstanding anything stated above, the EdCIL reserves the right to assess bidder's capability and capacity to perform the contract, should circumstances warrant such an assessment in the overall interest of the EdCIL.

The financial offers will be called only from those bidders who qualify in this technical bid.

6.3 Evaluation/ Scoring criteria:

The Evaluation/ Scoring criteria is mentioned below:

Technical Qualification Criteria

A. Past Experience of the Bidder – Max Marks: 35

#	Technical Qualification Criteria	Marks Allocated	Max Marks	Documentary Evidence Required
A1	<p>The Bidder should have an average annual turnover during the last 3 financial years [FY 2022-23, FY 2023-24, FY 2024-25] from similar business.</p> <p>Similar business means that the bidder should have implemented and executed services in examination-related projects such as Scanning of Answer Books (in PDF format) / Digital Evaluation System for Subjective Examinations (On-Screen Marking).</p>	<p>≥ INR 10 Cr and < INR 20 Cr = 5 Marks</p> <p>≥ INR 20 Cr and < INR 30 Cr = 10 Marks</p> <p>≥ INR 30 Cr = 15 Marks</p>	15	<p>Three years audited financial statements AND Statutory Auditor's certificate (FY 2022-23, FY 2023-24, FY 2024-25).</p> <p>NB: If statutory auditor certificate for FY 2024-25 is not available, audited statement certified by CA may be submitted.</p>
A2	<p>The Bidder should have experience in Scanning and Distribution of Subjective Answer Books and converting in PDF format for Digital Evaluation for Central/State/Public Universities or Examination Boards for their Semester/Annual Exams covering minimum 35,00,000 answer books per year, for any 2 years executed between 1 April 2020 and 31 March 2025.</p>	<p>≥ 35,00,000 and < 50,00,000 answer books = 10 Marks</p> <p>≥ 50,00,000 and < 65,00,000 answer books = 15 Marks</p> <p>≥ 65,00,000</p>	20	<p>Work Orders / Agreements OR Experience / Completion Certificates specifying number of answer books signed by authorized signatory.</p>



		answer books = 20 Marks		
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B. Manpower Requirements – Max Marks: 15

#	Technical Qualification Criteria	Marks Allocated	Max Marks	Documentary Evidence
B1	The Bidder must have a minimum of 50 full-time employees on payroll.	≥ 50 and < 75 = 5 Marks ≥ 75 and < 100 = 10 Marks ≥ 100 = 15 Marks	15	HR Head self-certificate confirming employee strength

C. Certifications – Max Marks: 20

#	Technical Qualification Criteria	Max Marks	Documentary Evidence
C1	CMMI Level 3 = 5 Marks / Level 5 = 10 Marks	10	Certificate Copy
C2	ISO/IEC 20000-1:2018 or later (IT Service Management)	4	Certificate Copy
C3	ISO/IEC 22301:2019 or later (Business Continuity Management)	4	Certificate Copy
C4	ISO 9001	2	Certificate Copy

D. Technical Presentation including live demonstration and real-time PoC – Max Marks: 30

Sl. No.	Approach & Methodology	Marks	Presentation in front of evaluation committee.
D1	Solution Architecture describing: Process Understanding and Detailing – Description of end-to-end process flow. Technical Architecture and Stack – Detailed architecture diagram, components, technologies	08	



	<p>used, scalability, fault tolerance, interoperability with EdCIL systems.</p> <p>Innovation and Differentiators – Use of advanced technologies such as AI/ML for answer script categorization, automated anomaly detection, intelligent dashboards, or other value-added features.</p> <p>Reporting and MIS – Mechanism for real-time reporting, audit trails, evaluator performance tracking, and integration with EdCIL dashboards.</p>		
D2	<p>Data Security & Compliance</p> <p>End-to-End Encryption – Encryption of data at rest and in transit (e.g., AES-256, TLS 1.2+) including secure upload/download mechanisms.</p> <p>Role-Based Access Control & Audit Trails – Implementation of RBAC with tamper-proof audit trails of all user actions including evaluators, coordinators, and administrators.</p> <p>Data Anonymization – Mechanisms to anonymize candidate details for evaluators to ensure confidentiality and prevent bias.</p> <p>Compliance with Digital Personal Data Protection (DPDP) Act – Measures for consent management, lawful processing, and protection of student and evaluator data.</p>	08	
D3	<p>Training & Change Management Methodology</p> <p>Training Plan and Schedule</p> <p>Content and Customization – Quality and relevance of training material (manuals, guides, tutorials, FAQs) tailored for different roles.</p> <p>Use of interactive digital tools such as LMS platforms and feedback mechanisms.</p> <p>Hands-on Practice and Assessments – Mock evaluations, sandbox environments, or simulation tools for evaluators</p>	07	
D4	<p>Business Continuity / Disaster Recovery Plan</p>	07	



