



**NATIONAL BIODIVERSITY AUTHORITY
GOVERNMENT OF INDIA
Chennai – 600 113.**

**NOTICE INVITING TENDER TO CONDUCT ONLINE EXAMINATION FOR
ENGAGING YOUNG PROFESSIONALS (YPs) IN NBA**

The National Biodiversity Authority (NBA), Chennai, a statutory body established under the Biological Diversity Act, 2002, intends to engage competent agency to conduct online examination for engaging around 30 (Thirty) Young Professionals at NBA. Sealed bids are invited from reputed firms/organizations subject to the Terms & Conditions in the tender document.

Tender Notification No.	:	NBA/2/208/2020-Admn/NBA/
Name of the Work	:	Conducting online examination for Engaging Young Professionals (YPs) in NBA
Earnest Money Deposit Amount	:	Rs. 10000/- (Rupees Ten thousand only)
Period of Contract	:	The period of contract shall remain valid till completion of the assignment
Last date / Time of submission	:	21.8.2020 UPTO 15.00 Hrs
Address for submission of Bids	:	Administrative Officer, National Biodiversity Authority, 5 th Floor, TICEL Bio park, CSIR Road, Taramani, Chennai – 600 113 Email: admn@nba.nic.in Phone: 044 2254 2777/1075/1072

1. Interested bidders should ensure that they fulfil all the terms and conditions mentioned in the tender before sending their bids.
2. Details of Service to be engaged and Terms & Conditions are as prescribed in Annexure – I. Interested bidder/s may prepare tender in two parts. “Technical Bid” containing Annexure II, III & EMD with supporting documents must be placed in a sealed cover named “**Technical Bid**”. The financial bid in Annexure IV should be in another sealed cover marked “**Financial bid**”. Both the bids containing Technical and Financial Bids should be placed in another envelope and addressed to the Administrative Officer, National Biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113 superscripted as “**TENDER TO CONDUCT ONLINE EXAMINATION FOR ENGAGING YPs FOR NBA**”.

**THE EMD SHOULD NOT BE PUT IN THE COVER CONTAINING
“FINANCIAL BID”.**

3. The weightage for “Technical Bid” and “Financial Bid” will be 60% and 40% respectively.
4. If any clarification is required with regard to tender conditions, technical/financial bids they may seek clarification through email (admin@nbaindia.in & admn@nba.nic.in) on or before 21.8.2020. The reply will be updated in the website www.nbaindia.org.
5. The last date/time for the receipt of sealed tenders shall be **21.8.2020 up to 15:00 hours**. The Technical Bids will be opened **on 21.8.2020 at 16.00 hours** in the presence of the bidders or their authorized representatives. The date of opening of financial bids will be notified later. If the office happens to be closed on the last date of receipt of the tender as specified, the tenders will be received and opened on the next working day at the same time and venue.
6. NBA reserves the right to relax, modify and expand the conditions, restrict, scrap, refloat or cancel in whole/part, the tender process at any stage without assigning any reasons. Decision of NBA in this regard shall be final and binding. Delivery of the responses to this notice inviting tender (along with documents) at the prescribed address will be the sole responsibility of the bidder.
7. Conditional bids being not permissible shall be summarily rejected.

Administrative Officer
National Biodiversity Authority, Chennai.

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GENERAL CONDITIONS OF THE TENDER AND SCOPE OF SERVICE

1. GENERAL

The National Biodiversity Authority (NBA), Chennai, a statutory body established under the Biological Diversity Act, 2002, intends to engage around 30 Young Professionals in Scientific, Legal/IPR, System and Accounts categories at NBA. This number may vary as per functional requirements of NBA.

2. SCOPE OF SERVICE

The selected agency will plan, design, develop, format, organize, conduct and manage the engagement of Young Professionals through online competitive examination across India using its own network, managing the entire range of activities related to engagement process.

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 agency tasks would include Online Registration, Online Payment collection through a payment gateway, Communication with candidates on Registration and Payments, conducting of Online Examination on a specific day and time. The selected bidder shall prepare and provide Standard Operating Procedure (SOP) for all processes for safe and secure conduct of examination along with rules for contingency and exception handling/ emergency procedures. The agency will be fully responsible for any lapse/default in conducting online examination (Candidates may also appear from their homes) and also assist in handling post examination RTI/legal issues, if any.

