

# Tender For

## Engagement of Exam Conducting Agency for recruitment of JSA and Jr Steno at CSIR-AMPRI, Bhopal

NIT Issue Date : 30<sup>th</sup> January 2025  
NIT No. : 21(8)/Admin.Rect./Tender/2021  
Last Date of Submission : 13<sup>th</sup> February 2025, up to 5.00PM  
of sealed bids



सीएसआईआर- एम्प्री  
CSIR-AMPRI

CSIR-Advanced Materials and Processes Research Institute Bhopal invites tenders from eligible firms Govt. of India/State Govt./ Government authorized agencies, those who have worked for CSIR or its Labs/Instts. or Govt./Semi Government organizations, possessing strong technical and financial capabilities, for conducting the Computer-Based Test (CBT) for notified 5 (five) vacancies of Junior Secretariat Assistant, (JSA) and 03 (three) vacancies of Junior Stenographers (English / Hindi) as specified in the Scope of Work outlined in this Tender document.

### **Disclaimer**

This Tender is not an offer by the CSIR-AMPRI, but an invitation to receive offer from eligible vendors/bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officers of the CSIR-AMPRI with the vendor/bidder

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## 1.1 About CSIR-AMPRI, Bhopal

CSIR-Advanced Materials and Processes Research Institute Bhopal is one of the premier R&D institutes under the aegis of Council of Scientific & Industrial Research (CSIR), New Delhi, an autonomous body under the Ministry of Science and Technology, wholly funded by Government of India.

## 1.2 Purpose of this Tender

The Institute has notified 05 (five) vacancies of Junior Secretariat Assistant (JSA) (G/F&A/S&P) in Pay Level-2 and 03 (three) vacancies of Junior Stenographer (English / Hindi) vide Advt. No.03/2021 of CSIR-AMPRI, Bhopal for recruitment. In response to the above advertisement, the Institute has already received approximately 9600 applications online and the concerned committee has shortlisted approximately 1600 candidates for further examination process.

This Tender establishes the fundamental requirements for Engagement of Exam Conducting Agency for recruitment of Junior Secretariat Assistant (JSA) (G/F&A/S&P) and Junior Stenographer (English / Hindi) at CSIR-AMPRI, Bhopal to conduct Online Examination (Computer Based Test) for shortlisted candidates in a safe, secure and seamless manner for the above-mentioned positions.

Sealed item rate tender is hereby invited for the above work from Govt. of India / State Govt./ PSU/ Autonomous Bodies/ Government Authorised Agencies, those who have worked for CSIR or its Labs/Instts. or Govt./Semi Government organizations and successfully carried out minimum one /two/ three similar works of 80% / 60% /40% respectively of the estimated cost during the last five financial years beginning from 2020-21, 2021-22, 2022-23 & 2023-24 & 2024-25 need to apply with adequate documentary proof as desired in this tender document in various sections.

## 1.3 Bidding Process Timeline

Name of Work	<b>Engagement of Exam Conducting Agency for recruitment of JSA and Jr Steno at CSIR-AMPRI, Bhopal</b>
NIT Issue Date	30 <sup>th</sup> January 2025
Estimated cost of the tender	Rs. 16,00,000/- (Rupees Sixteen lakhs only)
Earnest Money Deposit(EMD)/ Bid Securing (Security) Declaration to be submitted with Technical Bid	Rs. 48,000/- (Rupees Forty Eight Thousand Only) OR Bidders who are eligible for EMD exemption must submit Bid Securing (Security) Declaration along with Technical Bid.
Last date of submission of Sealed bids (Date and time)	13 <sup>th</sup> February 2025 (upto 5.00PM)
Technical Bid will be opened on (Date and time)	14 <sup>th</sup> February 2025 (11.00 AM)
Tender to be addressed	To: The Director, Kind attention- Controller of Administration CSIR-AMPRI, Hoshangabad Road, Bhopal 462026,

Designated place of bid submission	Office of Controller of Administration, CSIR-AMPRI, Hoshangabad Road, Near Habibganj Naka, Bhopal – 462026 Phone No – 0755-2485 600 Email – coaampri@ampri.res.in
Mode of Tender (Through CPP Portal E-publish)	Open Tender – Two Bid System (Technical & Price Bid in two separate sealed cover and both to be submitted in one big sealed cover mentioning the Tender No., Details & Name

## 1.4 Bidder Eligibility Criteria

S No	Pre-Qualification Requirements	Detail
1	General Requirements	The bidder must be a Government agency, PSU, Autonomous Body, or Government-Authorized Agency engaged in conducting computer-based exams for Government/Semi-Government organizations. The bidder must provide documentary proof of authorization from a competent authority.
2	Experience & Past Performance	The bidder must have successfully conducted at least one/two/three similar examinations (CBT-based & Typing/Stenography Tests) for: <ul style="list-style-type: none"> <li>• 80% of the estimated cost in one project OR</li> <li>• 60% of the estimated cost in two projects OR</li> <li>• 40% of the estimated cost in three projects</li> </ul> within the last five financial years (2020-25). The bidder must submit work completion certificates from client organizations.
3	Financial Stability	The bidder must have a minimum annual turnover of ₹50 Lakhs in any of the last three financial years (2021-22, 2022-23, 2023-24). The bidder must submit audited financial statements or CA-certified turnover certificates as proof.
4	Certifications & Compliance	The bidder must have at least one of the following certifications: <ul style="list-style-type: none"> <li>• ISO 27001 (Information Security Management System)</li> <li>• Cert-IN empanelled (Cybersecurity compliance)</li> <li>• ISO 9001 (Quality Management System) (Optional but preferred)</li> </ul>
5	Legal & Statutory Requirements	The bidder must not have been blacklisted or debarred by any Government organization in the last five years. The bidder must provide signed declaration confirming no blacklisting on official letterhead.
6	Manpower & Infrastructure Capability	The bidder must have at least 25 full-time employees with relevant expertise in exam management, cybersecurity, and IT infrastructure. The bidder must submit the list of proposed exam centers with infrastructure details.

## 2. Scope of Work and other Functional requirements

### 2.1 Exam scheme - Junior Secretariat Assistant (JSA)

The selected service provider shall conduct both the **Proficiency Typing Test** (English & Hindi) and the **Computer-Based Objective Type Examination** (bilingual) for eligible shortlisted candidates by CSIR-AMPRI. The entire examination process will take place on the same day, with the Paper I & Paper-II scheduled in one shift and Typing Test in a separate shift.

- **Typing Test:** Candidates must demonstrate English/ Hindi typing proficiency at a minimum speed as mentioned in the advertisement. (35 w.p.m for English typing and 30 w.p.m. for Hindi typing)
- **Paper I & II:** A Computer-based Objective Type Examination, which will have two papers. Paper I is qualifying in nature and for those who qualify in this examination, their marks obtained in paper-II will be the primary criterion for merit-based selection.

Exam scheme for JSA posts is attached as Annexure-I for complete detail.

### Exam scheme - Junior Stenographer

The selected service provider will be responsible for conducting **CBT-Based Objective Type Examination** and the **Proficiency Test in Stenography** for shortlisted candidates.

- **Stenography/Typing Test:** The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m. and they will be given 50 / 60 minutes according to medium for transcription on the Computer system. The proficiency will only be qualifying in nature.
- **Written examination :** A Computer-based Objective Type Examination (bilingual) is to be conducted and the final merit will be prepared on the marks obtained by the candidates in this examination.

Exam scheme for Jr Steno posts is attached as Annexure-II for complete detail.