	<p>DR Architecture & Setup – Description of DR site, infrastructure setup (active-active/active-passive), RTO and RPO metrics.</p> <p>Data Backup & Restoration Plan – Backup frequency, retention period, secure storage, and restoration procedures.</p> <p>DR Drill & Testing Mechanism – Plan for periodic DR drills and reporting mechanisms.</p> <p>Escalation and Continuity Framework – Incident response governance, escalation matrix, and communication protocols during disruptions.</p>		
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Note: Minimum 70 Marks are required for successfully clearing the technical evaluation criteria and empanelment. Bidders who do not qualify the eligibility criteria will not be considered for financial evaluation. The Bidders, who have not obtained 70 marks out of 100 marks in technical evaluation, will not be considered for further financial bidding process. Those Bidders who qualify in this technical bid will be eligible for further financial bidding process. Conditional Bids shall not be accepted on any ground and shall be rejected straightway.

Bidders having MSE certificate will be exempted only in EMD. As the SOW is highly confidential, exemption in experience and turn over is not allowed in any circumstances.

- I. In case of consortium bidding, experience and project credentials of either consortium member may be considered for pre-qualification or scoring unless otherwise specified.
- II. Notwithstanding anything stated above, EdCIL reserves the right to assess bidder's capability and capacity to perform the contract, should circumstances warrant such an assessment in the overall interest of EdCIL.
- III. Technical bids will also be reviewed for compliance with the necessary instructions, terms and conditions, scope of work, formats etc. as outlined in this tender.
- IV. EdCIL reserves the right to physically verify the office or any document provided by the bidder in the way EdCIL desires.

6.4. Allocation of work:

6.4.1 The empanelment shall be initially for a period of 2 (two) years from the date of signing of contract by the empanelled agencies. It can be extended for a further period of two years on yearly basis through an extension of empanelment letter based on periodic reviews to assess



the performance during the specified duration of empanelment at the same terms and conditions. EdCIL shall be free to curtail the empanelment at any time during the period of empanelment, without assigning any reason.

- 6.4.2 EdCIL will invite financial proposal from the empanelled agencies for specific assignments quarterly on need basis. EdCIL reserves the right to award the work to any of the empanelled agencies, based on the financial quote for a particular assignment. The selection of work will be done on L-1 (Lowest Cost) basis for that particular assignment. The evaluation committee will be the final authority for selection of the agency.
- 6.4.3 The selected agency shall not sublet/assign the project to any other agency, in whole or in part, to perform its obligations under the agreement.
- 6.4.4 Mere empanelment with EdCIL does not guarantee allocation of work.
- 6.4.5 In case, EdCIL does not find the work of the agency upto its satisfaction, EdCIL reserves the right to get it done from other empanelled agency/agencies for which the agency hereby gives its written consent and undertakes not to raise any dispute in this context, at any point of time.
- 6.4.6 In case of any exigency, the job may be entrusted to any of the empanelled agencies which EdCIL deems fit to meet the requirements of EdCIL's end client.

6.5 Information security and data privacy:

The successful bidder is expected to adhere to Information Security Management procedures as per acceptable standards with best practices. The vendor shall have to maintain strict privacy and confidentiality of all the data it gets access to.



CHAPTER-VII

Performance Bank Guarantee

7.1 Performance Security/Performance Bank Guarantee:

The successful bidder(s) shall be required to deposit Performance Bank Guarantee equivalent to 5% of contract value to EdCIL (India) Limited within 7 days from the date of receipt of Letter of Acceptance/LOA. The Performance Bank Guarantee shall be issued from a Scheduled Commercial Bank as mentioned in Annexure VI in favour of " EdCIL (India) Limited " and be valid for at least 90 days beyond the target date of completion of Contract and further as specified in the LOI. This Performance Bank Guarantee should be retained throughout the currency of the contract and shall be extended by the bidder from time to time, as required by EdCIL.



