

**Request for Proposal
for
Providing Services of conduction of
Computer Based Test (CBT) at various
Exam Centres across India**



SEF EDUTECH FOUNDATION

(A Section (8) Company Promoted by
Savitribai Phule Pune University, Pune)

Registered Office:
Savitribai Phule Pune University Campus,
IT Cell Building,
Ganeshkhind Road , Pune -411007

1. Introduction:

SPPU EDUTECH FOUNDATION is a Section (8) IT services Company Promoted by Savitribai Phule Pune University. SPPU EDUTECH FOUNDATION (SEF) provides Custom Software development, maintenance and support services to Savitribai Phule Pune University and other Govt Departments in the EdTech domain.

SEF is looking for experienced and professional Service Provider for providing services and assistance to SEF to conduct Computer Based Test (CBT) exam center-based examinations to be conducted in about 30 cities of India with White Labelled Platform.

SPPU EDUTECH FOUNDATION reserves the right not to proceed with the project at any stage or to alter the time-schedule or to change the process or procedure to be applied for the project.

SPPU EDUTECH FOUNDATION is not bound to accept the lowest or any offer the SEF may receive.

SPPU EDUTECH FOUNDATION reserves the right to reject any or all bids or cancel the bidding procedure without assigning any reason therefor.

2. Scope of the work:

The CBT is to be conducted for third party client of SEF which is going to be conducted in period of 6 to 7 days in various phases as per request by Client of SEF. The number of applications for this Test are expected to vary between 30,000 and 35,000 candidates. The Test is required to be held in the cities/towns across India. SEF will provide expected centre list 15 days before examination. SEF will provide student list and centre-wise distribution of students one week before examination.

Following activities expected from Bidder

- Hosting of Examination structure as per the requirements given by SEF
- Arranging the required test centers requested by SEF across India in given timeframe given by SEF with adequate facilities to conduct the tests at each of the centers.
- SEF will provide question bank for each of the subject in Moodle Format. The Bidder MUST have a facility to import question banks from Moodle Format seamlessly into their own question bank format and generate the exams without any difficulty.
- The test system of Bidder should facilitate support to multiple choice questions (MCQ) as well as Subjective / Essay type questions.
- Delivery and administration of the computer-based examination in a secured environment using encrypted Question papers at various test centers in multiple cities in Maharashtra / India
- The test exam software of Bidder should have a facility to demonstrate response to each of the attempted questions by a candidate.
- The test exam software of Bidder should have a secured browser and it will be installed on the computers at each of the exam centers for conducting the exams within the LAN

environment

- The test system of Bidder should have a dashboard / work bench facility that will help to demonstrate exam activities of candidate(s) centrally at the command center of SEF
- Generation of the results / reports as per the requirement of the SEF and in the same format of Moodle Gradebook.
- Supporting SEF with relevant data / information for any matters
- Provision of **Mock Test** to familiarize the candidates with computer-based testing
- Help Desk support to the candidates to be provided as per the requirements of SEF
- Test software of Bidder should have a support for multilanguage other than just English
- Conduct of Computer based single slot examination of 120 Minutes duration for each program
- Providing complete Infrastructure including hardware and software
- Ensuring fool proof data security and data transfer
- Ensuring adequate power backup at all exam centers
- Providing adequate technical invigilators and supervisors and other staff as per the requirements of the SEF
- Providing adequate backup of Test nodes
- Providing Backup Server at each location with required software loaded and kept ready for use in case of such requirement
- Complete and comprehensive dry run to be carried out
- Candidate's registration to be carried out by the Bidder at the Test Centers
- On designated time the question paper to be made available on computer screen to the candidates who come physically to the Test Centers with valid Hall Ticket
- Test should be taken by candidates in computer-based mode in a secure environment such that while the test is taken access to all possible web resources for eg. Browsing, chatting etc. should be blocked from the computer of the candidate as well as any other computer peripherals such as printers. Similarly, functions like 'Copy-Paste' to be disabled in the question paper page appearing in the test
- Valuation to be done as per the requirements of the University

Submission of Results and other Reports to be provided as per the requirements of given by SEF as detailed as Moodle Grade Book.

