TENDER NOTIFICATION

Sealed tenders are invited from reputed Service Providers engaged in providing End-to-End Services (except setting of Question Papers) for conducting **Computer-based (Online) Common Entrance Tests (CET) 2015** for admission to (i) DNS Programme February 2015 batch for which CET is to be conducted on 7th February 2015 and (ii) all UG and PG Programmes of August 2015 batch for which CETs are to be conducted on 25th April 2015 and if necessary a supplementary CET for UG courses only in the last week of June 2015. The Tender Document can be downloaded from the University Website [www.imu.edu.in](http://www.imu.edu.in). The last date for receiving bids is **3 p.m. on 30th December 2014**.

REGISTRAR

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**I. Introduction:**

The Indian Maritime University, Chennai is a Central University under the Union Ministry of Shipping with all India jurisdiction, with its own campuses at Chennai, Cochin, Mumbai, Kandla, Kolkata and Visakhapatnam, and with 37 affiliated colleges all over the country.

The IMU offers various Undergraduate and Postgraduate courses in the Schools of Marine Engineering and Technology, Nautical Sciences, Naval Architecture and Ocean Engineering and Maritime Management. Admissions to these courses offered by IMU campuses and the affiliated colleges are through **Common Entrance Tests (CET)** held once or more each year.
**Common Entrance Test for Admissions to DNS course of February 2015 Batch:**

Admissions of candidates sponsored by Shipping Companies to the Diploma in Nautical Science (DNS) seats of Affiliated Institutes of the February 2015 Batch will be done through a Common Entrance Test (CET) scheduled to be held on **Saturday the 7th February 2015** in a **single shift** for the Sponsored Candidates (Feb 2015 batch-DNS) in the following **15 cities** (Test Centres):

1. Allahabad
2. Bangalore
3. Bhopal
4. Bhubaneswar
5. Chandigarh
6. Chennai
7. Cochin
8. Guwahati
9. Hyderabad
10. Jaipur
11. Kolkata
12. Lucknow
13. Mumbai
14. New Delhi
15. Patna

*Around 1,000 candidates are likely to apply for this CET.*

**Common Entrance Tests for Admissions to all UG and PG courses of August 2015 Batch:**

There will be a Common Entrance Test (CET) for all the UG courses; another CET for the 2 MBA courses and a third CET for the 2 M.Tech courses. However, all the 3 CETs will be held on the same day or days at the same Test Venues. They are scheduled to be held on **Saturday 25th April 2015 in a single shift** in the following **35 cities** (Test Centres):

1. Agra
2. Ahmedabad
3. Allahabad  
4. Bangalore  
5. Bhopal  
6. Bhubaneswar  
7. Chandigarh  
8. Chennai  
9. Cochin  
10. Coimbatore  
11. Dehradun  
12. Guwahati  
13. Hyderabad  
14. Jaipur  
15. Jodhpur  
16. Kanpur  
17. Kolkata  
18. Kota  
19. Lucknow  
20. Meerut  
21. Mumbai  
22. Muzaffarpur  
23. Nagpur  
24. New Delhi  
25. Patna  
26. Port Blair  
27. Pune  
28. Raipur  
29. Ranchi  
30. Shimla  
31. Siliguri  
32. Srinagar  
33. Trivandrum  
34. Varanasi  
35. Visakhapatnam

The list of cities (Test Centres) for the CETs held on 14.06.2014 and the number of candidates who appeared in each Centre are furnished in Annexure I.

If necessary, IMU may hold a supplementary CET for the UG courses only in the last week of June 2015 in a single shift in the same 15 cities (Test Centres) in which the January 2015 CET is proposed to be held.
Points to be noted:

• The CETs will be Computer-based (Online) for all courses.

• The questions asked in the CETs will be multi-disciplinary, multiple choice or what in common parlance are called ‘Objective Type Questions’.

• If sufficient number of applications are not forthcoming for certain cities, IMU reserves the right to accommodate the candidates in the nearest cities. For example, if sufficient number of applications are not forthcoming for Srinagar and Shimla, IMU may divert these candidates to Chandigarh.

• If there is a large number of applicants for certain cities (Test Centres), IMU may require the Service Provider/Vendor to arrange multiple Test Venues in such cities.

• The Test Venues must be arranged only within the geographical limits of the Corporation/Municipality/Nagar Panchayat of the designated cities. If in exceptional circumstances, this is not possible, IMU’s prior written permission should be obtained to arrange a Test Venue outside the city limits.