CHAPTER-VIII

KEY CONTRACT TERMS

8.1 Force Majeure

The selected bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default if, and to the extent applicable, its delay(s) in performance or other failure(s) to perform its obligations under the Contract is/are the result of Force Majeure.

- I. For purposes of this Clause, "Force Majeure" means an event beyond the control of the selected bidder and not involving the selected bidder's fault or negligence and not foreseeable. Such events shall include, but are not limited to, acts of the EdCIL either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- II. If a Force Majeure situation arises, the selected bidder should promptly notify EdCIL in writing of such conditions and the cause thereof. Unless otherwise directed by EdCIL in writing, the selected bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and should seek all reasonable alternative means for performance not prevented by the Force Majeure event.

8.2 Notices:

For the purpose of all notices, the following should be the address:

Chief General Manager (OTAS)
EdCIL (India) Limited,
18 A, Sector-16 A,
Noida-201301, Uttar Pradesh
Tel: 91-120-2970206

8.3 Governing Language

The contract should be written in English language. English language version of the Contract should govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

8.5 Applicable Law

The Contract shall be interpreted in accordance with the laws of the Union of India



and all disputes shall be subject to place of jurisdiction. The place of jurisdiction would be New Delhi (Delhi) INDIA.

8.6 Taxes

Selected Bidder shall be entirely responsible for all taxes, duties, road permits, etc., incurred until delivery of the contracted Goods/Services. EdCIL shall only make payment towards the GST Charged in the invoice other than that no other taxes/ duties/ Charges will be paid.

8.7 Termination for Default

The EdCIL should, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- I. If the Supplier fails to complete the work within the period(s) specified in the order, or within any extension thereof granted by EdCIL; or
- II. If the Supplier fails to perform any other obligation(s) under the Contract/ abandons the work/ fails to adhere to the agreed program; or
- III. If the Supplier, in the judgment of EdCIL, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract; or
- IV. If the supplier becomes bankrupt 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
- V. If the supplier assigns or sublets the work in whole or in part thereof without prior written consent of EdCIL; or Performance is not satisfactory; or
- VI. In case supplier fails to submit PBG within stipulated time, EdCIL reserves the right to terminate the contract without any further notice.
- VII. The above shall be without prejudice to EdCIL's other rights under the law.

VIII. For the purpose of this Clause:

- **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.



- In the event EdCIL terminates the Contract in whole or in part, EdCIL reserves the right to get work completed at the risk and cost of the Service Provider and to recover from the Service Provider any amount by which the cost of completing the work by any other agency shall exceed the value of the contract without prejudice to any other remedies/rights/claims etc. that may be available to EdCIL. Performance Bank Guarantee Bond/Security in any form submitted by the Service Provider shall stand forfeited.
- The Service Provider shall have no claim to compensation for any loss sustained by him by reason of having entered into any commitment or made any advances on account of or with a view to the execution of works or on account of loss of expected profits.
- All the dues payable to the Service Provider for the work executed by him before and up to termination shall only be released after making adjustments for the expenses, charges, demands, expected losses etc. incurred by EdCIL as a consequence of termination of the contract.
- In case supplier fails to submit PBG within stipulated time, EdCIL reserves the right to terminate the contract without any further notice
- EdCIL shall also have right to recover any consequential loss caused due to delayed/ non-completion of work by service provider within stipulated timelines.

8.8 Termination for convenience

EdCIL reserves the right to terminate the contract at any time without assigning any reason thereof.

8.9 Disputes and Jurisdiction:

- **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.
- **Legal Jurisdiction:** All disputes pertaining to the tender shall fall within the jurisdiction of Delhi only. The Chief General Manager (OTAS) of EdCIL shall



be the official by whose designation the EDCIL may sue or be sued.

8.10 Price Information

Price information shall not be there in Technical Bid.