2.1 PRE EXAMINATION PROCESS

The Agency will manage the pre examination related activities including registration of candidates.

The Pre-examination process shall include:

- I. Designing the format of application for online submission by the candidates to be linked to NBA Website
- II. Generation of registration number.
- III. Online fee payment gateway solution for fee collection through credit/debit card and internet Banking.
- IV. Coding & Decoding features shall be built in to the process of the examination
- V. Capable of arranging the online exam in such a way where applicants having laptop/desktop/web cam and network connection may also appear from their home.
- VI. Provide virtual proctoring solutions such as:
 - (a) Conducting live proctor, where a proctor/Invigilator will be assigned to watch live feed from candidate web cam including the Desktop i.e., human based remote-manual and

- (b) Capture, report and cease/allow to cease the instances of cheating during the exam; including (but not restricted to) the following:
- i) Trespassing identification;
 - ii) Additional device detection;
 - iii) Examinee-movements and biological breaks;
 - iv) Facial distractions;
 - v) Screen-share, device share or such other e-copying;
 - vi) Impersonation;
 - vii) Browsing away from test window (unless required for the test);

Question Bank Management and Examination Paper

- NBA shall provide 'Question Bank' to Service Provider (SP) for each type of examination.
- 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.

General

- All pre-examination phase processes shall be carried out by the selected bidder in consultation with NBA.
- The selected bidder will have to carry/ demonstrate Complete Test Run (CTR) with test data to NBA before implementation of the software. The selected bidder should also be able to demonstrate click by click audit trail for any type of enquiry.
- The selected bidder should also be able to demonstrate Application server logs to capture all errors, warnings and exceptions that are generated in applications along with the time at which they occurred.

2.2 Examination Phase

2.2.1 The selected bidder/ SP shall ensure that only the authorized candidates are taking the exam.

2.2.2 Conduct of Examination

- a. The online examination will comprise of :
 - 1) Multiple choice questions
 - 2) Short essay of about 250 words on a given type, which the candidate would type and upload.
- b. The Examination shall be computer based with the questions (in English) being provided on screen on a random basis, without any manual intervention.
- c. Sufficient time of 15-20 minutes shall be allotted before the exam for providing orientation to the candidates on the structure of the exam, time limits and guidelines for answering the question papers.

- d. Key Minimal Requirements with respect to user interface/ exam software functionalities is provided as below:
- i. Display of Candidates Details: Computer based exam software should support standard features such as display of details of candidates' i.e. display of candidates photograph registration number of candidate, and name of the exam.
 - ii. Duration and Time Remaining: The duration of the exam shall be displayed at commencement of exam in the instructions sections. The start-time and time remaining counter shall be displayed at all time during the examination.
 - iii. Instructions for Examination: The system shall display clear instructions as applicable for the examination at the start of the test.
 - iv. Randomization of Questions/ Answers: The questions and answers should be randomized/jumbled for each candidate appearing for the same exam. The system must insure that options such as 'All of the above' in multiple choice questions are correctly sequenced and not jumbled.
 - v. Saving Exam Progress: Examination software must have 'Exam Resume' functionality, whereby candidates' examination progress will not be lost in-case of system or power failures
 - vi. Use of Standard/ Proprietary Font and Enlargement: Examination software must use standard or proprietary fonts in a manner that does not degrade the readability of the question paper. Software must allow user to zoom the examination screen to enlarge fonts/ screen content.
 - vii. Disable other systems functionalities: Examination software must disable other system feature such as usage of internet browser, pen drive, and file sharing through LAN or any other means of malpractices / cheating.
 - viii. The examination software/ system must generate and display question paper for the desired exam/ subject from the question bank provided by NBA
 - ix. While selecting the questions from the question bank system should ensure that questions selected for various examinations are randomized manner to minimize duplicity of the questions in question paper
 - 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 exam.

Note – Following shall be made available by NBA:

- Question Paper format defining number of questions to be included in the examination
- Rules/guidelines/markings scheme etc.

2.3 Evaluation Phase

The selected bidder shall calculate marks obtained by each candidate in respective exam and shall publish the same online accessible to NBA only by providing candidate enrolment number.

- The selected bidder's software must have provision for elimination of any incorrect/ out of syllabus questions while evaluation. NBA shall provide/ facilitate for listing such questions post examination. The system must also be able to normalize marks and accommodate for providing grace marks as per limits set by NBA.
- The candidate's responses, photograph, audit trails should be uploaded automatically from the local machine to the selected bidder's data centre in a secured manner. There should not be any traces of any data pertaining to candidate whatsoever post uploads left on the exam server/ local server/ or exam machines.
- The selected bidder should be able to hand over the responses/data to NBA immediately (same day) after the candidate's response upload from local machine. The software should have capability to take the answer key post examination. The data also need to be uploaded to a server at the Master Control Facility of service provider.
- The selected bidder shall provide attendance data of all the candidates captured during examination, for verification purposes.
- The selected bidder shall provide documented inputs and support for handling
 1. Candidate's queries
 2. RTI queries
 3. Court Cases
- 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
- After generation of the result, if required Bidder may have to develop API/software/application to directly upload the scores at NBA's official portal.

3 QUALIFYING CRITERIA FOR TECHNICAL BID

S.No	Criteria	Minimum Eligibility Requirement	Documentary evidence to be submitted along with the proposal
1	Legal Entity	The Applicant can either be a Company or firm/society registered under relevant Acts in India and is in similar business for at least 03 years as of 31 st March, 2020 shall have completed at least 3 similar assignments in the last 5 years. The bidders should mandatorily possess the registration numbers e.g. PAN, GST, etc., as applicable to them.	Self Certified Copy of: (a) Certificate of Incorporation /Registration (b) GST Registration Certificate (c) PAN Card Copy (d) IT return Acknowledgement for last 3 years (i.e., FY 2016-17, 2017-18, 2018-19 & 2019 - 20)
2	Average Annual Turnover	Average Annual Turnover of Rs.3 Crore (Rupees Three Crore only) in last three Financial years (i.e., 2017-18, 2018-19 & 2019 - 20).	a) Copy of the Audited Statement of Accounts (Balance Sheet and Profit & Loss Account) for the last three FY (i.e., 2017-18 & 2018-19 & 2019 -20). (b) Certificate by Chartered Account to this effect has to be submitted in Form 2 .
3	Quality & Capability Certification	The bidder must have ISO-27001-2005, ISO-9001-2008 & CMMI-3 CERT certification.	Self Certified Copies of the Certificates.
4	Technical Capability	The bidder must have successfully handled and completed end to end recruitment/selection process by conducting online exams for any Government agencies including Central / State Government Departments / PSUs/ Public Sector Banks, etc. during last 3 (three) Financial Years ending 31.03.2020. The consultant firm/ agency should submit the details of such assignments undertaken as Form 1 The Applicant must have conducted online / recruitment examination for any two of the aforesaid organizations/ establishments, one such exam having involved applications of at least 500 candidates. The bidder must have its own Software for conducting of end-to-end recruitment examination, the exam being made online mode.	<ul style="list-style-type: none"> • Work order from the client mentioning details of exam and amount claimed. • Profile of the bidder giving details of activities, infrastructure, manpower etc. • Self declared certificate need to be submitted by the bidder on the number of candidates. • Besides the bidder should furnish the certificates from the concerned agency / organization about number of candidates at which exam was conducted by the bidder simultaneously.

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	
6	Self certification in the Form 3 of affidavit	The bidder or any of its director/s or partner/s should neither have been convicted by any court of law nor is any criminal case pending against them before any court of law. Further the bidder as a Firm should not have been blacklisted / barred / disqualified by any Government organization / regulatory / statutory body from future participation in any such tender.	Affidavit in prescribed format in Form No.3.
7	Earnest Money Deposit	Earnest Money Deposit (EMD) in the form of Account Payee Demand Draft/Banker's Cheque, in favour of "National Biodiversity Authority" for an amount of Rs.10,000/- (Rupees Ten thousand only) on any Scheduled Bank along with the bid	

4. EVALUATION OF TECHNICAL BID

4.1 The bidder is precluded from contacting any official of NBA after opening the tender until the contract is awarded. Any effort to influence may lead to rejection of the bid of the company/firm.

4.2 NBA will constitute a Tender Evaluation Committee (TEC) to carry out the entire evaluation

4.3 TEC will have no access to the Financial Bids till the competent authority accepts its recommendations on the Technical Bid.

4.4 The Technical Bids will be first evaluated based on responsiveness to the terms and conditions of tender. Only responsive bids will be taken up for detailed qualifying evaluation. Technical Bids will then be evaluated as per criteria defined in Annexure V. At this stage, the financial bids will remain unopened.

5. FINANCIAL BID

The rates should remain firm till execution of the contract except for statutory levies. The service charges should be quoted in figures and words in Financial Bid (Annexure – IV). Any overwriting / Correction should be attested by the Bidder.

6. EVALUATION OF FINANCIAL BID

6.1 Financial Bids of only those accepted by the competent authority to be ‘qualified’ will be opened. The bidders who are declared ‘qualified’ in the first level evaluation will be notified on the date and time of opening of financial bid at least one week in advance. Such bidders or an authorised representative may choose to attend the bid opening at the appointed time. The qualifying score and rates in the financial bid will be read aloud.

6.2 TEC shall conduct evaluation of Financial Bids and assign score as in Annexure VI. Computational errors, if any will be corrected by the TEC. On such correction, if there is variation between a partial amount and the total amount or words and figures, the former will prevail.

7. FINAL EVALUATION

7.1 After opening and evaluation of Financial Bids, final evaluation will be made based on the maximum scores obtained in Technical and Financial bids. For this purpose, 60 % weightage will be assigned for Technical Bids and 40 % for Financial Bids as shown in Annexure VII.

7.2 In the event of tie in final score, the bidder who has a higher score in the Technical bid will be taken as L1.

8. CONDITIONS OF CONTRACT (CC)

8.1 APPLICATION:

The Conditions of Contract for procurement of service shall apply in the contract made by the purchaser.

8.2 STANDARDS:

The services to be offered under this contract shall conform to the standards prescribed in the Technical Specifications.

8.3. INSPECTION AND TESTS:

8.3.1 The purchaser or his representative shall have the right to inspect and test the quality of services as per prescribed test schedules for their conformity to the specifications. Where the purchaser decides to conduct such tests in the premises of the vendor / service provider or its subcontractor(s), all reasonable facilities and assistance shall be furnished to the inspectors at no charge to the purchaser.

8.3.2 Should any inspected or tested services fail to conform to the specifications, the purchaser may reject them and the vendor / service provider shall either replace the rejected services or make all alterations necessary to meet specification requirements free of cost to the purchaser.

8.4. DELIVERY:

Delivery of the services and documents shall be made by the vendor / service provider in accordance with the terms specified by the purchaser in its schedule of requirements.

8.5 WARRANTY:

The contractor shall warrant that the services to be provided shall exclusively be free from all disputes shall be of the highest order and consistent with the established and generally accepted standards for such services and shall perform in full conformity with the specifications of the job described hereinbefore. The contractor shall be responsible for any dispute whatsoever that may develop under the conditions provided by the contractor and, arising from faulty decision, plan, and shall solve such disputes at his own cost when called upon to do so by the purchaser who shall state in writing in what respect the services are faulty.

8.6. PAYMENT TERMS:

Payment of the cost of service as mentioned in the Price Schedule will be effected immediately after completion of the job, and after completion of any other obligation arising out of the tender subject to relevant certificate from the Purchaser on the bills.

8.7. SUBCONTRACTS:

The Agency shall notify the purchaser in writing of all subcontracts awarded if not already specified in his bid. Such notification in his original bid or later shall not relieve the Agency from any liability or obligation under the Contract.

8.8. TIME PERIOD OF WORK: 6 (Six months) from the date of issue of work order.**8.9. DELAYS, LIQUIDATED DAMAGES:**

Any damage occurred due to delay in execution of services / completion of the job shall be recovered from the value of Contract. However, the recovery will not be made if the delay is on account of hindrances beyond the control of the bidder.

8.10. FORCE MAJEURE:

If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the purchaser as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

8.11. TERMINATION FOR DEFAULT:

8.11.1 The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the vendor / service provider, terminate this contract in whole or in part:

- (a) If the Agency fails to deliver any or all of the services within the time period(s) specified in the Contract or extension thereof granted by the purchaser, if any.
- (b) If the Agency fails to perform any other obligation(s) under Contract: and
- (c) If the Agency, in either of the above circumstance (s) does not remedy his failure within a period of 30 days (or such longer period as purchaser may authorize in writing) after receipt of the default notice from the purchaser.

8.12 TERMINATION FOR INSOLVENCY:

The purchaser may at any time terminate the contract by giving written notice to the Agency, without compensation to supplier, if the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued thereafter to the purchaser.

8.13 ARBITRATION:

8.13.1 In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Secretary, NBA. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is a NBA Employee or that he was to deal with the matter to which the agreement relates or that in the course of his duties as a NBA Employee he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Secretary, NBA or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

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

8.13.3 The venue of the arbitrator proceeding shall be the office of the Secretary, NBA or such proceeding places as the arbitrator may decide.

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

8.15. SELECTION PROCESS

Procedure for ranking:

- a) A bidder should secure 50% score out of 100 in technical bid in order to be qualified bidder for being eligible for getting financial bids opened.
- b) The total score will be calculated by allocating 60% weightage of the Technical bid and 40% weightage of the Financial bid.
- c) The Financial Bid offering the lowest cost will be awarded the highest score out of 100 and the financial bid with the highest cost will be awarded the lowest score. The other bids will be awarded score in between these two in an inversely proportionate manner with respect to the offered costs.
- d) The bid with the highest score after combining the score of the technical bids and financial bid will be chosen as the agency to whom the work order will be offered.

9. INDEMNITY

The Contractor should agree to keep NBA indemnified and hold harmless against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of the Contract or arising from any breach or non-compliance whatsoever by the Contractor or any of the persons deployed by it pursuant thereof or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether wilful or not, and whether within or outside the premises.

10. PERFORMANCE GUARANTEE

10.1 The successful bidder must submit performance security deposit irrespective of status of company/firm/Contractor equal to 10% of the value of the contract in the form of bank guarantee/fixed deposit receipt (FDR)/Banker's Cheque/Demand Draft made in from a Scheduled Bank favouring of National Biodiversity Authority covering the entire period of the contract.

10.2 The Performance Security Deposit must remain valid for a period of 60 days beyond the stipulated date of completion of the contract. In the event of further extension of contract, a revised PSD @ 5% of contract value must be given within two weeks of communication of decision.

10.3 The performance security deposit will be forfeited in case of non compliance of the terms of the agreement by the service provider.

11. BID SUBMISSION & REJECTION

11.1 Tender must be submitted in two parts. “Technical Bid” containing Annexure II, III & EMD with supporting documents must be placed in a sealed cover named “***Technical Bid***”. The financial bid in Annexure IV should be in another sealed cover marked “***Financial bid***”. Both the covers containing Technical and Financial Bids should be placed in another envelope addressed to the Administrative Officer, National Biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113 superscribed as “ **Tender for conduct of Online Exam for NBA** ”.

11.2 Tenders are liable to be rejected if

- (i) received after the stipulated date;
- (ii) complete requisite information is not provided;
- (iii) not accompanied by prescribed documents including EMD;
- (iv) the prescribed proforma have not been used; OR
- (v) any miscalculation is made in the financial bid (Annexure V)

Technical Bid

**TECHNICAL BID TO CONDUCT ONLINE EXAMINATION FOR ENGAGING
YOUNG PROFESSIONALS (YPs) IN NBA**

Full Name and address of the applicant in addition to address and other relevant information needed for the complete Address:-

From:-

To
The Administrative Officer
National Biodiversity Authority,
5th Floor, TICEL Bio Park,
CSIR Road,
Taramani,
Chennai – 600 113

Sir,

1. I / we have read all the particulars regarding the general information and other terms and conditions of the contract to conduct online Examination for engaging young professional for NBA, Chennai and agree to provide the services as detailed in the NIT or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure IV & V to this TENDER and I / we agree to hold this offer open till six months from the date of entering a job contract with NBA. I / we shall be bound by a communication acceptance despatched within the prescribed time.
2. I / we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this TENDER. The documents to accompany this TENDER are at page Nos.
4. Every page so attached with this TENDER bears my signature and the official seal.
5. The Offer shall remain valid for acceptance for a minimum period of 60 days from the date of Technical bid (opening).

Signature & Seal of Applicant with date
Address

Name & Signature of witness
Address

TECHNICAL BID

**(TO BE SUBMITTED ON THE LETTER HEAD OF FIRM/CONTRACTOR UNDER
SIGNATURES OF THE AUTHORISED SIGNATORY)**

Name of the Bidder			
Name of the contact person (s)			
Address of Registered office			
Telephone number			
Fax number			
Mobile number			
Constitution (whether Firm/Company Govt./Public/Society/Partnership/ Proprietorship) and year of constitution. **			
GST Registration No.**			
PAN No.**			
TAN No.**			
Whether the Contractor or its Sole Proprietor/ Partner/Director has been convicted in any criminal case?			
ISO Certificate No. **			
Experience in no. of years (Name and address of client departments may be indicated.) (Enclose copy of contract, details of satisfactory performance report/ work completion from their clients from Govt./PSUs)			
Whether any litigation is pending against Government Institution(s)	# Yes / No		
Earnest Money	D.D No. & Date	Bank & Branch	Amount
Income Tax Return Enclosed	AY 2017 - 18	AY 2018 - 19	AY 2019 - 20
	# Yes / No	# Yes / No	# Yes / No

** Attach proof # Delete whichever is not applicable

Date :

Authorised Signatory

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the Business proposals.

FINANCIAL DETAILS**Financial Bid**

(TO BE SUBMITTED ON LETTER HEAD OF FIRM/AGENCY UNDER SIGNATURES OF THE AUTHORISED AGENCY)

To
The Administrative Officer
National Biodiversity Authority,
5th Floor, TICEL Bio Park,
CSIR Road, Taramani,
Chennai – 600 113.

I / we wish to submit our TENDER for conducting online Examination for engaging young professional for NBA, Chennai on the following rates:

S. N	Description of work	Unit	Rate in figures (In Rs.)	Rate in words (In Rs).
1	To conduct online Examination for engaging young professionals for NBA as per process defined in the Tender Document.	Composite rate per candidate for conducting online exam as described in Annexure - I		

*** No extra or additional cost will be taken into consideration. The price quoted should be without any taxes and all applicable taxes should be defined clearly and separately in the financial bid.**

(The rates quoted will be valid till the completion of contract from the date of acceptance of the rates/ Date of Letter of Award) We have carefully read the terms and conditions of the contract and agree to abide by these in letter and spirit.

Signature of the Authorised Signatory

Place & Date

TECHNICAL BID EVALUATION

The bidder must have successfully handled and completed end to end recruitment/selection process by conducting online exams for any Government agencies including Central / State Government Departments / PSUs/ Public Sector Banks, etc. during last 3 (three) Financial Years ending 31.03.2020.	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	The bidder must have ISO-27001-2005, ISO-9001-2008 & CMMI-3 CERT certification .	* Average Annual Turnover of Rs.3 Crore in last three Financial years (i.e., 2017-18, 2018-19 & 2019 - 20).	TOTAL SCORE
40 Marks Computation of qualifying marks: order value (with a service period of 6 month to 12 months)	Max : 25 marks	Max : 5 marks	Max. 30 Marks	100

* Overall Minimum Qualifying marks – 50 Marks

* Turnover for each year should be certified by a practicing Chartered Accountant indicating Registration No.

TECHNICAL BID SCORE

S. No	Evaluation Type	Max Score	Criteria of Scoring
1	Successfully handled and completed end to end recruitment/selection process by conducting online exams for any Government agencies including Central / State Government Departments / PSUs/ Public Sector Banks, etc. during last 3 (three) Financial Years ending 31.03.2020.	40	<p>< 3 years = 0 >= 3 Years to <=5 Years = 20 Marks > 5 Years to <= 10 Years = 30 Marks >= 10 years = 40 Marks</p> <p>Or based on number of Exams handled (to be decided)</p>
2	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	<p>< 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</p>
3	The bidder must have ISO-27001-2005, ISO-9001-2008 & CMMI-3 CERT certification.	15	<p>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</p>
4	Average Annual Turnover of Rs.3 Crore in last three Financial years (i.e., 2017-18, 2018-19 & 2019 - 20).	30	<p><Rs.3 Crore = 0 = Rs.3 Crore = 10 Marks > Rs.3 Crore and <Rs.5 Crore = 20Marks > Rs.5 Crore = 30 Marks</p>

FINANCIAL BID EVALUATION

Bid evaluation Criteria and selection procedure

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using **Quality cum Cost Based Selection (QCBS)** process. 60% weightage would be given to the Business evaluation and 40% weightage would be given to the financial bid.

Evaluation Criteria for Financial Proposal

The price bids of only those Firm/Agencies who qualify will be opened. The viability of satisfactory performance of contract at the rate of consideration on offer will then be assessed depending upon contributing factors like TDS, overheads and profitability. The viable proposals having the lowest acceptable cost bid will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids.

FINAL EVALUATION

Sl.No	Name of the Firm/Contractor	Weightage of Technical Bid (60% of qualifying scores)	Weightage of financial Bid (40% of financial scores)	Total Points
(1)	(2)	(3)	(4)	(5) = (3)+(4)
1				
2				
3				
4				
5				
6				

- (i) Evaluation will be done by clubbing the weightage assigned for both Technical and financial bids and the highest mark scorer (H1) will be awarded the contract.
- (ii) If more than one bidder score the same as H1, the winning bidder will be considered based on the marks scored on Technical bid.

Form-1

Work Experience

EXPERIENCE IN HANDLING ONLINE EXAMINATION

The Bidder's relevant past experience should be provided as per the requirements specified for meeting eligibility criteria under SI. No. 3 (4) and Bid evaluation criteria under Annexure - V. Bidder should submit the details of experience of successfully handling end to end recruitment/ selection process for written and practical as per the form in the table provided below and necessary supporting documents such as work order/contract / client citation/ confirmation for work done should be enclosed.

Name of Assignment / Work Order No. with date	Name of Client Organization	Duration of Assignment	Experience in handling online Examination	Experience in conducting Final Results	Work Order Value In Rs.

Signature:

Seal:

Full Name:

Note: The bidders are requested to submit the Project Experience Criteria wise under SI. No. -03 (4) and Annexure - V in the order mentioned in these sections for ease in evaluation. The bidder need to submit the respective work order copies along with the work completion certificate from the respective work assignees/organization for verification.

Form: 2

Company's Financial Information
(To be submitted on Firm's Letter Head)
Kindly provide the following details for the Firm:

1. Name of the Firm:
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.)

Financial Year	Audited Annual Turnover (Amount in Rs.)
2017-18	
2018-19	
2019 - 20	

Signature of the Chartered Accountant (Statutory Auditor): Seal

Full Name:

Name of the CA Firm:

Membership No:

Address:

Phone No:

E-mail Id:

Note:

Consolidated Audited Annual Reports/Financial Statements for last three financial years have to be provided as proof for consulting firm's turnover. The above certificate should be obtained from the Statutory Auditor of the Company/Firm.

Form: 3

Self-certification in the form of affidavit

To
The Administrative Officer
National Biodiversity Authority,
5th Floor, TICEL Bio Park,
CSIR Road, Taramani,
Chennai – 600 113.

Dear Sir,

We the company/Firm, M/s _____, hereby declare that “neither the Company/Firm nor any of its director/s or partner/s have been convicted by any court of law nor any criminal case be pending against them before court of law. Our Company/ Firm had not been blacklisted / barred / disqualified by any Government organisation / regulatory / statutory body from future participation in any such tender. In any manner whatsoever on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Place:

Date:

Bidder's Company Seal:

Signature of Company Secretary of Company/ Managing Director of firm

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Bid.