NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
An Autonomous Scientific Society of
Department of Electronics and Information Technology,
Ministry of Communications and Information Technology, Government of India
Electronics Niketan, 6 , CGO Complex, New Delhi - 110003 , India

Expression of Interest (EOI) for Infrastructure for Online Examinations to be conducted through NIELIT

1. Advertisement for Expression of Interest

NIELIT

National Institute of Electronics & Information Technology
(Formerly DOEACC Society)
(A Scientific Society of Department of Electronics and
Information Technology,   Ministry of Communications &
Information Technology, Govt. of India)
Electronics Niketan, 6, CGO Complex, Lodhi Road,
New Delhi – 110 003.
Phone: 011-2436 4870, Fax: 011-2436 3335
Website: www.nielit.edu.in

Notice Inviting Expression of Interest (EoI)

Infrastructure for Online Examinations to be conducted through NIELIT

NIELIT intends to have Online Examination Centres pan India in major Districts. EoI is invited for using IT infrastructure to conduct Online Examination and associated facilities at the premises.

The Interested Institutes/ Colleges may visit our website http://www.nielit.in for more details. Last date for EoI submission in sealed envelopes is November 05th, 2012

(Dr. Ashwini Kumar Sharma)
Managing Director

2. Invitation for Expression of Interest

The NIELIT invites EOIs from reputed Company/Organisation/Academic Institution (hereafter referred as 'Agencies') to provide the Infrastructure to conduct the Online Examination through NIELIT.

NIELIT will compensate the agencies providing IT Infrastructure suitably. The idea is that NIELIT will use IT Infrastructure owned and managed by the agencies for conducting online examinations as per the schedule of examination which will be informed well in advance. The agencies should provide the details of hardware/software systems setup, IT tools used, databases used, Operating systems used, CCTV/Camera setup details, seating capacity per centres, spare capacity as stand by, own proctoring staff or third party, access control systems etc. which can be offered for the purpose.

The project information and the broad scope of work are detailed below. It may be noted that this information is indicative only. The actual Scope of work will be available in the Request for Proposal (RFP) document which will be issued shortly, to the eligible/short-listed bidder selected through this EOI.

Interested Agencies fulfilling the minimum qualification criteria as stated in the EOI, may send their complete details as per details given in this EoI document on or before 5th November, 2012 5:00 P.M., to the following address by post/hand in a sealed envelope superscribing "**Expression of Interest (EOI) for Infrastructure for Online Examination to be conducted through NIELIT"** for short-listing the interested parties for the Request For Proposal (RFP):

Managing Director,
National Institute of Electronics and Information Technology (NIELIT),
Electronics Niketan,
6, CGO Complex,
Lodhi Road, New Delhi
110 003
http://www.nielit.in

For any further queries and clarifications you may contact Dr. S. Birendra Singh, *Director (Tech),* on Telephone No 011-24363733 or by e-mail to: s.biren@doeacc.edu.in.

3. Introduction to the Project

1. Purpose:

NIELIT is now the agency to conduct Written Examination and/or Interview for recruitment process of DeitY, its attached & subordinate offices and all statutory and Autonomous Organisations as per OM No.2(11)/2012-Pers.I Vol.II dated October 10, 2012. NIELIT proposes to provide **Any Time On-line Examination** for the candidates applying for its various examinations as well as intends to provide the similar service to Government and reputed organisations willing to conduct online examinations. NIELIT plans to establish Fixed Online Examination Centres PAN India, to begin with, initially at all state capitals and major districts later covering all the 640 districts of India as per the census of 2011[*] with state-of-the art technologies for testing 200 candidates at 4 metro cities, 100 candidates in A class cities, 50 candidates in B class cities, 30 candidates in C Class and other cities. These numbers are per batch.

2. About NIELIT:

*N*ational *I*nstitute of *EL*ectronics and *I*nformation *T*echnology (NIELIT), (erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Department of Electronics & Information Technology (DeitY), Ministry of Communications and Information Technology, Govt. of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). The Society is engaged both in the Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training in the state–of-the-art areas and to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector of IT Education & Training.

The Society has 16 Centres at Aizawl, Agartala (RIELIT), Aurangabad, Calicut, Chandigarh (with branch offices at Shimla, Lucknow & New Delhi), Chennai, Gorakhpur (with Eastern Regional Office at Patna), Imphal, Srinagar/Jammu, Kohima (with extension Centre at Chuchuyimlang), Kolkata, Shillong, Tezpur/Guwahati, Gangtok, Itanagar and Ajmer with its Head quarters at New Delhi.

NIELIT Centres are conducting long-term courses at Post-Graduate level (M.Tech) in Electronics Design & Technology, Embedded Systems etc. which are not normally offered by Universities/Institutions in the formal sector. Other long term courses conducted by the Centres are: Diploma Level courses in Electronics Production & Maintenance, Electronics Engineering, Computer Science & Engineering, Masters in Computer Application, Bachelor in Computer Applications etc., which are affiliated to respective State Universities/Technical Boards. The NIELIT Centres are also imparting training through short term courses in the areas of Information Technology, Electronics Design & Technology, VLSI, Embedded System,

---

[*] http://www.censusindia.gov.in/2011-prov-results/paper2/data_files/india/paper2_4.pdf

Information Security, Manufacturing Technology, Maintenance Engineering etc. Besides the training activities, NIELIT Centres are offering consultancy services and undertaking software development, implementation & maintenance.

In the Non-Formal Sector, the NIELIT is implementing the DOEACC Scheme on computer courses, a joint scheme of the erstwhile Department of Electronics (DoE) now Department of Electronics & Information Technology (DeitY), and AICTE (MHRD) at the National Level by utilizing the facilities and infrastructure available with the institutions/organizations in the non-formal sector. Under the Scheme, 'O' Level (equivalent to Foundation Level), 'A' Level (equivalent to Advanced Diploma), 'B' Level (equivalent to MCA) and 'C' Level (designed to be at M.Tech Level) are being offered. O, A & B level courses are recognized by MHRD for the purpose of employment. Since the inception of the Society, 8.76 lakhs candidates have been registered and about 1.69 lakhs candidates have qualified (theory papers) the various DOEACC Computer Courses at O/A/B & C Levels.

The Computer literacy programme of the NIELIT is an outcome of the recommendation of National Task Force on Information Technology and Software Development. Based on the recommendation, the Society in the year 1999 has launched a programme on computer literacy viz. 'Course on Computer Concepts', now popularly known as 'CCC'. The programme equips a person to use the computers in day-to-day life for professional as well as personal use. It is an 80 hrs. programme, which has got recognition from various state and central Government Departments as basic course for IT/Computer literacy for recruitment and career promotions. Since inception of the CCC course, 787,517 candidates have applied for examination and 512,390 candidates have passed to date.

The Institute is embarking upon training programme to develop entrepreneurs and provide IECT based services to users and is also undertaking government sponsored projects in the field of ICT & related activities.

3. *Objective:*

To establish a strong network of state-of-the-art Online Examination Centres for hosting the online examinations to be conducted through NIELIT. The Company/Organisation/Academic Institution, so identified, would act as permanent examination centres for the NIELIT's online examinations and will be termed as "Online Examination Centres of NIELIT".

4. *Existing Arrangements for the conduct of Online Examinations:*

The Society is conducting national level examination of its IT literacy courses, viz. Course on Computer Concepts (CCC) and Basic Computer Course (BCC) under the following schemes:

> *Regular examination cycles of CCC – Conducted in the months of February, June and October;*

(The duration of regular examination cycles varies from 1 day to 10 days.)
Every month examination cycles of CCC –Conducted on the 1ˢᵗ and 3ʳᵈ Saturday of every month.
Every month examination cycles of BCC –Conducted on the 1ˢᵗ Saturday and following Sunday of every month.

The expected number of candidates per year for CCC examination is approx. 2 lakhs and for BCC examination is approx. 6 lakh.

The exam centre are finalised for each exam by NIELITs Regional Centres.

(a) *Existing Infrastructure:*

   i. NIELIT has got around 100 Branded Core 2 Duo PCs or later and 15 High end Servers at its Head Office and a very robust IT Infrastructure at its regional centres.
   ii. NIELIT has structured cabling at the Regional Centers in turn connect to the Data Centre at the Head Office in Delhi with LANs in Client Server Architecture and also having MPLS network with capacity of 4 mpbs at end locations.
   iii. NIELIT has its Web Portal, managed in-house and information about the services of the Institute is disseminated through the URL of the Portal, i.e., http://www.nielit.in.

4. Broad Scope of Work

The Scope of Work would include providing of infrastructure (Man-Machine) for the conduct of various examinations in online mode, based on the examination schedule as communicated by NIELIT from time to time. The institutions so identified through this process would be termed as Fixed Online Examination Centers of NIELIT for the conduct of online examinations. The institution would be required to meet the pre-requisites and provide the infrastructure as stated in subsequent paragraphs:

Prerequisites

    (a) Prerequisite - Procedural and Legal requirements

        i. Academic Institution

            1. School :

                a. The school should be affiliated to CBSE/ICSE or any state board up to secondary / senior secondary level.

                b. The Principal/Vice Principal/Head Master / Head Mistress of the school should act as the overall in charge of the examination centre during the conduct of the examinations.

                c. The school should not have been debarred by any board for the conduct of the examinations for any reasons.

                d. The school should be willing to enter into an MoU with NIELIT for abiding by all guidelines, rules/regulations for conducting NIELIT's examinations.

            2. College :

                a. The college should be affiliated to any recognised university and must be conducting courses on Computer Science / Information Technology.

                b. The Principal/Vice Principal of the college should act as the overall in charge of the examination centre during the conduct of the examinations.

                c. The college should not have been debarred by any university for the conduct of the examinations for any reasons.

                d. The college should be willing to enter into an MoU with NIELIT for abiding by all guidelines, rules/regulations for conducting NIELIT's examinations.

        ii. Recognized Private Institutions (Company/other organizations):

                a. This category consists of Societies/Trust run private colleges affiliated to any recognized

university and must be conducting courses on Computer Science / Information Technology.
b. The Principal/Vice Principal/Head of the institution should act as the overall in charge of the examination centre during the conduct of the examinations.
c. The institution should not have been debarred by any university for the conduct of the examinations for any reasons.
d. The institution should be willing to enter into an MoU with NIELIT for abiding by all guidelines, rules/regulations for conducting NIELIT's examinations.

(b) Prerequisite – Location Requirements
The institution should be well connected with public transport and located at feasible distance from the nearest bus stand/railway station/metro station.

(c) Prerequisite – Technical

- Having seating capacity of computer lab of minimum 200 candidates in a batch at 4 metro cities, 100 candidates in A class cities, 50 candidates in B class cities, 30 candidates in C Class and other cities.
- The agencies should have at least 2 Servers.
- The agencies should have sufficient (20% buffer i.e. 20 per 100 systems as buffer per shift) standby machines to take care in case break down of PCs. The agencies should have printing facilities for taking out prints.
- Separate testing stations for each candidate using walls or privacy partitions.
- Should have proper access control systems in the Examination centre with CC TVs and Cameras to discourage unfair practices.
- All the workstation and servers should be on LAN supporting IPv4 with Dual Internet connectivity with 2 mbps dedicated bandwidth with link load balancer.

(d) Prerequisite – General requirements
- The LAN set up shall be virus free and fire-walled. The terminals and the servers including the backups shall also be virus free.
- Sharing the site for network integration with NIELIT for a required number of days for security, proper hand shaking and actual s/w testing before the exam conducted live at each site.
- Biometric Support for candidate Authentication and Authorization
- Webcam on each client
- Printer connected to each client via network
- Scanner

- Power Backup for servers and each clients - UPS and GenSet
- Firewalls/UTM
- Antivirus Solutions
- Fire Alarms
- Fire suppression
- Facility for having suitable drinking water and separate toilet facilities both for Boys and Girls.
- Facility to ensure foolproof data security, data transfer and physical security inside.
- Ample parking space.

The exact configuration of hardware/software for setting up the Online Examination centers will be given to the short listed agencies in RFP subsequently.

(e) Prerequisite – Manpower

The institution must have sufficient staff to conduct the online examination. The brief requirement is given below:

Examination Superintendent: The head of the institution shall act as Examination Superintendent for the conduct of the examination.

Appointment of examination staff: The Examination Superintendent shall appoint the support staff as per the laid out norms for the conduct of the examination. The support staff technical / administrative support should be engaged from the institution itself. The details of the support staff, which is not from the staff of the institution, should be kept in a register along with details of staff appointed from institution.

Each staff deputed for exam duty is required to be signed an undertaking, that he / she is not related to any candidate appearing for the examination.

The examination staff shall be compensated fairly.

The exact role examination staff will be given to the short listed agencies in RFP subsequently.