8.11 Arbitration

- a. Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration administered by the India International Arbitration Centre (“IIAC”) in accordance with the India International Arbitration Centre (Conduct of Arbitration) Regulations (“IIAC Regulations”) for the time being in force, which regulations are deemed to be incorporated by reference in this clause.
- b. The place/seat of the arbitration shall be New Delhi, India.
- c. The Tribunal shall consist of one arbitrator.
- d. The law governing the arbitration agreement shall be Indian Law.
- e. The language of the arbitration shall be English.
- f. The governing law of the Contract shall be Indian Law.
- g. Arbitration cost to be borne by the Supplier.
- h. Each of the parties agree that notwithstanding that the matter may be referred to Arbitrator as provided herein, the parties shall nevertheless pending the resolution of the controversy or disagreement continue to fulfil their obligation under this Agreement so far they are reasonably able to do so.

8.12 Non-Disclosure

The firm and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract, terms, prices or details of the client’s business or operations without the prior written consent of the client.

8.13 Supplier Integrity

The selected bidder is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.



8.14 Acceptance Test

- I. The successful bidder in presence of the EdCIL authorized officials will conduct acceptance test at the site. The test will involve installation and commissioning and successful operation of the hardware, software, communication equipment etc. No additional charges shall be payable by EdCIL for carrying out these acceptance tests.
- II. If after delivery, acceptance and installation and within the Examination period, the operation or use of the goods proves to be unsatisfactory, EdCIL (India) Limited should have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with EdCIL (India) Limited's operations.

8.15 Compensation

EdCIL India Limited shall be entitled to deduct from applicable payments to successful BIDDER, any tax on successful BIDDER' income deductible at source at the rates applicable as per the provisions of Income Tax Act 1961. TDS as per GST law or any other applicable statutory deduction also can be made at the time of payment to the successful bidder and provide successful BIDDER with evidence or certificate of payment of such tax to the taxing authorities. Successful BIDDER shall submit invoices to EdCIL India Limited in accordance with the payment schedule in Commercial of this document.

8.16 Confidential Information

Each Party (the "Receiving Party") acknowledges and agrees to maintain the confidentiality of Confidential Information (as hereafter defined) provided by the other Party (the "Disclosing Party") hereunder. The Receiving Party shall not disclose or disseminate the Disclosing Party's Confidential Information to any person other than those employees, agents, contractors, subcontractors and licensees of the Receiving Party, or its affiliates, who have a need to know it in order to assist the Receiving Party in performing its obligations, or to permit the Receiving Party to exercise its rights under this Agreement. In addition, the Receiving Party (i) shall take all such steps to prevent unauthorized access to the Disclosing Party's Confidential Information, as it takes to protect its own confidential or proprietary information of a similar nature, which steps shall in no event be less than a reasonable standard of care, (ii) shall not use the Disclosing Party's Confidential Information, or authorize other persons or entities to use the Disclosing Party's Confidential Information, for any purposes other than in connection with performing its obligations or exercising its rights hereunder, and (iii) shall require all persons and entities who are provided access to the Disclosing Party's Confidential Information, to execute confidentiality or non-disclosure



agreements containing provisions substantially similar to those set forth in this Clause. The provisions of this Clause respecting Confidential Information shall not apply to the extent, but only to the extent, that such Confidential Information is: (a) already known to the Receiving Party free of any restriction at the time it is obtained from the Disclosing Party, (b) subsequently learned from an independent third party free of any restriction and without breach of this provision; (c) is or becomes publicly available through no wrongful act of the Receiving Party or any third party; (d) is independently developed by the Receiving Party without reference to or use of any Confidential Information of the Disclosing Party; or (e) is required to be disclosed pursuant to an applicable law, rule, regulation, government requirement or court order, or the rules of any stock exchange. Upon the Disclosing Party's written request at any time, or following the completion or termination of this Agreement, the Receiving Party shall promptly return to the Disclosing Party, or destroy, all Confidential Information of the Disclosing Party provided under or in connection with this Agreement, including all copies, portions and summaries thereof.

8.17 Fall Clause

The Bidder undertakes that the rates quoted by him in the due financial bid/ offer (that shall be invited from the successful bidders who score marks more than the minimum technical criteria of this tender) will not be higher than the rate offered by him for similar work to any other PSU/ Educational Department/ Govt. Educational Department. In case, if the price charged by bidder is more, EdCIL will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier, provided all conditions of the work including time, scope, logistics, specifications and country are same.