IMU is looking for a Service Provider/Vendor who can provide End-to-End Services for the successful conduct of its Computer-based CET 2015, except for the setting of question papers. This tender is aimed at selecting such a Service Provider/Vendor.

II. End-to-End Services to be Provided:

The End-to-End Services that the Service Provider/Vendor will be required to provide are:

• Online Registration of Applicants with facility to upload photographs and scanned signatures and to download and print filled-in application in standard formats, and with provision of administrative login to IMU to check and authenticate the applications online.

• Secure Payment Gateway and Offline (challan-based) Payment Management.

• Arranging Test Venues with sufficient computers, relevant software and necessary personnel to administer the CETs smoothly without any hitch.
• Designing and development of a suitable IT platform for enabling a Computer-based examination (with multiple choice questions) to be held simultaneously in different cities in India. While questions and answer keys will be provided by IMU, the digital ‘transcription’ and ‘uploading’ of the same shall be the responsibility of the Service Provider/Vendor.

• Facility for applicants to take at least 3 Web-based ‘Mock Tests’ of a nature similar to IMU’s CETs.

• Facility for applicants to download their Hall Tickets/Admit Cards with the name of the Test Venue indicated.

• Automated e-mails/SMS to every registered applicant on successful registration, receipt of application fee (online) and dispatch of hall ticket.

• Conducting the CETs at the designated Test Venues.

• Evaluation of answers and publication of results.

• Maintaining a Master Database of all Applicants Registered; Attended CET; Results for use at any time during the Admission process; and transfer of the entire data (soft copy) to IMU after the whole process is completed.

• Such other items as deemed necessary by IMU for the proper conduct of the Computer-based CET and its immediate aftermath.

III. Deliverables of this Project

The main deliverable of this Project is the successful conduct of the Computer-based Common Entrance Tests (CET) of the Indian Maritime University, Chennai on 7th February 2015 and 25th April 2015 and, if necessary, a supplementary CET in the last week of June 2015, and the provision of the End-to-End Services listed in (II) above. Other deliverables are:

(a) To provide/deploy the necessary Personnel, Hardware, Software, Networking, Internet connectivity, Power back-up, Air-conditioning, System Security, Testing, Validation, Audit, and other measures for the proper and satisfactory conduct of the CETs 2015 at the designated Test Venues.

(b) To ensure that the Web application is able to handle a large volume of online traffic for a period of approximately 6-8 weeks and to keep it active so as to answer any queries coming forth during that period and also later for tasks handled by it on real time basis (maximum within 24 hours).
(c) To provide at each Test Venue computer terminals equal to the number of Hall Tickets/Admit Cards issued for that Test Venue plus a buffer of 20%.

(d) The computer systems and servers shall be of latest configuration and LAN must be scaled enough to handle the traffic in real time with proper backup and redundancy at each level.

(e) To ensure that the examination is not "online only" and conducted in CBT mode so that it is not affected by Internet issues.

(f) To securely transmit, download, install and implement confidential data received from the COE, IMU. The Question Papers installation and implementation shall be as per requirement of the COE in real time situation.

(g) To transfer/export the data in encrypted format including raw scores data from local server to Central server and vice versa at the instruction of the COE, IMU.

(h) To prepare and provide documentary manuals for all processes for safe and secure conduct of examination to be followed along with rules for contingency and exception handling/ emergency procedures.

(i) To ensure the fool-proof functioning of the Computer-based CET delivery system by conducting adequate Dry Runs at all Test venues before the date of the CET, and to conduct a final Dry Run on the day before the CET in all venues simultaneously thereby simulating actual CET-like conditions.

(j) To have a comprehensive Business Continuity Plan/Disaster Recovery Plan and practice in place which should be shown to IMU when called upon to do so.

(k) To maintain complete log of all activities of candidate during the course of the CET to enable complete auditability of the assessment process.

(l) To ensure suitable drinking water facilities and separate toilet facilities both for Boys and Girls at the Test venues.

(m) To arrange/provide adequate signage’s/displays/instructions/information to the candidates appearing for CET 2015 at the designated Test Venues.

(n) To arrange frisking of candidates at examination centre to disallow any electronic gadgets, pen, paper (other than Admit Card), bag, purse (except
wallet) etc., as per the guidelines of the IMU.

(o) To obtain feedback from candidates after examination is over through online Feedback Form.