3. Important dates:

S. No.	Title	Description
1	Pre Proposal Queries	To be sent on email contact@sppuedutech.in before 12/05/23
2	Last Date & Time of Submission of Proposal	15/05/2023 at 06:00 PM Hrs
3	Date & Time of opening of Technical Bid & Technical Evaluation	16/05/2023 at 15:00 Hrs onwards
4	Date & Time of opening of financial Bid & Evaluation	After Technical Evaluation of All Bidders

4. Selection Procedure:

4.1. Procedure for Submission of Quotation

4.1.1. Procedure will follow single stage two-cover bidding System for this process.

4.1.2. Each Cover of the Bid should be a complete document. The documents should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation and / or proper indexation may result in the rejection of the Bid.

4.2. Contents of Bids

- a. Technical Bid (Documents Mentioned in Annexure I to V)
- b. Commercial bid (Annexure-VI)

Cover Number & Title of Bid	Content of Bid Covers
Cover – I (Technical Bid)	a. All documents mentioned under the Annexure I to IV
Cover - II (Commercial bid)	b. Commercial bid should be in the Format specified in Annexure-V

Both Covers should be put in Sealed Single cover, clearly mentioning Legal Name of the Bidder and handed over to the Reception Desk of SEF and a receipt obtained on a skeleton document.

5. Evaluation of Offers

Bid Evaluation Committee

The bid evaluation committee constituted by the SEF will consist of officers and directors of SEF to evaluate the bids. The evaluation committee is empowered to seek additional information and reject a proposal outright if information is found to be withheld or false. The decision of the bid

evaluation committee in the evaluation of the Technical and Commercial bids will be final.

A) Technical Evaluation

Pre-qualification bid documentation shall be evaluated as under:

- The documentation furnished by the bidder will be examined prima facie to see if the Vendor’s capacity, skill base and other Vendor attributes as claimed therein are consistent with the needs of this project.
- SEF may ask bidder(s) for additional information, and/or arrange discussions with their professional, technical faculties to verify claims made in bid documentation. If the bidder fails to submit the additional supporting documents in a timely fashion, the bid is likely to be rejected. No requests for re-evaluation of rejected bids will be entertained.
- Commercial bid of only those bidders who are found technically eligible will be opened.

6. Eligibility criteria and Technical Evaluation

Eligibility Criteria/ Pre-Qualification Criteria

(Only those companies who qualify the eligibility criteria/Pre-Qualification Criteria will be evaluated technically)

Sl. No.	Eligibility Criteria	Document(s) to be submitted
1	The Service provider should be a company registered under the Companies Act, 1956 and should have registered office in India and should be in existence for at least the last 5 years, as on RFP release date.	Copy of Certificate of Incorporation issued by Registrar of Companies.
2	The Service provider should have an average annual turnover of at least INR 5 Crores from the EdTech Business during the last three financial years (i.e., 2019-20, 2020-21 & 2021-22)	Three years of audited financial statements.
3	The Service provider should have experience in conducting CBTs in at least 3 public Universities /government Institutes/ PSUs at the national level handling multiple cities and multiple sessions	Experience details with documentary evidence for scope of work and contract value, along with client contact details, in the form of Work order / Purchase order/ Completion Certificate from Client

4	The Service provider or any of its directors shall not be under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions / Universities in India for any reason as on last date of submission of the Bid or convicted of economic offense in India for any reason or have any such pending proceedings as on the last date of submission of the Bid.	Self-declaration by authorized signatory of the Service provider
5	The Service provider should have not less than 100 employees and at least 50 professionally qualified personnel (relevant degree holders B. Tech / B.E. /MCA/ MTech/ MBA or equivalent qualification) working in the areas of software development, systems integration, IT infrastructure maintenance in India as on RFP release date.	Certificate from Service Provider
6	Source Code Ownership – Bidder should own the source code and should be ready to white label the system for SEF	Declaration for the Service provider

Technical Evaluation & Weightage

Sl. No.	Technical Qualification Criteria	Max Marks	Documentary Evidence Required
1	Past Experience of the Service provider		
1.1	<p>Conducting CBT Examinations:</p> <p>Experience of the Service provider in executing/being in the process of executing CBT projects in Higher Education / Government PSU domains</p> <ul style="list-style-type: none"> • 3 marks per project (maximum 5 projects) 	15	Experience details with documentary evidence for scope of work and contract value, along with client contact details, in the form of Work order / Purchase order / Completion certificate from client
1.2	<p>Conducting CET:</p> <p>Experience of the Service provider in conducting online/offline examinations at state level / National Level where the concurrency was 50,000 or more for an exam</p>	10	Experience details with documentary evidence for scope of work and contract value, along with client contact details, in the form of Work order / Purchase order / Completion certificate from client