8.18 Tender Conditions with Implementation of Insolvency and Bankruptcy Code, 2016 (IBC)

- a) It shall be the responsibility of all bidders to inform EdCIL within 15 days from the date of order of insolvency resolution process or liquidation or bankruptcy proceeding passed by the Adjudicating Authority namely, National Company Law Tribunal (NCLT) or Debt Recovery Tribunal (DRT) under the Code.
- b) If a bidder refuses or fails to share the information regarding their status of insolvency resolution process or liquidation or bankruptcy proceeding in their bid or at any later stage, their offer is liable to be rejected by EdCIL.
- c) EdCIL reserves the right to cancel/terminate the contract without any liability on the part of EdCIL immediately on the commencement of insolvency resolution process or liquidation or bankruptcy proceeding of any party under the contract.
- d) EdCIL reserves its right to evaluate and finalize the bid without considering



the bid of any party undergoing insolvency resolution process or liquidation or bankruptcy proceeding under the Code regardless of the stage of tendering.

- e) A declaration / undertaking shall be submitted by bidders in the Format (as per ANNEXURE V) along with their techno commercial bids.

Guidelines for Evaluation & Short closure:

- a) After opening of price bid but before award, if a bidder(s) is(are) rejected due to initiation of insolvency resolution process or liquidation or bankruptcy proceeding under Insolvency and Bankruptcy Code, 2016 (Code), tender will be finalized ignoring such bid(s).
- b) During execution of contract, if insolvency resolution process or liquidation or bankruptcy proceeding under Insolvency and Bankruptcy Code, 2016 (Code) are initiated against the successful bidder, EdCIL shall have the right to short close the contract.

8.19 Special Terms and Conditions

- Duration of the Contract: Initially the contract will be for Two years 02 years (extendable to 02 more years on yearly basis i.e. 2+1+1 Years) 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.
- 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.

**ANNEXURE-I****ANNUAL AVERAGE TURNOVER**

Sl. No.	Financial Year			
1.	2022-23			
2.	2023-24			
3.	2024-25			
Total				
Average				

Note: Certificate from Statutory Auditors / Chartered Accountant certifying above information for all three years to be enclosed.

Signature with Seal of the Chartered Accountant

Signature with Seal of the Bidder



ANNEXURE-II

<< Organization Letter Head >>
DECLARATION SHEET

We _____ hereby certify that all the information and data furnished by our organization with regard to these tender specifications are true and complete to the best of our knowledge. I have gone through the specifications, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

We further certify that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We further specifically certify that our organization has not been Blacklisted/ De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS of the VENDOR/ MANUFACTURER/ AGENT
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
(In case of on-line payment of EMD) 8 UTR No. (For EMD)	
9 Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Signature of the Bidder)

Name: _____

Seal of the Firm



ANNEXURE-III

Letter of undertaking

(ON THE LETTER HEAD OF THE BIDDER)

To,

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

Sir,

SUBJECT- Empanelment of agencies in context of digital evaluation system of answer books (On Screen Marking) for various clients of EdCIL

This bears reference to EdCIL Bid No. **EdCIL/OTAS/DIGI-EVA/2026/01** Dated We hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid Document.

We hereby certify that no terms and conditions have been stipulated by us in the Bid.

We warrant that the services do 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 not 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.

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

Thanking you,

Yours faithfully,

Signature of Bidder: _____

Name of the Bidder _____

Designation _____

Seal of the Organization _____

Date:

Place:



ANNEXURE-IV

SELF-DECLARATION – NON-BLACKLISTING

To,

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

Sir,

In response to the Tender _____ dated _____ for **Empanelment of agencies in context of digital evaluation system of answer books (On Screen Marking) for various clients of EdCIL**, I/We hereby declare that presently our Firm/Service provider M/s _____ is having unblemished record and is not blacklisted for corrupt or fraudulent practices or non-performance either indefinitely or for a particular period of time 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 EMD may be forfeited in full and the tender if any, to the extent accepted be cancelled.

Thanking you,
Yours faithfully,

Signature of Bidder
Name of the Bidder:

Designation:

Seal of the Organization:

Date:
Place:

Note: The undertaking regarding the non-blacklisting of firm is to be submitted on a non-judicial stamp paper of Rs. 100/- (Rupees Hundred only).



ANNEXURE-V

**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 rights or remedies (including holiday listing) available to EdCIL (India) Ltd.

