राष्ट्रीय जैव विविधता प्राधिकरण
NATIONAL BIODIVERSITY AUTHORITY
5th Floor, TICEL Bio Park, CSIR Road, Taramani, Chennai – 600 113, Tamil Nadu, India
५ फ्लोर टाईसल बयोपार्क,सीएसआईआर रोड, तरमणि, चेनै – ६०० ११३, तमिलनाडु, भारत

Phone : 044- 2254 2777
Fax : 044-2254 1200

Email : admn@nba.nic.in
Website : www.nbaindia.org

F. No. 2/210/2020/Admn /1780 **Dated 18th August, 2020**

NOTICE INVITING TENDER FOR CONDUCT OF ONLINE EXAMINATION

ADDENDUM AND MODIFICATION TO TENDER DOCUMENT NO. NBA/2/208/2020-ADMN/NBA

This addendum and modification to the above NIT is issued to add/revise the following clauses to tender terms & conditions.
The last date for receipt of Bids is hereby extended to 28-08-2020.

Modification to the prescribed Terms and Conditions:

Sl.No.	**Ref Clause/Point/Sub Section etc.**	Terms and Conditions as issued in NIT	Modified Terms and Conditions
1	Last date / Time of submission	21.8.2020 UPTO 15.00 Hrs	28-08-2020 up to 15.00 hrs.
2	Date and time of opening of Technical Bids	21-08-2020 at 16.00 hrs	28-08-2020 at 16.00 hrs.
	Annex-I – Para 2	The selected agency has to plan to conduct the examination in such a way that the candidates shall take the online examination either from their home or at designated centres of the service provider. So the service provider has to offer the choice to candidate to take the examination either from their home or from designated Centres.	The selected agency has to plan to conduct the examination in such a way that the candidates shall take the online examination from their home through virtual mode. Candidates who are not having necessary infrastructure facility at home, can attend examination in nearby "Call Centre / Internet Browsing Centre" on their own.
3	Annex-I – 2(1)(l)	Designing the format of application for online submission by the candidates to be linked to NBA Website	***Deleted.***

4	Annex-I – 2(1)(III)	Online fee payment gateway solution for fee collection through credit/debit card and internet Banking.	The service provider has to collect examination fee in their bank account and remit the same to NBA. Provision for online fee payment gateway for fee collection through credit/debit card and internet banking shall be arranged by the service provider.
5	Annex-I – 2.(1)(IV)	Coding & Decoding features shall be built in to the process of the examination	Encrypting and decrypting of Questions and Answers shall be built in to the process of the examination.
6	Annex-I – 2.1	**Question Bank Management and Examination Paper:** Question Paper Creation: The SP shall enable their software to create question paper for each type of examination on an on-demand basis. The software shall be able to create question paper by randomly selecting questions from 'Question Bank' for applicable exam. The number of questions to be included for each exam shall be provided by NBA.	**Question Bank Management and Examination Paper:** Question Paper: The Service provider shall design their software to randomly pick up the questions from the Question Bank provided by NBA. There will be two type of examination to be scheduled in one session, Multiple Choice Questions and Essay type Question. The Question Bank may consist of approximately 500 Nos. questions. The number of questions to be included for each exam shall be decided by NBA.
7	Annex-I – 2(2)(x)	At the end of the exam, transfer / export of candidate response and audit trails shall be done by the selected bidder on secured channel from Central server of the selected bidder within 24 hour from each exams.	At the end of the exam, transfer / export of candidate response and audit trails shall be done by the selected bidder on secured channel from Central server of the selected bidder within 24 to 48 hours from each exams depending the volume / size of data.

8	Annex-I – 2(3)	**Evaluation Phase:** Test Data Archiving: The selected bidder should be able to record and backup each candidate's response after the examinations. The selected bidder shall archive the result and other examination data for future references after specified time, as per requirement of NBA	**Evaluation Phase:** Test Data Archiving: The selected bidder should be able to record and backup each candidate's response after the examinations. The selected bidder shall archive the result and other examination data for **a period of six months from date of examination future references .**
9	Annex-I – 3(3)	**QUALIFYING CRITERIA FOR TECHNICAL BID:** Quality & Capability Certification: The bidder must have ISO-27001-2005, ISO-9001-2008 & CMMI-3 CERT certification.	**QUALIFYING CRITERIA FOR TECHNICAL BID:** Quality & Capability Certification: The bidder must have (a) current ISO – 27001 and ISO-9001 certification (b) CMMI- 3 or above certification (c) Security audited system process (Web/data server) – certified by CERT-In empanelled Security auditing organizations.
10	Annex-I – 3(5)	Professional Capability : The bidder must have sufficient infrastructure for processing applications on-line through IT infrastructure (minimum 100 Terminal, i.e. Computer with Internet and Print facility) competent and technically/professionally qualified manpower of required number for conducting selection process involving minimum 500 applicants	Professional Capability: The bidder must have sufficient infrastructure for processing on-line applications through IT infrastructure.

11	Annex-I – 8(14)	**SET OFF:** Any sum of money due and payable to the contractor (including performance security deposit refundable to him) under this contract may be appropriated by the purchaser/NBA or any other person or persons contracting through NBA and set off the same against any claim of the purchaser or NBA or such other person or persons for payment of a sum of money arising out of this contract made by the Contractor with Purchaser or NBA or such other person or persons contracting through NBA	**SET OFF:** Any sum of money due and payable to the contractor (including performance security deposit refundable to him) under this contract may be appropriated by the purchaser/NBA or any other person or persons contracting through NBA and set off the same against any claim of the purchaser or NBA or such other person or persons for payment of a sum of money arising out of this contract made by the Contractor with Purchaser or NBA or such other person or persons contracting through NBA. **NBA would provide reasonable opportunity to the service provider, to represent, before invoking this clause.**
12	Annex – IV – Financial Bid	Composite rate per candidate for conducting online exam as described in Annexure - I	Rate per candidate for conducting online exam as described in Annexure – I
13	Annex-V – Technical Bid Evaluation – Column No.2	The bidder must have sufficient infrastructure for processing applications on-line through IT infrastructure (minimum 100 Terminal, i.e. Computer with Internet and Print facility) competent and technically/professionally qualified manpower of required number for conducting selection process involving minimum 500 applicants – 25 Marks	The bidder must have sufficient infrastructure for processing on-line applications through IT infrastructure. – **30 Marks**
14	Annex-V – Technical Bid Evaluation – Column No.3	The bidder must have ISO-27001-2005, ISO-9001-2008 & CMMI-3	***Deleted*** (Since it is a qualifying criteria)

		CERT certification. – 5 Marks	
15	Annex-V – Technical Bid Score – Sl. No.1 – Column No.4	< 3 years = 0 >= 3 Years to <=5 Years = 20 Marks > 5 Years to <= 10 Years = 30 Marks >= 10 years = 40 Marks **Or based on number of Exams handled (to be decided)**	< 3 years = 0 >= 3 Years to <=5 Years = 20 Marks > 5 Years to <= 10 Years = 30 Marks >= 10 years = 40 Marks This is decided
16	Annex-V – Technical Bid Score – Sl. No.2 – Column No.2,3 and 4.	IT infrastructure (minimum 100 Terminal, i.e. Computer with Internet and Print facility) competent and technically/professionally qualified manpower of required number for conducting selection process involving minimum 500 applicants – 25 Marks --- < 100 terminals and < 500 application process = 0 =>100 terminals 500 application process = 10 Marks >=100 terminals & 1000 application process and less than 200 and 2000 application process = 20 Marks >=300 terminals & 3000 application process = 25 Marks	IT infrastructure for conducting selection process – 25 Marks --- a) Successfully conducted two examinations with minimum 500 candidates each – 15 Marks b) Successfully conducted two examinations with minimum 1000 candidates each – 20 Marks c) Successfully conducted three examinations with minimum 2000 candidates each – 25 Marks d) Successfully conducted five examinations with minimum 5000 candidates each – 30 Marks
17	Annex-V – Technical Bid Score – Sl. No.3	The bidder must have ISO-27001-2005, ISO-9001-2008 &	**Deleted**

		CMMI-3 CERT certification – 15 Marks ISO-27001-2005, ISO-9001-2008 & CMMI-3 CERT certification. = 10 Marks Above the level of ISO-27001-2005, ISO-9001-2008 & CMMI-3 = 15 Marks	
18	Form: 2 – Sl. No.2	Average annual turnover for last three Financial years i.e. FY 2017-18, 2018-19 & 2019 – 20 from the business based on Audited Accounts (duly certified by a Chartered Accountant) Financial Year Audited Annual Turnover (Amount in Rs.)	Average annual turnover for last three Financial years i.e. FY 2017-18, 2018-19 & 2019 – 20 from the business based on Audited Accounts (duly certified by a Chartered Accountant **– except for the year 2019-2020.) – For 2019-2020 – Un-audited financial statement certified by Company Secretary / authorized signatory will be accepted.**

Addendum to the Tender:

Sl. No.	Ref Clause/Point/Sub Section etc.	Additional information / terms and conditions (addendum)
1	Annex-I – 1 General	The approximate number of Young Professionals (YP) to be engaged in different categories are as follows: **Scientific:** YP-II - 6 YP-III - 6 Legal: YP-I - 4 YP-II - 6 YP-III - 4 **Accounts:** YP-III - 1 **System:** YP-III - 1 Details regarding the essential qualifications, experience, tenure of engagement and the consolidated remuneration payable are available in the YP Guidelines – which can be seen at http://nbaindia.org/uploaded/pdf/Guidelines.pdf

2	Annex-I – 2 Scope of Service	On account of ongoing Covid – 19 pandemic it has been decided to conduct the online examination in 'Single Mode' only that is 'home-based'. For candidate(s) who are not able to take the 'home-based' examination, they shall make their own arrangement to appear in this online examination from a 'call-centre / web browsing centre' etc and will be responsible to follow the prescribed process. Instruction regarding this will be provided in the 'Registration Form'. The examination registration process – go live – has to approximately start within 21 days from the date of award of contract. Registration module shall be live for 30 days. A helpdesk with email and telephone support shall be provided for candidates between 9.00 am to 6.00 pm on all working days. The language of the helpdesk shall be in English & Hindi. The helpdesk number would be a standard landline number.
3	Annex-I – 2(3) Evaluation Phase	For multiple choice questions the evaluation would be electronic and provided by the selected service provider. NBA would get the essays evaluated by its experts and communicate the marks obtained to the service provider, who would then consolidate and tabulate the marks scored by each candidate. The helpdesk must be efficiently managed by the selected bidder.

18/8/20

Administrative Officer