

QUOTATION NOTICE

The Council invites sealed quotations (technical and financial) from the registered agencies/firms/company/organization for conduct of online form submission and examination of candidates applying for ICHR Junior Research Fellowship (JRF). The agencies/firms/company/organization must be having adequate experience of end to end online form submission & examination process.

The examination will be conducted in four cities on the same day and time. The duration of the examination is 02 hours. The number of candidates appearing for examination at each centre approximately are; Delhi: 300, Bengaluru: 100, Pune: 50, Guwahati: 30.

The technical and financial bids should be sealed by the bidder in separate envelopes duly super-scribed and both the sealed envelopes are to be put in a bigger envelop which should also be sealed & duly super-scribed. Bids should reach the undersigned by 22.11.2021 till 5PM.

*Bidder should also submit a quotation to conduct of remote proctored AI based online examination.

Date and Time of opening the quotation will be intimated through email or call.

Considering the confidentiality and sensitivity of the work involved, the bidders have to enclose a certificate along with the technical bid to the effect that it would not divulge any details pertaining to the examination to anybody without prior permission of ICHR and that it would take necessary preventive measures to ensure that nobody would come to know that the exam is being conducted by them. The agency will also have to certify that none of the relations of the personnel to be deployed for this work would appear for the exam to be conducted in January.

This Council reserves the rights to whether accept or reject any one or all quotations without assigning any reason.

SCOPE OF WORK

- Development of software for online registration of applications for JRF including generation of Admit Card and provision for downloading by the shortlisted candidates in English and Hindi languages.
- Provide and prepare test centres as per the requirement of the examination at least 40 days prior to the scheduled date of examination, to ensure that centre is notified to a candidate at least 30 days prior to the date of conduct of examination.
- Test centre Management for conduct of online test.
- Proctoring Management at center locations (30:1).

- Candidate handling process – mapping of candidate details with exam centres; validation and verification of identity; Attendance handling; Machine/Seat allocation and handling of security parameters.
- Result generation process and MIS Reports.
- Complete security management process – Physical security, Information security, Server Security and Network security. The firm shall ensure 100% confidentiality and accuracy of the entire exam process.
- Frisking & continuous CCTV recording. Logistics arrangements, Power backup, compilation of response data in the desired format for customized report/result generation.
- The time schedule/delivery schedule of the examination process will be indicated by ICHR.

FEES PAYMENT AND PAYMENT STATUS:

- Provision of making online payment of application fees through online payment gateway using credit or debit cards, Net banking etc. of all national and private banks in India.
- Provision of Sending Unique Registration ID through SMS/email to those applicants who have paid off registration fees.
- Automated payment settlements with software audited accounts.
- To provide daily report for Submission of application fees post wise and category wise etc. in desired format.
- Refund of fees and fees settlements. In case of unsuccessful transactions, the payment gateway should be able to refund the amount to the calling account.

SPECIFICATIONS OF TECHNICAL:

- The bidder should be a company registered under companies Act, 1956.
- The Bidder should not have been black-listed in any government agency in the past on account of fraudulent or corrupt practices or inefficient/ineffective performance. (Relevant certificate to be submitted)
- The Bidder should have access to a well-established data centre where the hardware infrastructure for the proposed online application system will be hosted.
- Minimum 3 years of experience of providing similar service to any 3 reputed recruiting organizations/State Educational Board/University/Government organizations is a must. The Bidder will have to submit relevant Experience Certificates along with the tender document from the higher authority of the concerned Examination Boards/Universities/organization stating that the 'Firm' has successfully and efficiently completed their job in the stipulated time. (Bidder must submit References of these three examination bodies for which examination work was carried out).
- The Bidder should have successfully executed similar project(s) on all India basis, out of these at least one should be of conducting in 25 cities (in a single given day) or more and should have proven capacity of conduct of CBT mode exam of 4000 candidates in a single shift. The documentary evidence in the form of work/contract and client report must be enclosed.

Note: Similar service means design/development of computer-based platform for conducting online tests for professional examination, processing, integration of payment gateway, test delivery, evaluation and result processing, and informing the applicants, and ensuring safety and security of the related information. The Bidder should have its own developed software which can be customized as per the requirements of the Examination body (in this case ICHR). The Bidder should have ready infrastructure in at least at 10 major cities of India. The company/agency should own the source code of the test engine software. (Attach declaration confirming that the software is owned by the company from the representative who has the company power of attorney)

FINANCIAL BID:

After opening the Technical Bid and verifying the eligibility criteria, and demonstration ICHR shall notify the eligible Bidders indicating the date, time and place for financial bid opening. The Financial Bid of technically qualified Bidders will be opened in the presence of Bidders who choose to attend the meeting.

PAYMENT TERMS:

30% payment shall be made in advance within 15 days from the scheduled date of examination. and the payment of balance amount of 70% will be paid after completion of entire exam process.

Member Secretary
INDIAN COUNCIL OF HISTORICAL RESEARCH
35 FERROZESHAH ROAD,
NEW DELHI 110 001

Phone: +91 11 23382321, +91 11 23386973