Place:

Date:

Signature of Bidder

Name of Signatory



ANNEXURE-VI

LIST OF AUTHORISED BANKS FOR BG

Following banks are permissible for accepting Bank Guarantees:

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

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



ANNEXURE-VII

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> (EdCIL).....project, proposed to be developed by the.....(the “client” (EdCIL)) 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 (EdCIL), signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client (EdCIL) 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 (EdCIL).

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 2026.

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

(Signature, name, designation, and address)

Witness:

- 1. (Signature, name and address)



2. (Signature, name and address)

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, lay 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.



ANNEXURE-VIII

LETTER OF BID SUBMISSION

To,

**Chief General Manager (OTAS),
EdCIL (India) Limited,
EdCIL House, 18A, Sector- 16A,
Noida- 201 301 (U.P)**

SUBJECT- Empanelment of agencies in context of digital evaluation system of answer books (On Screen Marking) for various clients of EdCIL

-Submission of Bid -

Sir,

Having examined the details given in Press Notice, Notice Inviting Bid & Bid Document for the above work, I/we hereby submit the relevant information.

1. I/We hereby certify that all the statements made, and information supplied in the enclosed form _____ and accompanying statements are true and correct.
2. I / we certify that we have not changed/alterd any word/sentence or any figure in number/s or words appearing the original tender document uploaded by EdCIL on the designated web page for e-tendering. In case, if a fraudulent activity is found at any stage between tender submission to final closure of the tender/contract, our candidature/bid/contract shall be immediately cancelled and EMD/Performance security along with the due amount towards the work executed or advance shall be forfeited. EdCIL will not entertain any claim or entertain any reason for this intentional act. EdCIL may go for legal action against the bidder for recovering any one or all damages caused to EdCIL or its client on this account.
3. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
4. I/We submit the requisite **certified solvency certificate** and authorize EdCIL to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize EdCIL to approach individuals, employers, firms and corporations to verify our competency and general reputation.
5. I/We submit the following **certificates** in support of our suitability, technical knowledge and capability for having successfully completed the following works:



S.No.	Name of Work	Certificate From

6. Earnest Money Deposit amounting to Rs. ----- in the form of DD/Pay Order No. ----- dated ----- issued by ----- Bank is submitted.
7. Demand Draft of Rs. _____ towards Bid document cost.: If applicable.
8. We confirm that each page of our submission including all supporting documents bears signature with date, name of the signatory, designation of the signatory and firm seal.

Enclosures:

Date of Submission :

Signature of Bidder

Name of the Bidder:

Designation:

Seal of the Organization:

Date:

Place:



ANNEXURE-IX

DETAILS OF SIMILAR WORK EXECUTED

S NO	Name of work/ Project & Location	Owner/ Sponsoring organization	Tot al No. of answer sheets Handled	Litigation/ Arbitration pending in progress with details	Name, Designation and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7



ANNEXURE-X

Name of the Bank: _____

To,

CGM (OTAS)
EdCIL (India) Limited

Performance Bank Guarantee Format

In consideration of the **CGM (OTAS)**, EdCIL (India) Limited acting through _____ (Designation & address of Contract Signing Authority), (hereinafter called "EdCIL") 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 Agency" for the work _____ (here in after called "the said agreement") having agreed for submission of an irrevocable Bank Guarantee Bond for ₹ _____ (₹ _____ only) as a performance security Guarantee from the Agency 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 an amount not exceeding ₹ _____ (₹ _____ only) on demand by EdCIL.
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 EdCIL through the **CGM (OTAS)**, EdCIL or _____ (Designation & Address of contract signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by EdCIL by reason of any breach by the said Agency of any of the terms of conditions contained in the said agreement or by reason of the Agency 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 any money so demanded notwithstanding any dispute or dispute raised by the Agency in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.
(B) The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Agency 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 EdCIL 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 EdCIL, certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Agency and accordingly discharges this guarantee.
- 5 (a) Notwithstanding 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 EdCIL or until (date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the EdCIL within validity/ extended period of validity of guarantee from the date aforesaid.
- (b) Provided always that we _____ (indicate the name of the Bank) unconditionally undertakes 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 shall be on being called upon to do so by EdCIL. If the guarantee is not renewed or the period extended on demand, we _____ (indicate the name of the Bank) shall pay EdCIL the full amount of guarantee on demand and without demur.
6. We _____(indicate the name of Bank) further agree with EdCIL that EdCIL 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 EdCIL against the said Agency 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 Agency or any forbearance act or omission on the part of EdCIL or any indulgence by EdCIL to the said Agency or any other matter or thing whatsoever which under the law relating to sureties would but for the said provision would relive us from the liability.
7. This guarantee will not be discharged by any change in the constitution of the Bank or the Agency.
8. We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of EdCIL in writing.
9. This guarantee shall be valid up to (Date of Completion plus 90 Days). Unless extended on demand by EdCIL. 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. -----	
1		Full Address-----	
2.			