### 2.2 Responsibilities of the Service Provider

The service provider is expected to manage the end-to-end execution of the examination process, covering:

1. **Venue Management:** Identifying, selecting, and preparing an adequate number of examination centers for both the Typing Test and the OMR-based examination within the stipulated timeframe.
2. **Pre-Examination Audit:** Ensuring Zero black-spot CCTV coverage at all examination centers and availability of power backup. Examination systems are to be tested for full-load capacity.
3. **Biometric Registration:** Implementing biometric verification for candidate authentication.
4. **Seamless Examination Execution:** Providing full support in terms of:
  - Invigilation staff management.
  - Security and frisking with professional security personnel.
  - Real-time monitoring via a control room for effective supervision.

- Handling candidate queries related to questions and answer keys.
- 5. Data Security and Transmission: Ensuring secure storage and transfer of examination logs and result data to CSIR-AMPRI within the prescribed timeframe.
- 6. Handling Challenges & Representations: Processing any objections raised by candidates regarding answer keys or evaluation discrepancies.
- 7. Timely Result Submission: Final scores and merit list to be compiled and submitted as per CSIR-AMPRI's requirements.
- 8. Comprehensive Coordination: Ensuring smooth execution of pre-exam, exam-day, and post-exam activities while maintaining regular communication with CSIR-AMPRI or its designated representatives.

## **2.3 Detailed description of the Activities by the Service Provider**

This section outlines the fundamental requirements. (Technical specifications for this project are detailed in the Chapter on Technical Requirements).

### **2.3.1 Support Infrastructure**

Support infrastructure shall include, but not be limited to, the following:

- i. Deployment of surveillance cameras at the examination site, ensuring no blind spots.
- ii. Biometric authentication of all entrants to the examination venue.
- iii. Availability of CCTV footage and its storage post-examination.
- iv. Maintenance of an audit trail for all transactions from candidate entry to exit.

### **2.3.2 Readiness and Conduct of Examination**

(a) Preparation - Based on the Centre-wise Distribution of candidates, the Service Provider shall provide a list of examination venues to CSIR-AMPRI at least 15 to 20 days before the examination. Any changes to venues, if required, must be completed by the Service Provider at least 10 to 15 days in advance.

(b) Venue: Examination venues shall be finalized 20 to 30 days before the examination. The Service Provider shall take over the venues for examination as follows:

- i. For small-scale examinations (up to 500 candidates), the venue shall be taken over 3 days in advance.
- ii. For large-scale examinations (over 500 candidates), the venue shall be taken over 5 days in advance.

The venue shall be available for a Mock Drill 2/3 days before the examination, which must be conducted with full load capacity. All personnel involved in the examination at the respective venue must be present during the Mock Drill. A sample set of Questions / Passages for the typing test and the written test question paper shall be forwarded by CSIR AMPRI for conduct of Mock Test.

(c) Venue Audit: The audit will cover aspects such as process adherence, project execution, asset management, security, and manpower deployment. Authorized Officers of CSIR-AMPRI will conduct sample audits of examination venues.



(d) Issue of Admit Cards : The Service Provider should make the provision for admit card download. The candidate should be able to download and take the print of successfully filled applications at least five days before the exam.

(e) Uploading of Question papers – The Service provider must provide a **secure server** for uploading and storing question papers with multi-layer encryption. Only designated officials from CSIR-AMPRI shall have the permission to upload question papers for Computer based written examination and passage questions for typing & stenography tests. Question paper decryption keys shall remain with the institute and will be shared only at a pre-determined time before the examination.

The agency must comply with IT Act 2000, GDPR (if applicable), and other government-mandated data protection laws. Data encryption (both in transit and at rest) should comply with industry standards (AES 256-bit or equivalent). Also, the agency shall not have direct access to the content of the question papers and it will implement role-based access control to prevent unauthorized access.

(f) Conduct of Examination - Candidate responses should be auto-encrypted and backed up securely and audit logs must be maintained for any modifications. A mechanism for automatic question scrambling should be implemented to prevent cheating. Agency must follow Standard Operating Procedures (SOPs) to prevent cheating and impersonation. Incident response time must be under 15 minutes for critical failures and backup server infrastructure to handle sudden load surges.

(e) Exam Conduct and Proctoring - At exam test centers, invigilators must be trained in CBT procedures and data security. Live CCTV surveillance with real-time monitoring at a centralized control room is to be made available and all the recorded proctoring footage should be stored securely for later review. In case of technical failures, a fallback system and contingency plan shall be in place.

(f) Attendance - The Service Provider shall collect candidate signatures, affix photographs, and obtain handwritten statements on the “CSIR - AMPRI Copy.” The Service Provider must ensure that each candidate appearing for the examination provides a signature and thumb impression on the attendance sheet.

(g) Post examination Activities - Ensure secure storage of candidate responses by implementing encrypted servers and restricted access protocols to prevent unauthorized modifications or data breaches. Utilize automated result processing algorithms to eliminate human errors, ensuring accurate and unbiased scoring. Before publishing the results, conduct extensive accuracy checks to verify the correctness of marks awarded, ensuring no computational or processing errors.

(h) Grievance Handling & Answer Key Challenges - Allow candidates to raise grievances or challenge answer keys within a specified timeframe and establish a structured resolution mechanism for disputed answers.

### **2.3.3 Submission of Documents to CSIR-AMPRI**

After Examination Upon completion of the examination, the Service Provider shall adhere to the following protocols at the venue:

(a) The Attendance Sheet (CSIR-AMPRI Copy) must be signed by the invigilator and countersigned by the venue manager.

(b) A list of all examination personnel deployed at the venue, with their signatures, contact numbers, and email addresses.

(c) A report of any untoward incidents and the actions taken. This report shall be created, signed by the Venue Manager, scanned, and uploaded by the Service Provider on the same day. If the examination extends beyond one day, separate reports shall be uploaded for each day. Hard copies of these reports shall be sent to CSIR-AMPRI via registered post/courier within 3 days after the conclusion of the entire examination.

#### **2.3.4. Manpower Support**

The Service Provider must ensure the deployment of the following key personnel at each venue for the seamless conduct of examinations:

1. Chief Coordinator: A senior representative of the Service Provider responsible for overall coordination between CSIR-AMPRI and examination functionaries. Duties include venue finalization, score processing, RTI responses, reporting, and handling grievances.
2. Assistant Coordinators: One per center/venue, serving as the primary contact for all examination-related matters at the assigned location(s).
3. Venue Manager: Responsible for complete venue management, credential verification, discipline enforcement, and handling examination-related contingencies, including malpractice reporting.
4. Invigilators (1 per 25 candidates): Must be 21+ years old with prior experience and regularly shuffled among venues.
5. Security Staff: Engaged from registered security agencies, responsible for venue security, frisking candidates, and maintaining discipline. A Security Supervisor must be stationed in the Control Room.
6. Multi-Tasking Staff: Adequate support staff to assist with various tasks while ensuring no conflict of interest (no candidates or relatives appearing in the same exam).

Additionally, the Service Provider must conduct a thorough requirement analysis to assess infrastructure, training, and customization needs for smooth implementation.

#### **2.3.5 Setting up of Control Room**

Service provider shall be responsible to setup Control Room. The service provider must provide a Dashboard/Information Board in the control room.

- Attendance at each venue (no. of candidates appearing for exam)
- Check-list of facilities at each venue must be made available
- Except for the candidates examination data, all major aspects of venue will be available on this dashboard
- Status of start & end of Examination
- Status of capturing of Biometric details
- Status of download of question paper from Data Centre to Venue Server
- No. of live nodes
- Status of any node getting affected



- Status of transfer of exam data to central system
- Status of sealing of venues

## 2.3.6. Infrastructure Requirements for Computer-Based Test

### 1. General Requirements

- Examination Venue Inspection & Review: For exams with up to 500 candidates: The venue must be available for review at least 3 days before the exam. For exams with more than 500 candidates: The venue must be available for review at least 5 days before the exam.
- CCTV Surveillance: Surveillance must cover all candidates, ensuring that each camera caters to a maximum of 25 candidates. The footage must be recorded and stored in a centralized system at the Examination Venue.
- Coverage of CCTV Surveillance System: Entry points, including biometric registration areas. Exit points (if different from the entry). Any additional areas specified by CSIR-AMPRI for comprehensive monitoring.
- Seating Arrangements: Minimum 3 feet seat width per candidate to prevent screen visibility. Suitable partitions between systems (materials like cardboard, transparent sheets, and thermocol are prohibited).
- Furniture & Lighting: Candidates must be provided with good-quality furniture for comfortable seating.
- Non-shadow lighting is mandatory in all examination halls.
- Candidate Holding Area - Venues must have designated holding areas for storing candidates' personal belongings.

### 2. Examination Venue Requirements

1. Venue Accreditation & Compliance:
  - The Service Provider must accredit agencies/institutions that meet the infrastructure standards outlined in this document.
  - A certified list of approved examination venues must be submitted to CSIR-AMPRI with details on seating capacity and locations.
2. Selection Criteria for Examination Venues:
  - Final approval of venues rests with CSIR-AMPRI.
  - Venues must be easily accessible with a well-known address; congested areas should be avoided.
  - Verification of venue ownership details is mandatory in case of leased/hired venues.
  - Coaching centers are strictly prohibited as examination venues.
  - Once pre-audited, a venue cannot be used for any non-exam-related activity before the exam.
3. Timelines for Venue Finalization:
  - Venues must be identified at least 30 days before the examination and communicated to CSIR-AMPRI.
  - After an CSIR-AMPRI audit, the venue must be finalized at least 28 days before the exam.
  - Each venue must have adequate covered space for document verification & biometric registration, with one biometric counter for every 30 candidates.

4. Location & Accessibility:
  - Adequate venues must be arranged across Bhopal for Proficiency Typing Test and Computer based Written Test i.e. Paper-I & Paper-II.
  - PwD (Persons with Disabilities) and female candidates should be allotted centrally located venues.
5. Power Backup:
  - Every venue must have an adequate power backup solution (UPS & DG sets).
  - The connected UPS must support at least 20 minutes of backup.
6. Seating Capacity:
  - Each venue must accommodate a minimum of 50 candidates.
  - Venues with lower capacities may be permitted only with CSIR-AMPRI's prior approval, provided they meet all requirements.
7. Mock Test & Certification:
  - A full-load mock test (dry run) must be conducted before the exam.
  - The Service Provider must certify that all computer nodes meet CBT exam standards.
  - Examination venues must be sealed daily after exams, with daily online certification available for verification via a centralized dashboard.
8. Computer Node Allocation:
  - Spare capacity should be pre-audited, allowing immediate reallocation of nodes in case of technical failures.
9. Special Arrangements for PwD & Female Candidates :
  - Exam venues should be PwD-friendly with wheelchair accessibility.
  - Venues should be centrally located with ground-floor exam halls where possible.
  - Washroom facilities must be disabled-friendly.

#### **4. Candidate Management & Examination Security**

1. Entry Protocols:
  - Frisking of all candidates (separate for males and females) using hand-held metal detectors.
  - Biometric verification must begin 1 hour before the exam and conclude before the test starts.
2. During the Examination:
  - Candidates must provide a signature, thumb impression, and handwritten statement on both the Attendance Sheet and CSIR-AMPRI Copy of the Admission Certificate.
3. Post-Examination Procedures:
  - Admission Certificates with photograph & signature must be uploaded in PDF batches of 50 sheets.
  - Signed Attendance Sheets must be uploaded on the same day.
  - All examination data, including candidate responses, must be encrypted and transferred to the central system.
  - Hard copies of the CSIR-AMPRI Copy & Attendance Sheets must be sent via registered post/courier or hand-delivered to the authorized officer on the same day.

### 2.3.7. Compliance to Standards

- i. The Service Provider shall ensure industry standard formats for capturing, storage, processing, transmission and reporting of data.
- ii. The system shall support Hindi & English languages.
- iii. The Service Provider must ensure that all the technology components adhere to flexibility, interoperability, usability, availability, manageability, security and integration standards as mentioned in this document.
- iv. The service provider should follow standard methodologies in software development and operations as per ISO standards for Compliance Certification for Quality Management System, Information Security and Cert-In Empanelment.
- v. Maintain comprehensive documentation, including Standard Operating Procedures (SOPs), Minutes of Meetings (MoMs) and Other relevant project documentation

### 2.3.8. Roles and Responsibilities of the Service Provider

The selected Service Provider will be responsible for executing the project in accordance with the detailed scope of work outlined in earlier sections of this document. In addition to the specified roles and responsibilities, the Service Provider must also ensure the following:

#### 1. Examination Infrastructure & Operations

- Establish the required infrastructure at all examination venues.
- Provide necessary training to staff, support personnel, and government officials involved in the examination process.
- Collaborate closely with CSIR-AMPRI, the Project Monitoring Unit\* (PMU), and other stakeholders to ensure smooth execution and reporting.
- Adhere strictly to the contract agreement, ensuring timely submission of deliverables.
- Maintain compliance with project Service Level Agreements (SLAs).
- Ensure strict adherence to timelines and resolve any issues within the defined timeframes set by CSIR-AMPRI.

\*\* A Project Monitoring Unit will be appointed by CSIR-AMPRI to monitor the operations of Service Provider in the conduct of examination (manpower, technical and operations). The functionaries of the PMU will be authorized to inspect any venue, software, servers and evaluate & audit the system.

#### 2. Data Security & Examination Integrity

- Protect the confidentiality of all examination-related information, including:
  - Security of question sets and subject matter experts.

- Secure management of examination centers, including gate security.
- Controlled outsourcing of activities.
- Protection of candidate data, examination software, hardware, and network infrastructure.
- Prevent unauthorized sharing of candidates' personal or private information.

### **3. Biometric Data Collection & Management**

- Capture biometric data (thumb impressions and photographs) for each candidate appearing for the examination.
- Transfer biometric data to AMPRI in both PDF format and digital format within the stipulated timeframe.
- Ensure compliance with security guidelines, interoperability standards, and procedures as per the E-Governance Standards Manual of the Government of India.
- Erase biometric data from the Service Provider's system/storage after a period specified by CSIR-AMPRI and furnish a certificate confirming the deletion.
- Provide CSIR-AMPRI with a mechanism to access biometric and photographic data for generating required reports.
- Ensure biometric data captured in previous stages of the examination is verified in subsequent examination stages.

### **4. Terms & Conditions on Patent Rights**

- The Service Provider (SP) shall ensure that none of the deliverables supplied under this tender infringe upon any patent, intellectual, or industrial property rights, as per the applicable laws of relevant jurisdictions.
- The SP shall be solely responsible for ensuring that all equipment, systems, or any part thereof supplied under this contract are free from any claims of infringement of patent, intellectual, or industrial property rights.
- In the event of any third-party claims regarding infringement or unauthorized use of patents, intellectual, or industrial property rights, the SP shall fully indemnify CSIR-Advanced Materials and Processes Research Institute (CSIR-AMPRI), Bhopal, against all costs, legal claims, or liabilities arising from such claims.
- If any infringement of patent rights is discovered after the supply, the SP shall be solely liable, and CSIR-AMPRI shall not bear any legal consequences arising from such infringement.

### **2.3.9. Surveillance System Requirements**

#### **I. General Surveillance Coverage:**

All examination venues must be equipped with a surveillance system, preferably CCTV, or an equivalent alternative. Camera placement should ensure complete coverage of the examination area, including walkways, with continuous recording throughout the examination period.

#### **II. Camera Deployment and Capacity:**

- A minimum of two CCTV cameras should be positioned diagonally in venues accommodating up to 50 candidates.

- For venues exceeding 50 candidates, one additional CCTV camera is required for each additional group of 50 candidates.

### **III. Recording Specifications:**

- Camera feeds must be recorded locally on a server (server uptime  $\geq 99.9\%$ ) at a minimum of 10 frames per second (FPS) and Full HD (1080p) resolution.
- The system configuration must prevent excessive digital zoom that could enable viewing of individual screens or question papers during the examination.

### **IV. Recording Duration:**

- Recording must commence 60 minutes before the scheduled start of the examination and continue until 60 minutes after its completion.
- For multi-shift examinations, recording must begin 60 minutes before the first shift and continue uninterrupted until 60 minutes after the final shift concludes.

### **V. Data Transfer and Storage:**

- The service provider is responsible for transferring recorded CCTV feeds, along with necessary metadata, to the designated data center server within 72 hours of each examination.
- In exceptional circumstances (e.g., natural disasters), and with prior approval, the transfer deadline can be extended to 7 days.
- The service provider must share the CCTV footage with AMPRI via a secure file transfer mechanism or by providing access to the storage servers.
- The service provider must maintain a secure copy of the footage for one year after the expiry of the contract with AMPRI.

### **VI. System Functionality:**

- CCTV cameras must be IP-enabled.
- Web-based access to live camera feeds must be provided to a designated control room at AMPRI during examinations.

## **2.3.10. Post-examination data sharing and Record keeping**

### **1. Data Submission Process**

Upon completion of the examination, the exam conducting agency shall ensure the secure transfer of all examination-related data to CSIR-AMPRI within 7 days. The process shall include the following steps:

#### **1.1 Data Collection & Verification**

- All candidate responses from the Computer-Based Test (CBT) and Typing Test shall be compiled and verified for accuracy.
- The agency shall prepare detailed reports, including candidate attendance, system logs, and any anomalies encountered during the examination.

#### **1.2 Encryption & Secure Storage**

- The data, including answer scripts, biometric records, logs, and result sheets, must be encrypted using industry-standard encryption protocols (AES-256 or equivalent) before transmission.
- The encryption keys must be securely stored and shared only with authorized CSIR-AMPRI personnel.

### **1.3 Data Submission to CSIR-AMPRI**

- The agency shall submit the encrypted data in a structured format via a secure digital transfer method (such as SFTP or physically in an encrypted external drive).
- A formal acknowledgment of data submission shall be obtained from CSIR-AMPRI.

### **1.4 Submission of Physical Documents**

- The agency shall provide printed reports, including candidate attendance, exam logs, invigilator reports, and result summaries, duly signed by the designated personnel.
- All original biometric attendance records and relevant physical documents shall be handed over in sealed envelopes.

## **2. Data Retention & Deletion Policy**

### **2.1 Data Retention**

- The agency shall retain all encrypted examination data securely for a **minimum period of one year** from the date of examination completion.
- The stored data must be protected against unauthorized access and cyber threats.

### **2.2 Data Deletion**

- Data deletion shall only be carried out upon receiving explicit written instructions from CSIR-AMPRI.
- The agency shall document the deletion process and submit a compliance report, confirming the permanent and irreversible deletion of all related data.

## **3. Compliance & Auditing**

- CSIR-AMPRI reserves the right to audit the data security measures employed by the agency at any time during the retention period.
- The agency shall provide access to encrypted storage locations, security logs, and deletion records upon request by CSIR-AMPRI.

## **4. Penalty for Non-Compliance**

- Any deviation from the above protocol, including unauthorized data access, loss, or failure to comply with retention and deletion policies, shall result in penalties as per the contract agreement.
- CSIR-AMPRI holds the right to take legal action in case of any breach of data security or confidentiality.

This protocol shall be strictly followed to ensure the integrity, confidentiality, and security of examination-related data.



### **3. General Information and Instruction to the Bidders**

#### **(a) Submission of Bids & Mode of Submission:**

Sealed Bids must be submitted in envelope which must be clearly marked with Tender Reference Number, Title of the Tender, Submission Deadline, Name and Address of the Bidder. CSIR-AMPRI will not accept bids submitted via any other means i.e. through email, fax or online portals.

The tender should be enclosed in three envelopes as follows:

1. Envelope 1 – Technical Bid (Sealed & Marked as “TECHNICAL BID”)
2. Envelope 2 – Financial Bid (Sealed & Marked as “FINANCIAL BID”)
3. Envelope 3 – Outer Envelope (Containing both the above-sealed envelopes, marked with tender details)

The technical proposal should not include any commercial information. The bid must include certified copies of approvals authorizing the bidder's representative to sign, act, and execute documents related to the bid. It is bidder's responsibility to deliver the sealed bid at designated place within the time limit.

Bidders failing to qualify in the technical evaluation stage will not proceed to the commercial bid evaluation. Among the technically qualified bidders, the contract will be awarded to the bidder quoting the lowest cost (L1 bidder) as per the prescribed format which will be determined based on the total quoted price for conducting both the Typing Test and Written Test for all candidates. No negotiations will be conducted with the L1 bidder unless required as per government procurement rules.

Bids shall remain valid for 90 days from the date of opening. Withdrawal of bids before the completion of the evaluation process is not permitted. However, bid validity may be extended upon mutual consent.

CSIR-AMPRI may request an extension of bid validity under exceptional circumstances, with written communication to the bidders.

#### **(b) Bid Preparation Costs**

Bidders are responsible for all costs associated with bid preparation, including due diligence, participation in discussions, proposal drafting, and negotiations. CSIR-AMPRI is under no obligation to reimburse any expenses incurred by bidders. Submission of a bid does not guarantee contract award or negotiation.

#### **(c) Amendments and Supplementary Information**

CSIR-AMPRI may issue amendments or supplementary information to clarify any part of the bid document. Any such updates will be communicated to all bidders and will be considered an integral part of the bid document. If amendments are made close to the submission deadline, CSIR-AMPRI may extend the deadline to ensure bidders have sufficient time to incorporate changes.

#### **(d) Right to Terminate the Process**

CSIR-AMPRI reserves the right to discontinue the bidding process at any stage without any obligation to bidders. Participation in the bidding process does not guarantee selection or contract award. Engaging in discussions or negotiations does not imply a binding

commitment from CSIR-AMPRI. The decision of the Director, AMPRI shall be final and binding on all the parties.

**(e) Language of Bids**

All bids and related documents must be in English. If any document is in another language, it must be accompanied by an authenticated English translation. The English version will prevail in case of any interpretation issues.

**(f) Bid Prices**

Bid prices must be firm and final, with no provision for escalation. Prices should be quoted inclusive of all applicable taxes and duties as per price bid format. Price/Commercial bid value should not be disclosed before the opening of the Commercial Bid. Violation of this condition may result in bid rejection. If price revisions are necessary due to clarifications, bidders must submit a revised bid with prior written permission before the commercial bid closing time.

**(g) Bidder Qualifications**

The bidder must be the Principal Officer or an Authorized Representative. A certificate of authority or power of attorney must accompany the bid. All clarifications and subsequent correspondences must be signed by the Principal Officer or Authorized Representative.

If the bidder is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Procuring entity for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

**(h) Earnest Money Deposit (EMD)**

- An EMD of Rs.48,000.00 must be submitted via Demand Draft in favor of the Director, CSIR-AMPRI, payable at Bhopal. Unsuccessful bidders will receive a refund within one month of notification.
- The successful bidder's EMD will be refunded upon submission of a 5% Performance Guarantee.
- The EMD is non-interest-bearing.
- EMD/BSD should remain valid till 45 days beyond the bid validity period i.e. 90 days.
- Bids without EMD &/or Bid security Declaration (BSD) shall be rejected.
- Special category bidders must submit relevant government-issued certifications to claim EMD exemptions.
- The bid security may be forfeited or/ Action can be taken as per Bid Security Declaration Form if:
  - If a Bidder withdraws or amends or modifies or impairs or derogates its bid during the period of bid validity specified by the Bidder.
  - In case of a successful Bidder, if the Bidder fails to furnish order acceptance within prescribed period of the order or fails to sign the contract and/or fails to furnish Performance Security within specified period as per contract.

**Note** - The Earnest Money Deposit (EMD) shall not be applicable for Micro, Small, and Medium Enterprises (MSMEs) and Startups, as defined under the relevant government regulations, provided they submit a valid certificate of registration with the MSME/Startup category issued by the Ministry of Micro, Small, and Medium Enterprises (MSME) or any other recognized authority. Bid Security Declaration shall be submitted by them in lieu of EMD.

**(i) Late submission of Bids**

Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected. Such tenders shall be marked as late and not considered for further evaluation. They shall not be opened at all and be returned to the bidders in their original envelope without opening.

**(j) Bid Validity**

Bids must be valid for at least 90 days from the date of opening. Prices finalized after bid opening will remain fixed for the contract duration. Bid validity may be extended by mutual consent, and EMD validity will also be adjusted accordingly.

**(k) Correction of Errors**

Bidders should ensure accuracy in price quotations. Any discrepancies identified may lead to disqualification.

**(l) Price Components**

Bidders must quote prices for all required components and services in Indian Rupees. No price adjustments will be allowed due to cost variations in labor, materials, or exchange rates. Prices shall be inclusive of taxes, duties, and statutory levies.

Price details must be provided in the prescribed format, including applicable GST details. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.

CSIR-AMPRI reserves the right to request proof of tax payments from the successful bidder.

**(m) Tender Conditions**

This bid document does not constitute an offer and does not commit CSIR-AMPRI to award a contract. CSIR-AMPRI may withdraw or modify the bid at any stage.

Bidders must not attempt to influence officials or employees involved in the bidding process.

**(n) Bid Ownership**

All bid documents submitted will become the property of CSIR-AMPRI and will not be returned.

**(o) Modification and Withdrawal of Bids**

Once submitted, bids cannot be withdrawn before the expiry of the validity period.

EMD shall be forfeited if a bidder withdraws their bid.

**(p) Non-Conforming Bids**

Bids that do not comply with the specified requirements will be considered non-conforming and rejected.

Promotional materials or irrelevant submissions will lead to disqualification.

**(q) Disqualification Criteria**

A bid may be disqualified if:

- Required information is missing or not submitted in the prescribed format.
- The bid form is incomplete or lacks necessary documents.
- The bidder submits only part of the project scope.
- False or misleading information is provided.
- The commercial bid is included with the technical bid.
- Any form of influence or unethical practices is attempted.
- A bidder submits multiple bids or colludes with other bidders.
- Conditional Bid shall be summarily rejected.
- The bidder fails to deposit the EMD &/or BSD within the Technical Bid.

**(s) Right to Accept or Reject Bids**

CSIR-AMPRI reserves the right to accept or reject any bid at its discretion without incurring any liability.

**(t) Statutory Concessions**

Bidders must factor in all applicable statutory concessions while quoting. Any reduction in tax rates must be passed on to CSIR-AMPRI.

**(u) Tax Liability**

Bidders must indicate all applicable taxes and GST in their bids.

**(v) Uniformity in Submission**

All information must be submitted in a clear, structured, and concise manner. Bidders must adhere to all prescribed formats and guidelines provided in this document.

## 4. Bid Opening & Evaluation Process

### 4.1 Bid Opening Session

CSIR-AMPRI will ensure total transparency while opening the bids. CSIR-AMPRI reserves the right to postpone or cancel the scheduled bid opening date/time at any stage. Technical bids will be opened in the presence of bidders or their authorized representatives, if any.

The authorized representatives of the bidders present during the bid opening shall sign an attendance register. If the scheduled bid opening date is declared a government holiday, the bids will be opened at the same time and venue on the next working day. If no authorized representative is present for a bidder, CSIR-AMPRI will proceed with the bid opening as per scheduled date and time.

During bid opening, a preliminary scrutiny of bid documents will be conducted to verify completeness, submission of required fees, authorization of signatories, and compliance with the submission requirements. Non-conforming bids may be rejected at CSIR-AMPRI's discretion. However, this preliminary scrutiny does not confirm that a bid is complete in all respects.

### 4.2 Overall Evaluation Process

- A two-tier evaluation process will be adopted:
  1. Technical bids will be reviewed to determine compliance with the BID requirements. Non-compliant bids will be rejected.
  2. Price/Commercial bids of technically qualified bidders shall be opened.

### 4.3 Pre-Qualification Criteria (Mandatory)

1. Earnest Money Deposit (EMD):
    - Rs. 48,000/- to be submitted through a Demand Draft drawn on a Scheduled Bank, payable at Bhopal.
  2. Non-Blacklisting:
    - An affidavit signed by the authorized signatory confirming the bidder is not blacklisted or under a ban by any Government entity in India as of the bid submission date.
  3. Government Authorization & Credentials:
    - Authority letter confirming the bidder is a government agency or Government Authorised agency to conduct and participate in the tender process, along with PAN, GST registration certificates, and evidence of similar work completed in the last five financial years (2020-21 to 2024-25).
- Suppression of information/facts will lead to immediate disqualification.
  - Consortium bidding is not allowed.

### 4.4 Technical Bid Requirements

The technical bid must include:

Mandatory undertakings in the specified format, including:

1. Non-Disclosure Agreement (NDA).
2. EMD & Tender Paper cost.
3. Bid Documents.
4. Undertakings on Service Level Compliance and Deliverables.

Detailed descriptions addressing the requirements of the BID, including:

5. Solution overview, technology, and deployment architecture.
6. Security, integration, and network architecture.
7. Methodology for conducting computer-based examinations, including project plans.
8. Project governance structure and escalation mechanisms.
9. Training strategies for officials/employees.
10. Key deliverables, such as question bank management, reporting, and review methodology.
11. Experience in relevant projects as outlined in the bid evaluation criteria.
12. Team structure and resumes of key project officials.
13. A contingency plan addressing potential challenges.
14. Additional services (beyond the scope of the Tender) must be submitted as a separate attachment.
15. Tender Acceptance letter.

#### **4.5 Commercial Bids**

- Rates must be quoted per candidate for both stages of examination i.e. Computer based Written Examination and Proficiency Typing test for JSA and Jr Steno applicants, including all applicable levies and incidentals.
- Prices should be clearly written in figures and words.
- Lowest commercial bid will be determined based on the total quoted amount.
- Tax rates and levies must be substantiated with documentary evidence.

#### **4.6. Price matching facility for procurement from MSEs**

In case L1 is not an MSE and there is more than one MSE within the range of L1+15%, only the lowest MSE shall be considered 100% in case order quantity is not divisible, subject to matching the L1 prices. Only on refusal of such lowest MSE to accept L1 price, second lowest MSE within the range of L1+15%, shall be considered. This process shall be continued till a MSE in the range accepts the L1 price or the MSEs in the L1+15% range are exhausted. In case no MSE accepts the L1 price or there is no MSE available, in L1+15% range, then the order shall be placed without applying this principle. Tender services are not divisible.

For claiming Purchase preference as MSE, the bidders registration shall cover the tendered item. The registration certificate submitted must also specify the category of enlistment as "Micro or Small enterprise".

Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience - Prior Turnover shall be applicable as per Govt. norms.



## 5. Award of Contract

### 5.1 Notification of Award

- CSIR-AMPRI will notify the successful bidder in writing prior to the expiry of the bid validity period. EMDs of unsuccessful bidders will be returned promptly.
- The successful bidder shall not, sublet, transfer, or assign the contract work to any other firm/ company in any manner whatsoever.

### 5.2 Contract Finalization and Award

- CSIR-AMPRI reserves the right to negotiate with the bidder with the lowest evaluated bid (L1) to finalize reasonable rates.

### 5.3 Signing of the Contract

- The contract must be signed within 15 days of the work order issuance. Delays attributable to the bidder may result in annulment of the award.

### 5.4 Performance Security

- The successful bidder must submit a Performance Security of 5% of the awarded contract value within 15 days of the work order.
- The Performance Security must remain valid for the contract period plus six months post-completion.

### 5.5 Service Level Agreement (SLAs)

The following SLAs apply:

1. Computer Based examination and Typing Test:
  - Critical: If not conducted as planned, re-tests must be conducted within two weeks, free of cost.
2. Question/Answer Key Leak:
  - Critical: Re-examinations must be conducted within one month, free of cost.
3. Other Penalty Clauses

#### A. Examination Process Delays & Non-Compliance

Issue	Penalty / Action
Delay in submission of examination center details beyond the stipulated timeline	First Instance: Written warning Subsequent Delays: ₹10,000 per week (capped at ₹50,000)
Delay in setting up examination infrastructure (computers, CCTV, biometric, etc.)	First Instance: Written warning ₹5,000 per week
Delay in conducting exams without justified reason	First Instance: Written warning Subsequent Delays: ₹25,000 per week

## B. Technical Failures & Other matters

Issue	Penalty / Action
System failure (server crash, exam software malfunction) causing disruption for more than 30 minutes	₹50,000 per affected center
Data breach, unauthorized access, or leakage of exam content	Major breach: Termination of contract + 100% forfeiture of PBG Minor breach: ₹1,00,000 penalty after investigation
Delay in result processing beyond the agreed timeline	First 3 days: No penalty Beyond 3 days: ₹5,000 per day (capped at ₹50,000)
Re-examination required due to agency error (e.g., question paper leak, system failure)	Cost of re-exam borne by the agency

4. Contract Termination & Blacklisting - If cumulative penalties exceed 10% of the contract value, CSIR-AMPRI reserves the right to review or terminate the contract.

### 5.6 Terms of Payment

Payments will be made after satisfactory completion of work as per the work order and certification by CSIR-AMPRI. No advances shall be paid. Payments will be structured as follows:

- 75% of the claimed amount upon submission of results and supporting documents, including list of centers, invigilators, attendance sheets, biometric records, type scripts, result sheets (soft and hard copies).
- Remaining 25% upon final certification by CSIR-AMPRI of all activities related to the work order.

Deductions will be made for statutory levies, taxes, penalties, and liquidated damages as per contract terms. CSIR-AMPRI reserves the right to recover any dues related to levies, taxes, or penalties from subsequent payments.

### 5.7. Dispute Settlement Mechanism

In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. All such cases shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi for final decision.

## 6. Technical Bid & Evaluation criteria

**Name of Service:** “ Engagement of Exam Conducting Agency for recruitment of JSA and Jr Steno at CSIR-AMPRI, Bhopal” for conducting written Proficiency Typing Test and Computer Based Written examination for recruitment of 5 (five) vacancies of Junior Secretariat Assistant, (JSA) and 03 (three) vacancies of Junior Stenographers (English / Hindi) vide AMPRI Advt. No.03/2021 through open tender through CPP Portal from amongst Govt/PSU/AB Agencies/Government Authorised agencies.

**Important Note :** Bids submitted by Govt. of India/State Govt./ Government authorized agencies will only be considered. In case the Government Authorised Agency does not produce the necessary certificate issued by Appropriate Authority, their Financial bid will not be opened and considered for further processing.

SI No	List of documents required as per NIT	
1	Copy of work completed during last five financial years (2020-21,2021-22, 2022-23, 2023-24 & 2024-25) by Govt/ ABs/ PSUs/ Government Authorized Agency	
2	Copy of valid registration certificate of the agency (Not applicable for Government department/PSUs/ABs) or an authorization letter from appropriate authority	
3	Copy of PAN card	
4	Copy of GST registration certificate	
5	Annual turn over of the agency in last 3 financial years	
6	DD in Original towards EMD	DD No. _____ Dt. _____ Amount _____
7	Signed copy of Tender Acceptance letter	
8	Price Bid.	
9	Name, Designation, address, email ID and Contact No of authorized official to attend for opening of Technical and Price Bid	

Date:

Signature - \_\_\_\_\_

Place:

Name -

Designation -

Official Seal -

NB: Bidders may note that a hard copy of this summary to be submitted in a sealed cover while submitting the tender cost and EMD to CSIR-AMPRI.

## 7. PRICE BID

**Name of Service:** “ Engagement of Exam Conducting Agency for recruitment of JSA and Jr Steno at CSIR-AMPRI, Bhopal” for conducting written Proficiency Typing Test and Computer Based Written examination for recruitment of 5 (five) vacancies of Junior Secretariat Assistant, (JSA) and 03 (three) vacancies of Junior Stenographers (English / Hindi) vide AMPRI Advt. No.03/2021 through open tender through CPP Portal from amongst Govt/PSU/AB Agencies/Government Authorized agencies.

### BILL OF QUANTITIES

Sl.No	Brief Details	Quantity	Unit	Rate inclusive of all taxes	Total Amount inclusive of all taxes
A	Conduct of Computer based written exam (Paper-I & Paper-II) and Computer based Typing test (10 minutes with 35/30 wpm required) for applicants of JSA posts	1150	Each		
B	Conduct of Computer based written exam (Paper-I) and Stenography test (10 minutes dictation followed by typing of 50/60 minutes)	444	Each		
Total: in figures					
In Words:					
<b>Total quoted value (A) + (B) will determine the L-1 Bidder for award of the work **</b>					

**The L1 bidder will be determined based on the composite cost for conducting both the Typing and Written Tests.**

\*\* Rate to be quoted per unit basis inclusive of all expenses and including GST charges which shall be paid on submission of receipts.

#### **Important Points for Bidders**

Both the Typing Test and the Written Test will be conducted on the same day at one or more centers simultaneously across all centers in Bhopal. Candidates must be given at least 15 days' prior notice before the examination

The selected agency will be responsible for:

- Collecting applicant data from CSIR-AMPRI as per the submissions received.
- Arranging uploading of type passages for the Typing Test and question papers for the Written Test in both Hindi and English (except for the English language section), ensuring high standards of secrecy and confidentiality.
- Notifying eligible candidates via email/SMS at least 15 days before the examination date.
- Organizing test centers in Bhopal for the Computer Based Written examination (MCQ Based) and Computer based Typing Test.
- Enabling the download of admit cards through a link on the CSIR-AMPRI website.
- Managing biometric recording of applicants at test centers.
- Deploying necessary manpower, computers, security checks, law enforcement support, medical emergency services, and arranging for CCTV surveillance, videography, and photography at all centers.
- Sharing the exam data with CSIR-AMPRI for preparation of Final merit.

CSIR-AMPRI

## 8. SCHEDULE OF ACTIVITIES

### Engagement of Exam Conducting Agency for recruitment of JSA and Jr Steno at CSIR-AMPRI, Bhopal

<b>Time Schedule from issue of Award Letter</b>	<b>Activities to be carried out by the Bidder under intimation to CSIR-AMPRI, Bhopal from the 10<sup>th</sup> day of Award Letter</b>
Within 15 days	Deposit of PSG (5% of quoted rate) in DD or BG mode
	Signing of Agreement by the Bidder
Within one weeks	Receiving of soft copy data of all eligible candidates of JSA by the bidder from CSIR-AMPRI.
Within two weeks	Initiation of uploading of (i) passages for typing test (ii) question papers for written test
Within four weeks	Submission of List of Centers for typing test to CSIR-AMPRI Conduct of Mock Test
	Schedule of Computer based Written & Typing Test (to be held in two consecutive days on Saturday and Sunday)
Within five weeks	Providing a link CSIR-AMPRI website for downloading of Admit Cards
Within eight weeks	Conduct of Computer based Written & Typing Test in Centers in Bhopal.
Within ten weeks	Submission of result sheet of typing test both in hard copy and soft copy (Post Code and Category wise) along with downloaded type scripts to CSIR-AMPRI including attendance sheets and other documents



**Syllabus for Post of Junior Secretariat Assistant (G/F&A/S&P) – Advertisement No. RECT-03/2021****Skill Typing Test Norms on Computer**

A typing test will be conducted on a computer. Proficiency in computer typing speed and usage will be of a qualifying nature only. The typing test norms are as follows:

- **English Typing:** 35 words per minute (w.p.m.)
- **Hindi Typing:** 30 words per minute (w.p.m.)
- **Time Allowed:** 10 minutes

(Note: 35 w.p.m. corresponds to 10,500 key depressions per hour (KDPH), assuming an average of 5 key depressions per word.)

For computing the typing speed, instructions in respect of error calculation shall be communicated in further communication after award of work.

**Syllabus of Written Test**

There will be two papers (Paper-I and paper-II). The paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper –I. Paper-I is qualifying in nature. Merit list will be prepared based on marks obtained in Paper – II.

<b>Mode of Examination</b>	<b>OMR Based Objective type multiple Choice Examination</b>
Medium of Questions	The questions will be set both in English and Hindi except the questions
Standard of Exam	Class XII
Total No. of Questions	200
Total time allotted	2 hours 30 minutes

**Paper – I** (Time allotted – 90 minutes)

<b>Subject</b>	<b>No. of question</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
Mental Ability Test*	100	200 (two marks for every correct)	There will be no negative

*\*Mental Ability Test will include General Intelligence, Quantitative Aptitude, Reasoning, Problem solving, Situational Judgement, etc.*

**Paper – II** (Time allotted – 1 hour)

<b>Subject</b>	<b>No. of questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
General Awareness	50	150 (three marks for every correct)	One negative mark for every wrong answer
English Language	50	150 (three marks for every)	One negative mark for every wrong

**Syllabus for Post of Junior Stenographer – Advertisement No. RECT-03/2021****Proficiency Test in Stenography**

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

S.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe)
1	English	50	70
2	Hindi	65	90

The methodology of evaluation of Stenography Test, calculation of mistakes, etc. shall be communicated in further communication after award of work.

**Scheme of Written Examination**

<b>Mode of Examination</b>	OMR Based or Computer Based Objective Type Multiple Choice Examination
<b>Medium of Questions</b>	The questions will be set both in English and Hindi except the Questions on English Language
<b>Standard of Examination</b>	10+2/XII
<b>Total No. of Question</b>	200
<b>Time Allotted</b>	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only **one Paper** with three parts as detailed below:

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

**Documents to be signed by the bidder**

**1. NON-DISCLOSURE AGREEMENT (NDA)**

[On Company Letterhead]

This Non-Disclosure Agreement ("Agreement") is made and executed at CSIR-AMPRI, Bhopal on this \_\_\_ day of \_\_\_ [Month], [Year], by and between:

**Council of Scientific and Industrial Research (CSIR), New Delhi**, a society registered under the Societies Registration Act, 1860 (hereinafter referred to as the "Council"), which term shall include its successors, assigns, and all persons managing the Society, of the one part; and

**[Name of the Bidder]**, having its registered office at **[Address]** (hereinafter referred to as the "Bidder"), of the other part.

**WHEREAS:**

1. The Council ("Purchaser") has invited bids from various government organizations for hiring services related to a specific project at CSIR-AMPRI ("Project").
2. The Bidder has expressed interest in submitting a proposal for the Project.
3. The Purchaser agrees to provide the Bidder with confidential information necessary for bidding purposes.

**NOW, THEREFORE, BOTH PARTIES AGREE AS FOLLOWS:**

**1. Confidentiality Obligations:**

The Purchaser will provide the Bidder with a detailed document containing confidential information regarding the Project ("Confidential Information"). The Bidder agrees to:

- Maintain absolute confidentiality and apply the same level of protection as it does to its own confidential and proprietary information.
- Use the Confidential Information solely for the purpose of preparing and submitting the bid.
- Not copy, reproduce, or disclose the Confidential Information to any third party, except as required for bid preparation.
- Keep a documented record of the number of copies made in relation to the Project.
- Upon completion of the bidding process, if unsuccessful, return all Confidential Information in tangible form or certify in writing that such information has been destroyed.

**2. Exclusions from Confidentiality Obligations:**

The confidentiality obligations shall not apply to information that:

- Was already known to the Bidder, free from confidentiality obligations, as evidenced by written records prior to disclosure.
- Becomes publicly known without any breach of this Agreement by the Bidder.
- Is independently developed by the Bidder's personnel without access to the Confidential Information.

### 3. Scope and Enforcement:

- This Agreement applies to all confidential information disclosed by the Purchaser regarding the Project.
- The Purchaser retains all rights, titles, and intellectual property rights over the Confidential Information. No rights, licenses, or transfers of ownership are granted to the Bidder.
- The Purchaser has the right to seek an injunction or pursue any legal remedies in case of a breach.

### 4. Duration and Termination:

- This Agreement is effective from the date of the last signature and shall remain in force indefinitely.
- Upon written request from the Purchaser, the Bidder shall immediately cease using the Confidential Information, return all copies, and certify compliance in writing.

### 5. General Provisions:

- This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, discussions, or correspondence.
- Any amendments to this Agreement must be in writing and mutually agreed upon by both parties.
- Confidential Information is provided "as is," and the Purchaser makes no warranties regarding its accuracy or completeness.
- This Agreement shall be binding upon and inure to the benefit of both parties, their affiliates, successors, and assigns.
- This Agreement shall be governed and construed in accordance with the laws of India.

### For and on behalf of the Bidder:

[Signature]

**(Name of Authorized Signatory)**

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

Address: \_\_\_\_\_

Location: \_\_\_\_\_

### **2. Bid-Securing Declaration Form**

(Bid Security Declaration)

#### **(Must submit with Technical Bid)**

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

Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under

the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity (Minimum 90 days) specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

**(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)**

### **3. Bid Security Bank Guarantee Format**

1. In consideration of CSIR-Advanced Materials and Processes Research Institute (CSIR-AMPRI), Bhopal (hereinafter referred to as the "Government"), on the first part, and M/s. \_\_\_\_\_ (hereinafter referred to as the "Bidder"), on the second part, having agreed to accept the Earnest Money Deposit (EMD) of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in the form of a Bank Guarantee/Demand Draft for the Request for Proposal for the procurement of \_\_\_\_\_ from (Name of the Bank), (hereinafter referred to as the "Bank"), we hereby undertake to pay the Government, on demand and without demur, an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_). This guarantee shall remain valid for a period of one year from the date of the Award of Contract. However, the Government reserves the right to return the Guarantee earlier if the Service Provider does not qualify for commercial negotiations as determined by the Commercial Negotiations Committee (CNC), based on its evaluation of the bids.
2. In the event that the Service Provider withdraws the tender before completing all stages leading up to the commercial negotiations or during the commercial negotiations, the Performance Bank Guarantee deposited by the Service Provider shall be forfeited to the Government. We also undertake not to revoke this guarantee during its validity period except with prior written consent from the Government. Furthermore, we agree that any modifications to the terms of the tender shall not

discharge our obligations under this Guarantee, and we shall be deemed to have accepted any such variations.

3. No interest shall be payable by the Government to the Service Provider on the Performance Bank Guarantee during its validity period.

Dated this \_\_\_\_ day of \_\_\_\_\_

For the Bank of \_\_\_\_\_

(Authorized Signatory/Manager)

**4. Format for declaration by the Bidder for Code of Integrity & conflict of interest**

**(Must enclosed with Technical bid )**

**(On the Letter Head of the Bidder)**

Ref. No: \_\_\_\_\_

Date \_\_\_\_\_

To,

\_\_\_\_\_

(Name & address of the Purchaser)

Sir,

With reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned under Para of your Tender document and have no conflict of interest as mentioned under Para of Tender.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

a

b

c

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code.

Thanking you,

Yours sincerely,

Signature  
(Name of the Authorized Signatory)  
Company Seal

### **T&C of Code of Integrity/Conflict of Interest :-**

1. The bidders/suppliers should sign a declaration about abiding by the Code of Integrity for Public Procurement in bid documents. In case of any transgression of this code, the bidder is not only liable to be removed from the list of registered suppliers, but it would be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India, and so on.
2. **Code of integrity for Public Procurement:** The Purchaser as well as bidders, suppliers, contractors and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:
  - A. **“corrupt practice”:** making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
  - B. **“Fraudulent practice”:** any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
  - C. **“anti-competitive practice”:** any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
  - D. **“coercive practice”:** harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
  - E. **“conflict of interest”:** participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain; and
  - F. **“Obstructive practice”:** materially impede the purchaser’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser’s Entity’s rights of audit or access to information;
3. **Obligations for Proactive disclosures**
  - A. The Purchaser as well as bidders, suppliers, contractors and consultants, are obliged under Code of Integrity for Public Procurement to sue-moto proactively declare any conflicts of interest (coming under the definition mentioned above – pre-existing or as and as soon as these arise at any stage) in any procurement

process or execution of contract. Failure to do so would amount to violation of this code of integrity; and

- B.** The bidder must declare, whether asked or not in a bid document, any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity. Failure to do so would amount to violation of this code of integrity;
- C.** To encourage voluntary disclosures, such declarations would not mean automatic disqualification for the bidder making such declarations. The declared conflict of interest would be evaluated and mitigation steps, if possible, taken by the purchaser.

4. **Punitive Provisions** Without prejudice to and in addition to the rights of the Purchaser to other penal provisions as per the bid documents or contract, if the Purchaser comes to a conclusion that a (prospective) bidder/supplier, directly or through an agent, has violated this code of integrity in competing for the contract or in executing a contract, the purchaser may take appropriate measures including one or more of the following:

**A. If his bids are under consideration in any procurement:**

- i. Forfeiture or encashment of bid security;
- ii. Calling off of any pre-contract negotiations; and
- iii. Rejection and exclusion of the bidder from the procurement process.

**B. If a contract has already been awarded**

- I. Cancellation of the relevant contract and recovery of compensation for loss incurred by the purchaser;
- II. Forfeiture or encashment of any other security or bond relating to the procurement;
- III. Recovery of payments including advance payments, if any, made by the purchaser along with interest thereon at the prevailing rate.

**C. Provisions in addition to above:**

- i. Removal from the list of registered suppliers and banning/debarment of the bidder from participation in future procurements of the purchaser for a period not less than one year;
- ii. In case of anti-competitive practices, information for further processing may be filed under a signature of the Joint Secretary level officer, with the Competition Commission of India;
- iii. Initiation of suitable disciplinary or criminal proceedings against any individual or staff found responsible.



## **5. Price Certificate**

**(To be submitted with Technical Bid)**

“Certified that rates quoted in this tender is/are not higher than the rates quoted for the same / similar work/services charged to any other govt. organization / PSUs / CSIR Labs/ or any other firm/organization”.

**Signature and seal of Bidder**

## **6. Declaration on Blacklisting**

I/We, M/s. \_\_\_\_\_ do hereby solemnly affirm and declare as under:

1. That my/our firm is not black-listed / debarred / suspended / terminated by any Govt . Organization .
2. That my/our firm have not been convicted by any court of law in any matter and no case pending related to tendered services.

**Sign . and seal of bidder (name) the sole proprietor/partner of company / firm**

## TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender,

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

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

Dear sir,

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

Yours faithfully,

Seal & Signature of the Bidder,

**Note: This Form is to be filled mandatorily & is to be submitted along with the technical bid, failing which tender may be declared as non- responsive and rejected.**

## Checklist for Bidders

### ✓ Eligibility Documents

- Proof of similar work completed in the last five financial years (2020-2025)
- Copy of valid registration certificate or authorization letter
- Copy of PAN Card
- Copy of GST Registration Certificate

### ✓ Financial Requirements

- Demand Draft (DD) for Tender Fee
- Demand Draft (DD) for Earnest Money Deposit (EMD)

### ✓ Technical & Commercial Bids

- Signed and sealed Technical Bid (without commercial details)
- Price Bid (as per prescribed format)

### ✓ Compliance & Undertakings

- Signed Non-Disclosure Agreement (NDA)
- Certification of no blacklisting from any Government agency
- Compliance with IT Act 2000, GDPR, and relevant data security regulations

### ✓ Project Execution & Support Documents

- Proposed Methodology & Exam Execution Plan
- Infrastructure details (exam centers, CCTV, biometric setup)
- List of manpower and their roles for exam management
- Data Security & Encryption Plan

### ✓ Post-Examination Obligations

- Process for result compilation and submission
- Commitment to data retention and deletion policies
- Service Level Agreement (SLA) compliance