1.3	<p>Moodle Integration:</p> <p>Seamless support for Moodle learning management system - As the question banks of SEF are in Moodle a seamless integration / support for integration / plug in for Moodle is required</p>	10	Documentary evidence in the form of API Documentation for the availability of the Moodle Integration and a detailed demonstration of the system
1.4	<p>Quality Certification:</p> <p>-ISO 9001 (Any Series)- 3 Marks</p> <p>-ISO 27001 (Any Series)- 4 Marks</p> <p>-CMMi level 3 or higher – 5 Marks</p>	5	Copy of certificates signed and stamped by authorized signatory of the service provider.
2	Financial Capability		
	Average Annual turnover of Rs. 5 Cr for last 3 financial years (i.e., 2019-20, 2020-21 and 2021-22)	5	Three years audited financial statements AND Statutory auditor's certificate
3	<p>Key Manpower Requirements</p> <p>The Service provider should have at least 30 professionally qualified personnel (relevant degree holders B. Tech / B.E. / MCA / MTech / MBA or equivalent qualification) working in the areas of software development, systems integration, IT infrastructure maintenance in India as on RFP release date.</p> <ul style="list-style-type: none"> • Manpower 30 to 50; 3 Marks • Manpower 51 to 80; 5 Marks 	5	CV certified by Authorized signatory of Service provider
4	<p>Technical Presentation</p> <p>- Service providers conforming to the pre-qualification criteria will be invited to make a presentation of the proposed solution & a proof of concept as defined in this section.</p> <p>- Each Bidder will be given 30 minutes for the PoC demonstration & presentation of proposed solution.</p>		
4.1	<p>Presentation of the proposed solution</p> <ul style="list-style-type: none"> ○ In alignment with scope ○ Solution Workflows & Process flows ○ Technical Architecture ○ Deployment & Hosting Infrastructure ○ Value-Added Services 	25	Copy of the presentation (to be mailed/submitted on the day of the presentation)

4.2	Presentation of proof of concept (PoC) with Moodle Integration	15	The PoC should be a working software demonstration and not merely a PowerPoint presentation.
4.3	Source Code Ownership of the System – White labelling of the system	10	Declaration about the ownership of the source code of the system and readiness to work with SEF

B) Commercial Evaluation

The Price Score of the Bidder will be determined by the Evaluation committee, which will be used for overall evaluation.

Rates mentioned in Commercial Bid must have validity of at least 90 days.

C) Overall Score Formula:

Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weightage of 60% and Commercial Bid Score a weightage of 40%. The Vendor would be technically evaluated out of 100 marks. Final score of all Vendors will be calculated on the basis of the following formula:

$$Fs = (0.60 * (Ts / 100) + 0.40 * (Cmin / Cb)) * 100$$

Where

Fs = Overall score of Vendor under consideration

Ts = Technical Score for the Vendor under consideration out of 100

Cb = financial bid value (Only per student- per exam rate)

Cmin = Lowest financial bid value among the financial proposals under consideration

The Bidder with highest Fs (overall score), will be shortlisted.

SEF reserves the right to negotiate the price with shortlisted vendor.

7. Payment Terms

7.1.1. Winning Bidder will enter into an MoU with SEF in mutually agreeable terms. The Bidder will also be required to sign a non-disclosure agreement.

7.1.2. NO ADVANCE PAYMENT will be made to Bidder. Other Payment terms will be discussed at the stage of MoU subject to SEF payment guidelines.

7.1.3. Payment will be made to bidder only after receipt of Project Payment from Third-Party to SEF in case SEF is working for Third Party as a lead bidder.

7.1.4. The payment shall be made to Service Provider (winning bidder) after deduction of TDS amount as per provisions of the Income Tax Act, 1961. In case of any dispute/complaints from the customers regarding any defect or non-delivery and consequent refund request, Service Provider (shortlisted bidder) shall be responsible for providing the conclusive evidence of performance at its end within one month, failing which the disputed charges will be deducted from the payment of Service Provider (shortlisted bidder).

7.1.5. **Statutory Taxes and Duties** – Both parties i.e. SEF and Service provider (winning bidder) shall comply with all statutory taxes, duties and levies if any, levied by the Government of India, State Governments and Local Authorities applicable at present and in future.

8. Disclaimer

SEF EDUTECH FOUNDATION and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of SEF EDUTECH FOUNDATION and/or any of its officers, employees.