PROFORMA PRE CONTRACT INTEGRITY PACT

GENERAL

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on ____ day of the month of 2026, between, on one hand, acting through Shri/Smt. _____, Designation, EdCIL (India) Limited (hereinafter called the “BUYER”/ “EdCIL” interchangeably, which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part

AND

M/s _____ represented by Shri _____, Chief Executive Officer/Head of Organization (hereinafter called the “BIDDER/Seller” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the EdCIL proposes to procure services towards **“Empanelment of agencies in context of digital evaluation system of answer books (On Screen Marking) for various clients of EdCIL”**.

For its clients and BIDDER/Seller is willing to offer the said services and related items as referred to in the Bid document No. **EdCIL/OTAS/DIGI-EVA/2026/01** Dated 2026.

WHEREAS the BIDDER is a private firm /public firm / Government undertaking / partnership / registered expert agency, constituted in accordance with the relevant law in the matter and the EdCIL is a Public Sector Undertaking under Ministry of Education performing its functions.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence / prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

Enabling the EdCIL to obtain the desired services as referred to in the Bid document No. **EdCIL/OTAS/DIGI-EVA/2026/01** dated2026 at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and EdCIL will commit to prevent corruption, in any form, by its officials by following transparent procedures.



The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

1. Commitments of the EdCIL

1.1 The EdCIL undertakes that no official of EdCIL, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of EdCIL will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to EdCIL with full and verifiable facts and the same is prima facie found to be correct by EdCIL, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings shall be initiated by EdCIL and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by EdCIL the proceedings under the contract would not be stalled.

3. Commitments of Bidders

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of EdCIL, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.



- 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of EdCIL or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.
- 3.3 Bidders shall disclose the name and address of agents and representatives, and Indian BIDDERS shall disclose their foreign principals or associates.
- 3.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.5 The BIDDER further confirms and declares to EdCIL that the BIDDER is the original manufacturer/integrator/authorized government sponsored export entity and has not engaged any individual or firm whether Indian or foreign to intercede, facilitate or in any way to recommend to EdCIL or any of its functionaries, whether officially or unofficially to the award to the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation, as the case shall be for satisfactory performance of the proposed terms of Bidder.
- 3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of EdCIL or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by EdCIL as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.



- 3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of EdCIL, or alternatively, if any relative of an officer of EdCIL has financial interest / stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of Bid.
- 3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of EdCIL.

4. PREVIOUS TRANSGRESSION

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this integrity pact, with any other firm in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the bid process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject. BIDDER can be disqualified from the Bid process or the contract, if already awarded, can be terminated for such reason.

5. SANCTIONS FOR VIOLATIONS

- 5.1 Any breach of the aforesaid provisions by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle EdCIL to take all or any one of the following actions, wherever required:
- i. To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
 - ii. The Earnest Money Deposit (in pre-contract stage) /Performance Bond (Bank Guarantee) (after the contract is signed) shall stand forfeited either fully or partially, as decided by EdCIL and the BUYER (EdCIL) shall not be required to assign any reason therefore.
 - iii. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.



- iv. To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by EdCIL, along with interest.
- v. To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to EdCIL resulting from such cancellation/rescission and EdCIL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- vi. To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which shall be further extended at the discretion of EdCIL.
- vii. To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- viii. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by EdCIL with the BIDDER, the same shall not be opened.
- ix. Forfeiture by way of encashment of Performance Bond in case of a decision by EdCIL to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.2 EdCIL will be entitled to take all or any of the actions mentioned at Para 6.1(i) to (ix) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of any offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

5.3 The decision of EdCIL to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, an Independent Monitor(s) shall be appointed by EdCIL, in case of breach of the provisions of the pact.

6. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this Pact or payment of commission, EdCIL or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.



7. OTHER LEGAL ACTIONS

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that shall follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

8. VALIDITY

8.1 The validity of this Integrity Pact shall be governed by the terms of the Bid No. **EdCIL/OTAS/DIGI-EVA/2026/01** towards complete execution of the contract to the satisfaction of both the EdCIL and the BIDDER/Seller, including O&M period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract awarding the Bidder to the successful bidder.

8.2 Shall one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

9. The parties hereby sign this Integrity Pact at _____ on _____.

EdCIL (India) Limited
Name of the Officer :
Designation:

BIDDER
CHIEF EXECUTIVE OFFICER

Witness:

1. _____

2. _____

Witness:

1. _____

2. _____

(The Pre Contract Integrity Pact shall be modified based in line with the conditions of the Bid Documents).



ANNEXURE-XII

Solvency Certificate

Dated:

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

This is to certify that M/S..... having their office at..... is a regular customer of our bank. They are solvent to an extent of Rs.....

Seal & Signature for the
Bank

NOTE: Banker's certificate should be on letter head of the Bank.



ANNEXURE-XIII

Contract Form

THIS AGREEMENT made the day of 2026 between EdCIL (Hereinafter called "the Purchaser") of the one part and (Name & address of Supplier) (Hereinafter called "the Supplier") of the other part:

WHEREAS the Purchase is desirous that certain Goods and ancillary services viz. (Brief Description of Goods and Services) and has accepted a bid by the Supplier for the supply of those goods and services in the sum of (Contract Prize in words and Figures) (Hereinafter called "the Contract Price")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz.,
 - a. The Price Schedule submitted by the Bidder;
 - b. The Schedule of Requirements;
 - c. The Terms & Conditions
 - d. EdCIL's Notification of Award/ Work Order
3. In consideration of the payments to be made by EdCIL to the Supplier as hereinafter mentioned, the Supplier hereby covenants with EdCIL to provide the goods and services and to remedy defects herein in conformity in all respects with the provisions of the Contract.
4. EdCIL hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract prices or such other sum as shall become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services, which shall be supplied/ provided by the Supplier, are as under:

S. No.	Brief Description of Goods & Services	Quantity to be supplied	Unit Price	Total Price	Delivery Terms

TOTAL VALUE:

DELIVERY SCHEDULE:



IN WITNESS where of the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
said..... (For EdCIL)

in the presence of

Signed, Sealed and Delivered by the
said..... (For the Supplier)

in the presence of



ANNEXURE-XIV

Pre-Bid Query Format

Pre-bid queries should be submitted in .XLS format.

RFP Description				
RFP No.				
Organization				
Address				
Contact Person				
Contact No.				
Mail Id				
S.No.	Chapter No.	Page No.	Clause as per RFP	Clarification Sought



ANNEXURE-XV

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(Date) in response to the RFP No..... EMPANELMENT OF AGENCIES IN CONTEXT OF DIGITAL EVALUATION SYSTEM OF ANSWER BOOKS (On Screen Marking) FOR VARIOUS CLIENTS OF Ed CIL (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..... 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:
 1. fails or refuses to execute the Agreement form if required; or
 2. 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.

Dated: the Day of

for (indicate the name of bank)

Signature of Banks Authorized official

Witness (Name) _____

Designation with Code No. -----

1 Full Address-----



ANNEXURE-XVI

TOTAL RESPONSIBILITY UNDERTAKING

(To be submitted on company's letter head by authorized signatory)

To,

**CGM (OTAS)
EdCIL (India) Limited
EdCIL House
18A, Sector-16A
Noida-201301
U.P (India)**

**Ref: RFP Notification no.....<xxxx> dated <dd/mm/yyyy>
Sub: Self certificate regarding Total Responsibility**

Dear Sir,

This is to certify that we undertake total responsibility for the successful and defect free operation of the proposed project solution, as per the requirements of the RFP for Answer Book Scanning and Digital Evaluation process for Ed CIL/ Ed CIL's clients.

Thanking you,

Yours faithfully

(Authorized Signatory

Authorized Signatory's Name:

Authorized Signatory's Designation:

Place:

Date:

Bidder's Company Seal: