



**CSIR-ADVANCED MATERIALS AND PROCESSES RESEARCH
INSTITUTE**
(Council of Scientific and Industrial Research)
BHOPAL –462 026

NIT No. 21(8)/Admin.Rect./Tender/2025

Dated : 25.02.2025

NOTICE

Sub: Issue of Clarifications / Amendment to Tender for “Outsourcing of Recruitment process to Exam Conducting Agency for Recruitment of Junior Secretariat Assistants under Advertisement Nos. RECT-01/2021 & RECT-01/2025 at CSIR-AMPRI, Bhopal”-reg.

The above cited tender was published on 18.02.2025 on CPP Portal as well as CSIR-AMPRI website. Pre-Bid Meeting was held in OFFLINE mode on 25/02/2025.

ANSWERS to QUERIES sent by participating firms or raised during the course of Pre-Bid Discussions have been CLARIFIED/ ANSWERED in this CORRIGENDUM. Based on such answers or clarifications the terms mentioned in the Bid Document stands MODIFIED / AMENDED to that extent. Bidders must refer to this corrigendum for clarification before making and submitting their bids. Clarification/Amendments to all queries raised by prospective bidders in writing is annexed at Annexure-A.

The amendments made to the tender document after the Pre-Bid stage are as below :

1. The Bid Submission date is extended to 11.03.2025 upto 05:00 PM.
2. The tender condition 2.3.2(b) amended to – “*The Service Provider shall take over the venues for examination 3 days in advance uniformly for small centers and large centers.*”
3. The tender condition 6.3.3 amended to “*Credentials – Agency with valid registration along with PAN, GST registration certificates, and evidence of similar work completed in the last five financial years (2020-21 to 2024-25).*”

The Clarification/Amendment being issued in r/o above Tender will be part of the Original Tender document and as such both the documents should be read in conjunction with each other.

Sd/-
Controller of Administration
CSIR-AMPRI, Bhopal

Encls: Annexure-A

ANNEXURE- A

Pre Bid Meeting was held in OFFLINE mode on 25/02/25. ANSWERS to QUERIES sent by participating firms through email or raised during the course of Pre-Bid Discussions have been CLARIFIED/ ANSWERED in this CORRIGENDUM. Based on such answers or clarifications, tender conditions as mentioned stands MODIFIED / AMENDED to that extent.

Sl. No.	Reference/Clause No. /Page No. of Tender Document	Query from the prospective Bidders	Clarification / amendment
Aptech limited (representation sent via email and representative participated in physical mode)			
01	Page No 14/ 4.2	Please confirm whether the candidate has to write any statement on Attendance Sheet.	The candidate shall be required to give written statement on Admit card only as per Tender document
02	Page No. 15/3.1.1	We suggest standardizing the venue inspection and review timeline to 3 days before the examination, regardless of the candidate count, as the preparation process remains the same for all centers. On Day 1, the exam center is set up, infrastructure is verified, and necessary arrangements are completed. On Day 2, the first mock test is conducted to ensure system functionality and address any issues, followed by a second mock test on Day 3 to validate exam readiness. Since this structured approach ensures thorough preparation, the additional two days for centers with over 500 candidates are unnecessary and do not add value. Keeping a uniform 3-day review period enhances operational efficiency, resource optimization, and better planning without causing delays. Therefore, we propose modifying the clause to state that the venue must be available for review at least 3 days before the exam, irrespective of the number of candidates.	The tender condition amended to – “2.3.2(b) - The Service Provider shall take over the venues for examination 3 days in advance uniformly for small centers and large centers. “
03	Page No.32/Technical Bid & Evaluation Criteria	We kindly request you to allow bidders to submit a Net Worth Certificate , issued by a Chartered Accountant (CA), confirming the financial health and positive net worth of the entity, in place of the Solvency Certificate.	No change in Tender condition.
		Considering the Solvency Certificate is must for tender submission, it will require another 8-10 days for issue of aforementioned certificate. Therefore, extension of last date of submission of tender is requested.	The bid submission last date has been extended till 11.03.2025 from earlier 07.03.2025.

04		Request you to kindly confirm the number of applications received against advertisement No RECT-03/2021.	Number of applications shortlisted for Advt No RECT-03/2021 – 1154
Richminds Digital Private Ltd (representative participated in physical mode)			
05	-	Whether EMD is exempted for MSMEs.	As per Tender Condition, EMD is exempted for MSMEs but they are required to submit BSD compulsorily.
06	-	Whether the Typing exam and Computer based written exam to be held on different days? If so, can we quote different prices for Typing and CBT separately.	The Typing exam and computer based written exam are to be conducted in one single day. Therefore, no separate pricing to be quoted for each. Vendor has to consider all the expenditures considering the required services as mentioned in tender document while quoting the price per candidate.
07	-	In which cities, the examination for both recruitment cycles to be conducted?	Examination for Recruitment cycle for Advt RECT-03/2021 is to be conducted in centers of Bhopal city only. For Advt No RECT-01/2025, the exam is to be conducted in cities across Madhya Pradesh. The actual number of cities shall be decided depending upon the Number of registrations received.
All India Management Association (AIMA) (email representation received)			
08	page no. 5 of 49	We request modification to the above clause "The Bidder must have successfully conducted at least three examinations (Computer Based Examination) within in the last five financial years with 10,000 candidates per exam. The bidder must submit work completion certificates from client organizations."	No change in Tender condition.
09	the page no. 28 of 49	Pre-Qualification Criteria (Mandatory) - We request you to confirm if this tender is limited to the government agencies/departments/Govt. PSU's.	It is clarified that the tender is open to all firms / vendors and not restricted to government agency or government authorized agency to participate in the tender process. The tender condition may accordingly amended to “ 6.3.3 Credentials – Agency with valid registration along with PAN, GST registration certificates, and evidence of similar work completed in

			the last five financial years (2020-21 to 2024-25)."
10	page no. 32 of 49	We request modification to the above clause "List of Successfully Conducted Computer Based Exams (CBT) Minimum three Recruitment cycles completed during period 2019-20 to 2024-2025 (till last date of submission of bid) with minimum 10,000 candidates per exam."	No change in Tender condition.