9. Lack of Competition

SEF reserves the right to award the RFP in case it finds less than minimum number of bids required considering the timeline of the project execution

10. No Commitment to Accept Lowest or Any Tender

The SPPU Edutech Foundation shall be under no obligation to accept the lowest or any other offer received in response to this tender notice. SEF reserves the right to make any changes in the terms and conditions of purchase. SEF reserves the right to accept or reject, fully or partially, any or all offers without assigning any reason. The decision of SEF in this regard is final and no further correspondence in this regard will be entertained.

11. Technical Inspection and Performance Evaluation

SEF reserves the right to carry out a technical inspection and performance evaluation of the solution offered by bidders.

12. Submission of Proposal

Interested and eligible entities may submit their proposals in sealed cover to

Chief Executive Officer
SPPU EDUTECH FOUNDATION,
IT CELL Building,
Savitribai Phule Pune University Campus,
Ganeshkhind Road Pune -411007.

Email ID: contact@sppuedutech.in in case of any queries regarding this tender document

Only Physical Submission will be considered

-----Annexures Follow-----

ANNEXURE – I

1	Name and address of the company			
4	Contact Details of the Bidder (Contact person name with designation, Telephone Number, FAX, E-mail and Web site)			
5	Areas of businesses			
6	Annual Turnover for 3 financial years (Rs in Cr)	2019-20	2020-21	2021-22
7	Date of Incorporation			
8	GST Registration number			
9	PAN Number			
10	CIN Number			
11	Number of technical manpower in company's rolls			
12	Company's experience in this field (in years)			

ANNEXURE – II

Work Experience

1. Bidder's Experience in conducting CBT Examinations

Description of similar jobs undertaken by the firm	Client Name and address	Start and End date of the job	Remarks

Attach separate sheet if required

2. KEY PERSONNEL

Name	Qualification	Description of similar jobs undertaken	Total Experience (in Years)

Annexure III

Format of Affidavit

Self-Declaration on Company letter head signed by Competent Authority of Company

AFFIDAVIT

I,age:yrs.,..... residing at,do hereby state on solemn affirmation that I am the Director of and submitting the bid for the project of SEF EDUTECH FOUNDATION, Pune. I further solemnly affirm that all documents submitted by me in Cover I are true and correct and that no false, incorrect, misleading or incomplete information is submitted in the said documents. If any information furnished or statement made in the said documents is found to be incorrect, misleading or incomplete, I will be responsible for the same and shall be liable for legal action.

I/We understand that The SPPU Edutech Foundation is not bound to accept the lowest or any offer it may receive.

I/We have carefully gone through the Terms and Conditions contained in the Tender Document. I/We declare that all the provisions of this Tender Documents are acceptable to our company. I/We further Certify that I/We am/are authorized signatory of my/our company, and therefore competent to make this declaration.

I also declare that Company and its directors have never been blacklisted / barred / disqualified by any regulator /Statutory body under Central Government or State Government Agencies in India.

Signature and Name of the Bidder with Seal

ANNEXURE-IV

CHECKLIST

Sr. No	Requirements		Compliance (Y/N)	Page No
1	Company Profile			
2	Certificate of Incorporation			
3	Turnover certificate signed by the company's Auditors/ CA. (2019-20, 2020-21 and 2021-22)			
4	Towards experience, the Project completion certificates, along with a copy of Work Order/ Contract/ Agreement from the Client/Owner, to be submitted. In case of NDA restrictions, the name of customer may be suppressed and certified by the auditor or self.	Documents as per sequence mentioned in Annexure II		
5	GST Registration Certificate or valid exemption certificate			
6	Copy of PAN Card			
7	Contact details i.e. Name, email-id, website URL (if maintained), phone no, mobile no, fax no. of responsible person for liaison in this matter.			
8	Self-Declaration of bidder that it and its Directors have not been blacklisted in India / ineligible to participate for bidding by any state /Central Govt. or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt /fraudulent or any other unethical business practices or barred from participating in government project due to security reasons in the last 3 financial years.	Annexure III		

Annexure-V: Commercials
(To be submitted in separate envelope/cover)

Financial Bid

S.No	Particulars	Unit Rate (Rs.)	Taxes per Unite Rate (Rs)	Total with Taxes / Levies Rs.
1	Rate per candidate per attempt for the entirescope of work of CBT			

Note: 1. A minimum of 25000 candidates is expected to register/apply for the various programs in India

Signature :

Date :

Company Seal