PRE-EXAMINATION PHASE:
Examination Centre set-up and deployment of staff for the examination

1. The head of the institution shall act as Examination Superintendent (ES). The ES shall depute the examination staff based on the guidelines provided by NIELIT. The Lab where the Examination Centre is established shall be sealed in front of the Examination Superintendent, once the examination data is deployed in the computer lab. The lab shall remain under the charge of ES till the Examination cycle including submission of answer files to NIELIT, is complete.

2. The examination shall be conducted by implementing the examination application software finalized by NIELIT.

3. The Examination Centre is required to set up the centre for the conduct of the examination one day prior to the examination and submit the report to NIELIT.

4. The institute has to arrange for the amenities essential to conduct the Examination at its Premises, which is based on the allocation of the number of candidates at a particular Centre. These basic amenities are, drinking water, seating arrangement, parking, washrooms etc.

5. At each of the Examination Centre, an Examination Observer (EO) deployed by the NIELIT would visit to oversee the conduct of the examination. The EO may remain available at the Examination Centre for the full day or part of the day.

6. The Examination Centre and its staff is expected to not only act in a cordial manner with all the candidates as well as personnel deputed by the NIELIT for EO duty but also to provide all possible support and cooperation for effective and efficient conduct of Examination.

7. Each candidate appearing for the examination is required to sign the reporting sheet.

Facilities for the candidates during the examination:
1. Display the batch schedule and instructions on the notice board of the institution at the reception area as well as outside the computer lab (examination hall).
2. Eligibility of the candidates to Appear in Exam: Only those candidates, whose names appear in the list of candidates supplied by NIELIT be allowed to appear for Examinations at the Test Centre. Please do not allow other ineligible candidates to appear in the examinations.

DURING THE EXAMINATION CYCLE

1. All the candidates must be thoroughly frisked before they are allowed to enter the examination hall.
2. Hall Discipline

   a) Candidates shall be admitted to the Examination hall only 15 minutes before the commencement of Examination and shall leave latest by 10 minutes after the commencement of Examination.
   b) No candidate will be permitted to leave the hall before 30 minutes, after

the commencement of Examination.
c) Before the commencement of the Examination, it is essential and mandatory for all candidates to give the Bio-metric attendance

3. The Bio-metric attendance is mandatory to be marked in respect of all the present candidates. The number of present candidates must reconcile with the candidates who have taken examination.

4. Unfair means: The ES has to ensure that the unfair means detected during the course of examination are properly recorded sent to NIELIT as per procedure laid down by NIELIT.

5. Miscellaneous/general arrangements:
   - Examination Superintendent should be careful about making arrangements for toilets for the use of candidates.
   - Ensure that proper police arrangement is made at the Test Centre to deal with the exigencies.
   - Allow the Examination Observers/Members of Surprise Visit Team appointed by NIELIT/Regional Centre to inspect the records and the examination halls/rooms,
   - after ensuring that the visiting team is having proper authority letter from their Centre Director- Regional Centre, NIELIT Hqrs

6. Answer file upload and backup: The uploading of answer file and backup procedure as laid out by NIELIT must be followed. Any problems/errors should be reported to NIELIT control centre.

POST EXAMINATION PHASE:
1. The uploading of answer file and backup procedure as laid out by NIELIT must be followed. Any problems/errors should be reported to NIELIT control centre.

2. Examination Superintendent has to ensure that the answer files uploaded are in order.

3. Submission of reporting sheets, if any, duly signed by candidates and examination report to NIELIT.

4. Submission of claim forms to NIELIT.

5. Instructions to the Bidders

Completeness of Response
   a. Bidders are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
   b. The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal.

EOI Proposal Preparation Costs & related issues
   a. The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by NIELIT to facilitate the evaluation process.
   b. NIELIT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
   c. This EOI does not commit NIELIT to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.
   d. All materials submitted by the bidder will become the property of NIELIT and may be returned completely at its sole discretion.

Pre-Bid Meeting
   a. NIELIT shall hold a pre-bid meeting with the prospective bidders on 1st November, 2012 3:00 PM at Conference Hall, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110003
   b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Dr. S. Birendra Singh, *Director (Tech)*, Telephone No 011-24363733, Fax No 011-24363335 e-mail s.biren@doeacc.edu.in. by post, facsimile or email on or before 31st October, 2012
   c. All queries to be raised in the pre-bid meeting will relate to the EOI alone and no queries related to detailed analysis of Scope of work, payment terms and mode of selection will be entertained. These issues will be amply clarified at the RFP stage.

Responses to Pre-Bid Queries and Issue of Corrigendum
   a. The Nodal Officer notified by the NIELIT will Endeavour to provide timely response to all queries. However, NIELIT makes no representation or warranty as to the completeness or accuracy of any response made in good

faith, nor does NIELIT undertake to answer all the queries that have been posed by the bidders.

b. At any time prior to the last date for receipt of bids, NIELIT may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI Document by a corrigendum.

c. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the http://www.nielit.in and emailed to all participants of the pre-bid conference.

d. Any such corrigendum shall be deemed to be incorporated into this EOI.

e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, NIELIT may, at its discretion, extend the last date for the receipt of EOI Proposals.

Right to Terminate the Process

a. NIELIT may terminate the EOI process at any time and without assigning any reason. NIELIT makes no commitments, express or implied, that this process will result in a business transaction with anyone.

b. This EOI does not constitute an offer by NIELIT. The bidder's participation in this process may result in short listing the bidders.

Submission of Responses

a. The bids shall be submitted in a single sealed envelope and superscribed *"EOI for Infrastructure for Online Examination to be conducted through NIELIT".* This envelope should contain two hard copies of EOI proposal marked as "First Copy" and "Second Copy" and one soft copy in the form of a non-rewriteable CD. CD media must be duly signed using a Permanent pen Marker and should bear the name of the bidder.

    I. Bids shall consist of supporting proofs and documents as defined in the Pre-qualification section

    II. Bidder shall submit all the required documents as mentioned in the annexure including various templates (Form 1 to Form 3). It should be ensured that various formats mentioned in this EoI should be adhered to and no changes in the format should be done.

b. Envelope should indicate clearly the name, address, telephone number, Email ID and fax number of the bidder

c. Each copy of the EOI should be a complete document and should be bound as a volume. The document should be page numbered, must contain the list of contents with page numbers and shall be initialled by the Authorized Representative of the bidder.

d. Different copies must be bound separately.

e. Bidder must ensure that the information furnished by him / her in respective CDs is identical to that submitted by him in the original paper bid document.

In case of any discrepancy observed by the NIELIT in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.

f. EoI document submitted by the bidder should be concise and contain only relevant information as required.

Bid Submission Format

The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal.

Venue and Deadline for Submission

a. Proposals must be received at the address specified below latest by:

5th November, 2012 5:00 P.M.

Managing Director,
National Institute of Electronics and Information Technology (NIELIT),
Electronics Niketan,
6, CGO Complex,
Lodhi Road,
New Delhi -110 003 India

Any proposal received by the NIELIT after the above deadline shall be rejected and returned unopened to the Bidder.

b. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

c. NIELIT shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

d. NIELIT reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

Short listing Criteria

a. NIELIT will shortlist bidders who meet the Pre-Qualification criteria mentioned in this Invitation to Expression of interest.

b. Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its EOI Proposal.

Evaluation Process

a. NIELIT will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders

b. The Proposal Evaluation Committee constituted by the NIELIT shall evaluate the responses to the EOI and all supporting documents & documentary

evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal.

c. Each of the responses shall be evaluated to validate compliance of the bidders according to the Pre-Qualification criteria, Forms and the supporting documents specified in this document.

d. The decision of the Proposal Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.

e. The Proposal Evaluation Committee may ask for presentation / meetings with the bidders to evaluate its suitability for the assignment.

f. The Proposal Evaluation Committee reserves the right to reject any or all proposals.

6. Pre-Qualification Criteria

SI No.	Basic Requirement	Specific Requirements	Documents Required
1.	**Academic Institution**		
	School	*a.* The school should be affiliated to CBSE/ICSE or any state board up to secondary / senior secondary level. *b.* The Principal/Vice Principal/Head Master / Head Mistress of the school should act as the overall in charge of the examination centre during the conduct of the examinations. *c.* The school should not have been debarred by any board for the conduct of the examinations for any reasons. *d.* The school should be willing to enter into an MoU with NIELIT for abiding by all guidelines, rules/regulations for conducting NIELIT's examinations.	Copy of the affiliation Letter along with Self Certification by the authorized signatory
	College/Univeristy College	a. The college should be affiliated to any recognised university and must be conducting courses on Computer Science / Information Technology. b. The Principal/Vice Principal of the college should act as the overall in charge of the examination centre during the conduct of the examinations. c. The college should not have been debarred by any university for the conduct of the examinations for any reasons. The college should be willing to enter into an MoU with NIELIT for abiding by all guidelines, rules/regulations for conducting NIELIT's examinations.	
	Recognized Private Institutions (Company/other organizations)	a. This category consists of Societies/Trust run private colleges affiliated to any recognised university and must be conducting courses on Computer Science / Information Technology. b. The Principal/Vice Principal/Head of the institution should act as the overall in charge of the examination centre during the conduct of the examinations. c. The institution should not have been debarred by any university for the conduct of the examinations for any reasons. d. The institution should be willing to enter	

		into an MoU with NIELIT for abiding by all guidelines, rules/regulations for conducting NIELIT's examinations.	
	Companies		
	Sales Turnover in providing Online Examination Infrastructure	Annual Sales Turnover generated for the services related to providing Online Examination Infrastructure during each of the last three financial years should be at least Rs. 10,00,000/- and this should not comprise of sales revenues related to supply of hardware/IT infrastructure, software development and their associated maintenance services , implementation of packaged software etc.	Extracts from the audited balance sheet and Profit & Loss OR Certificate from the statutory auditor
	Legal Entity	✓ Should be registered under companies Act 1956 or a partnership firm registered under LLP Act, 2008 ✓ Should have been operating for the last three financial years. ✓ Should have been registered with the Tax Authorities.	Copy of Certificate Incorporation; and Copy of Service Tax Registration Certificate
2.	**Certifications**		
		ISO, if available	Copy of the Certifications
3.	**Location Requirements**		
		The institution should be well connected with public transport and located at feasible distance from the nearest bus stand/railway station/metro station.	Self Certification by the authorized signatory
4.	**Technical Requirements**		
		Having seating capacity of computer lab of minimum 200 candidates in a batch at 4 metro cities, 100 candidates in A class cities, 50 candidates in B class cities, 30 candidates in C Class and other cities.	Self Certification by the authorized signatory
		The agencies should have sufficient (20% buffer i.e. 20 per 100 systems as buffer per shift) standby machines to take care in case break down of PCs. The agencies should have printing facilities for taking out prints.	
		Separate candidates within the examination hall. Separate testing stations using walls or privacy partitions.	
		Should have proper access control systems in the Examination centre with CC TVs and Cameras to discourage unfair practices.	
		Intel Xeon based or higher with at least 4	

		GB RAM and 20 GB Free Hard disk space.	
		All the workstation and servers should be on LAN supporting IPv4	
		IPv6 if available	
		Dual Internet connectivity with 2 mbps dedicated bandwidth with link load balancer	
5.	**General Requirements**		
		Biometric Support for candidate Authentication and Authorization	Self Certification by the authorized signatory signatory
		Webcam on each client	
		Printer connected to each client via network	
		Scanner	
		Power Backup for servers and each clients - UPS and GenSet	
		Firewalls/UTM	
		Antivirus Solutions	
		Fire Alarms	
		Fire suppression	
		Facility for having suitable drinking water and separate toilet facilities both for Boys and Girls.	
		Ample parking space	
6.	**Manpower**		
		The institution must have sufficient staff to conduct the online examination. The brief requirement is given below: Examination Superintendent: The head of the institution shall act as Examination Superintendent for the conduct of the examination. Appointment of examination staff: The ES shall appoint the support staff as per the laid out norms for the conduct of the examination. The support staff technical / administrative support should be engaged from the institution itself. The details of the support staff, which is not from the staff of the institution, should be kept in a register along with details of staff appointed from institution.	Self Certification by the authorized signatory

		Each staff deputed for exam duty is required to be signed an undertaking, that he / she is not related to any candidate appearing for the examination.	
7.	**Concept Note**		
		A one page concept note on Online Examination Center .	A self certified Concept Note
8.	**Blacklisting**		
		The firms having black-listed/ debarred in participating in any procurement activities by any State or Central Government in India are not allowed to bid. Undertaking to this effect shall be submitted by the bidder on his letter head	A self certified letter

Other Documents and Certificates

1. Power of Attorney in the name of the Authorized Signatory

7. Evaluation Criteria

Basic Requirement	Specific Requirement	Marks Allocated	Evaluation Criteria
Understanding of bidders	Suggested Scope of Work and Approach & Methodology (A&M)	20	Minimum of 15 marks based on Qualitative Assessment of suggested Scope of work, based on 1) Relevance to the envisaged project 2) Comprehensiveness
	Bidder's Experience in "Similar" Projects (for which Work Order / Completion Certificates are being provided)	60	Minimum of 45 marks based on Qualitative Assessment on 1) Learning on Issues 2) Challenges 3) Solution proposed 4) Client Recommendations
	Bidder's Competence	20	Minimum of 15 marks based on Qualitative Assessment on 1) Previous work 2) Research Work/Centers of Excellence 3) Patents 4) Assets in the given project's domain

Bid Submission forms

The bidders are expected to respond to the EoI using the forms given in this section and all documents supporting Pre-Qualification / EoI Criteria.

Proposal / Pre-Qualification Bid shall comprise of following forms:

Form 1: Covering Letter with Correspondence Details

Form 2: Details of the Applicant's Operations and Consulting Business

Form 3: Compliance Sheet for Pre-Qualification Criteria

Form 1: Covering Letter on Letterhead of the Bidder with Correspondence Details

<div align="right">

<Location, Date>

</div>

To,

The Managing Director,
NIELIT, Electronics Niketan,
6, CGO Complex, Lodhi Road,
New Delhi – 110003

Subject: Expression of Interest for Empanelment of Company/ Organization/ Academic Institution to provide Infrastructure for Online Examination to be conducted through NIELIT

Dear Sir,

This is with reference to your advertisement inviting EoI for Empanelment of Company/ Organization/ Academic Institution to provide Infrastructure for Online Examination to be conducted through NIELIT, We, the undersigned, offer to provide the services for the same, please find below the details of our agency for your consideration

S. No.	Information	Details
1.	Name of the Contact Person	
2.	Address of the Contact Person	
3.	Name, designation and contact, address of the person to whom, all references shall be made, regarding this EOI.	
4.	Telephone number of the Contact Person.	
5.	Mobile number of the Contact Person	
6.	Fax number of the Contact Person	
7.	Email ID of the Contact Person	
8.	Corporate website URL.	
9.	Name of the Organization:	
10.	Head of the Organization (with designation):	
11.	Legal Status	
12.	Address of Head Office:	
13.	Number of Offices (including Head Office): India & Abroad	
14.	Annual Turnover (in Lakhs):	

	(Last three Years)	
15.	Years of Operation (in Years):	
16.	PAN Number	
17.	Sales Tax/ VAT Registration Number	
18.	Service Tax number	
19.	Number of Employees:	
20.	Number of Technical Staff(IT)	
21.	Number of Non-Technical Staff	
22.	List of major Online Examination Conducted with details	1. 2. 3.
23.	List five present major clients in IT related projects	1. 2. 3. 4. 5.

We are hereby submitting our Expression of Interest in both printed format (2 copies) and as a soft copy in a CD. We understand you are not bound to accept any Proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

<Applicant's Name with seal>
Name: <<Insert Name of Contact>>
Title: <<Insert Name of Contact>>
Signature: <<Insert Signature>>

Form 2: Details of the Applicant's Operations and Business

SI No.	Information Sought	Details to be Furnished
1.	Name and address of the bidding Agency	
2.	Incorporation status of the Agency	
3.	Year of Establishment	
4.	Date of registration	
5.	ROC Reference No.	
6.	Details of agency registration	
7.	Details of registration with appropriate authorities for service tax	
8.	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

Form 3: Compliance Sheet for Pre-Qualification Criteria

SI No.	Basic Requirement	Documents Required	Provided	Reference & Page Number
1.	Institute/Organisation	Copy of Registration/Accreditation	Yes / No	
2.	Sales Turnover for Companies only	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes / No	
3.	Seating Capacity	Class of City and Number of Seats per location in self certified letter	Yes / No	
4.	Location Feasibility	Self Certification by the authorized signatory	Yes / No	
5.	Technical Capability	**For Companies** Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client ; **For Institutes** Self Certification by the authorized signatory	Yes / No	
6.	General Requirements	Self Certification by the authorized signatory	Yes / No	
7.	Certifications	Copy of the Certification	Yes / No	
8.	Power of Attorney	Copy of Power of Attorney in the name of the Authorized signatory	Yes / No	
9.	Legal Entity	Copy of Certificate of Incorporation; and Copy of Service Tax Registration Certificate	Yes / No	
10.	Manpower Strength	Self Certification by the authorized signatory	Yes / No	
11.	Blacklisting	A self certified letter	Yes / No	