(p) To provide automated scoring as per rules defined and agreed.

(q) To evaluate the answer sheets and furnish the merit list and such other processed data to IMU in the formats prescribed.

(r) To provide documented inputs and support for handling
   • Students queries
   • Press interaction
   • RTI queries
   • Court Cases

(s) To be in a position to conduct an alternative Test at the Bidder’s cost at the Test venue(s) at short notice (but with a different question paper) if there has been a complete failure of the Test delivery process.

**IV. Minimum Manpower Deployment:**

(a) The Bidder will be required to depute a capable I.T Manager to IMU Headquarters from the date of commencement of receipt of applications for a CET till the date of publication of results to liaise between IMU and the Bidder and to function as a consultant, trainer and helper to IMU to effectively handle all the end-to-end services.

(b) For the successful conduct of the CETs 2015, the Bidder shall deploy the following complement of staff at each **Test Venue:**

1. Test Venue Administrator: 1
2. I.T Manager: 1
3. Invigilators: 1 for every 25 candidates.

There shall be 1 Chief Invigilator if the number of candidates at a Test Venue is 100 - 300, and 2 Chief Invigilators if a Test Venue has over 300 candidates.

4. Support staff/peons: 2 for up to 100 candidates, 1 extra for every 50 candidates.
5. Security guards: 2 for up to 100 candidates, 1 extra for every 50 candidates.
**Illustration 1:** The number of candidates at a Test Venue (based on the number of Hall Tickets/Admit Cards issued) is 65. The complement of staff to be posted at that Test Venue shall be: One Test Venue Administrator, one I.T Manager, three Invigilators, no Chief Invigilator, two support staff, and two security guards.

**Illustration 2:** The number of candidates at a Test Venue (based on the number of Hall Tickets/Admit Cards issued) is 140. The complement of staff to be posted at that Test venue shall be: 1 Test Venue Administrator, 1 I.T Manager, 6 Invigilators, 1 Chief Invigilator, 3 support staff, and 3 security guards.

It shall be incumbent upon the Bidder to finalise the list of names & contact numbers of the Administrators, I.T Managers, Invigilators, Chief Invigilators, Supports staff and Security Guards together with the names of those on stand-by in the event of absentees allocated to each Test Venue and submit the same to IMU within the date prescribed.

**V. Time Line**

*Time is of the essence of this contract.* The time line for important milestones of Computer-based CETs 2015 (which may be modified slightly by IMU if warranted) shall be as follows:

**(A) For the Tender**

(i) Date of pre-bid meeting: 11.00 am on 23rd December 2014 (Tuesday)

(ii) Last date for receipt of bids: 3.00 pm on 30th December 2014 (Tuesday)

(iii) Opening of Technical Bids: 3.30 pm on 30th December 2014 (Tuesday)

(iv) Opening of Financial Bids: 3.30 pm on 31st December 2014 (Wednesday)

(iv) Issue of Purchase Order to successful Bidder: 2nd January 2015 (Friday)

(vi) Furnishing of Security Deposit by the successful Bidder and execution of Contract with IMU: 5.00 pm on 5th January 2015 (Monday)
(B) For the January 2015 CET

(i) Date by which the Service Provider/Vendor should ‘go live’ and be able to register candidates’ applications online and receive payments of CET fees online or offline through challans with automated Email/SMS acknowledgements: 12th January 2015

(ii) Date by which the Service Provider/Vendor shall furnish to IMU the provisional list of Test Venues in the designated 15 cities with details of the computer systems and other facilities available at each Venue: 12th January 2015.

(iii) Last date for receipt of applications: 27th January 2015

(iv) Date by which the Vendor should furnish the final list of Test Venues in the designated cities with details of the computer systems and other facilities available and the names/contact numbers of the administrative & technical officers, invigilators and other staff allocated to each Test Venue: 28th January 2015

(v) Date by which candidates should be able to download Hall Tickets / Admit Cards: 31st January 2015

(vi) Date of Common Entrance Test: 2-5 pm on 7th February 2015

(vii) Date of Publication of CET results: 9th February 2015

(C) For the April 2015 CETs

(i) Date by which the Service Provider/Vendor should ‘go live’ and be able to register candidates’ applications online and receive payments of CET fees online or offline through challans with automated Email/SMS acknowledgements: 23rd February 2015

(ii) Date by which the Service Provider/Vendor shall furnish to IMU the provisional list of Test Venues in the designated 35 cities with details of the computer systems and other facilities available at each Venue: 23rd March 2015
(iii) Last date for receipt of applications:  

6th April 2015

(iv) Date by which the Vendor should furnish the final list of Test Venues in the designated cities with details of the computer systems and other facilities available and the names/contact numbers of the administrative & technical officers, invigilators and other staff allocated to each Test Venue:  

8th April 2015

(v) Date by which candidates should be able to download Hall Tickets / Admit Cards:  

11th April 2015

(vi) Date of Common Entrance Test:  

2-5 pm on 25th April 2015

(vii) Date of Publication of CET results:  

30th April 2015

N.B. If the supplementary CET is held in the last week of June 2015 for UG courses based on necessity in the 15 designated cities, the time lines will be similar to those for the January 2015 CET.

The successful Bidder/Vendor must meet these deadlines without any slippage.

VI. Qualifications of Bidders:

Along with time, quality is of the essence of this contract. IMU is looking for a Bidder who has proven capacity to provide End-to-End services for conducting a Computer-based Test in multiple venues across India in a single shift for over ten thousand candidates. Accordingly, IMU has opted for a Quality-cum-Cost based System (QCBS) of Tender Evaluation in which 75% weightage will be given to the Technical Bid and 25% weightage to the Price Bid.

Since the capacity to conduct Computer-based Tests (CBTs) in multiple venues across India in a single shift for thousands of candidates on a similar or even greater scale without any hitch is of paramount importance and crucial to the success of IMU’s new venture, IMU has prescribed 2 sets of technical criteria:

(A) Minimum Eligibility Criteria – Bidders who do not possess ALL these criteria will be screened and not taken up for Technical Evaluation.

(B) Technical Evaluation Criteria – Bidders who possess all the Minimum Eligibility Criteria will be given marks based on certain well defined
criteria which are indicative of their technical capacity to undertake projects similar to or bigger than IMU’s Computer-based CET 2015. The Technical Score (TS) of the Bidder getting the highest mark will be treated as 75, and those of the others will be arrived at proportionately using the formula: \( \text{TS} = \left( \frac{T}{T_{\text{max}}} \right) \times 75 \) where \( T_{\text{max}} \) is the highest mark secured in the Technical Evaluation by one of the Bidders, and \( T \) is the mark secured by any given Bidder. In this manner, each Bidder will be assigned a Technical Score (TS) out of 75.

**N.B.** The Bidder may furnish modes of proof other than the ones indicated below but it shall be entirely up to IMU whether to accept them or not.

(A) The **Minimum Eligibility Criteria** shall be as follows:

1. The Bidder should have been in the business of conducting similar Computer-based Tests (CBTs) for Admissions or Recruitments on behalf of Educational Institutions/Public Service Commissions /Companies and the like since 2011-12 or earlier.

   *[Mode of Proof: Copy of Purchase Order/Contract showing that the Bidder had conducted a similar CBT since 2011-12 or earlier]*.

2. The Bidder should have successfully implemented during 2011-12, 2012-13, 2013-14 and 2014-15 at least 2 (two) CBTs/Projects each of value not less than Rs.50 lakhs.

   *[Mode of Proof: Copy of Purchase Order/Contract for proving ‘Award of Work’.

   Copy of Completion Certificate’/Final Invoice/Letter indicating return of Security Deposit for proving satisfactory ‘Completion of Work’.

   Should be furnished for each of the 3 Projects.

   Value of a Project = No. of candidates x Rate per candidate]*.

**N.B:** The distinction between a ‘Contract’, a ‘Project’ and a ‘shift’ must be clearly understood. ‘Project’ refers to a Computer-based Test (CBT) similar to IMU’s CET that is implemented by the Service Provider on behalf of a client in one or more ‘shifts’. The individual ‘shifts’ do not count as a ‘Project’; only the CBT as a whole counts as one. A ‘Contract’ may cover a single CBT/Project or several CBTs each of which is deemed a separate ‘Project’.

**Illustration:** A Service Provider may have entered into a ‘Contract’ with a Public Service Commission to conduct 5 different CBTs in the course of a
year, and each CBT may be conducted in multiple ‘shifts’. There are 5 ‘Projects’ here with each CBT counting as a separate ‘Project’.

3. The Bidder should have successfully implemented at least 2(two) CBTs/Projects during 2011-12, 2012-13, 2013-14 and 2014-15 each of which had Test Venues covering simultaneously 35 (thirty five) or more cities across India.

[Mode of Proof: Copy of Purchase Order/Contract for proving ‘Award of Work’ and the locations of the various Test centres. Copy of Completion Certificate’/Final Invoice/Letter indicating return of Security Deposit for proving satisfactory ‘Completion of Work’. Should be furnished for each of the 3 Projects].

4. The Bidder should have successfully implemented at least 2 (two) CBTs/Projects during 2011-12, 2012-13, 2013-14 and 2014-15 in each of which the Test was administered to 15,000 (Fifteen thousand) or more candidates in a single shift.

[Mode of Proof: Copy of Purchase Order/Contract for proving ‘Award of Work’ and any internal communication between the Service Provider and Client proving the total number of candidates covered in a single shift. Copy of Completion Certificate’/Final Invoice/Letter indicating return of Security Deposit for proving satisfactory ‘Completion of Work’. Should be furnished for each of the 2 Projects].

5. The Bidder should NOT have been debarred or blacklisted by any government department/agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance.

Mode of Proof: The bidder should give an undertaking for this.

The Bidder must possess ALL the 5 Minimum Qualifying Criteria. If he/she does not possess even one of these, he/she shall stand disqualified and his/her bid will not be taken up for technical evaluation.

(B) The Technical Evaluation Criteria shall be:

1. Does the Bidder own the source code of the Test Engine Software? [Proof to be furnished].

2. What is the Capability Maturity Model Integration (CMMI) Level of the Bidder - CMMI 3 or CMMI 5? [Proof to be furnished].

4. With what Advanced Encryption Standards (AES) does the Bidder comply – 128 bit or 256 bit? [Proof to be furnished].

[N.B. For Criteria (5) to (8) below, the mode of proof should be similar to that prescribed under (A) Minimum Qualifying Criteria (3) to (5)].

5. (a) Total number of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13, 2013-14 and 2014-15 of value between Rs.50 lakhs and Rs.1 crore.

(b) Total number of CBTs/ Projects successfully implemented by the Bidder during 2011-12, 2012-13, 2013-14 and 2014-15 of value greater than Rs.1 crore.

6. (a) Total number of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13, 2013-14 and 2014-15 each of which had Test venues covering simultaneously 35 to 50 cities across India.

(b) Total number of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13, 2013-14 and 2014-15 each of which had Test venues covering simultaneously more than 50 cities across India.

7. (a) Total number of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13, 2013-14 and 2014-15 in each of which the Test was administered to 15,000 – 20,000 candidates in a single shift.

(b) Total number of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13, 2013-14 and 2014-15 in each of which the Test was administered to more than 20,000 candidates in a single shift.

8. Total number of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13, 2013-14 and 2014-15 which contained ALL of the following components/activities:

(a) Online Application Registration and processing.
(b) Secure Payment Gateway and Offline (challan-based) Payment Management.
(c) Hall Ticket/Admit Card upload.
(d) CBT delivery in at least 40 Cities across India.
(e) Results processing.

9. The Bidder should be a reputed company registered under the Companies Act, 1956 with substantial financial capacity. What is the annual turnover of the Company in India in each of 2011-12, 2012-13 and 2013-14?

[Mode of Proof: Copy of Registration Certificate, Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant].”

The weightage given to each of the Technical Evaluation Criteria will be announced just before the opening of the Technical Bids.

VII. Submission of Bids
(a) The Bidders shall submit their bids in two parts:
   (i) Technical Bid, and
   (ii) Price Bid.
(b) The Technical and Price Bids should be kept separately in sealed envelopes and both these envelopes should be kept in one sealed envelope superscribing "Tender for Indian Maritime University’s Computer-based Common Entrance Test, 2015". In case any Bidder encloses the Financial Bid within the Technical Bid, the same shall be rejected summarily.
(c) The Bid Document must be addressed to:

   The Registrar,
   Indian Maritime University,
   East Coast Road,
   Uthandi,
   Chennai – 600119.

They must sent only by Registered/Speed Post or through Special Messenger under proper acknowledgement so as to reach by 3:00 PM on Tuesday the 30th of December 2014. Late tenders shall not be accepted.
(d) The Bid Document can be downloaded from IMU web site
http://www.imu.edu.in and submitted along with a fee of Rs. 5,000/- (non-refundable) in the form of a Demand Draft in favour of “Indian Maritime University payable at Chennai”. There is no exemption from payment of bid document fees and bids without requisite fees shall not be accepted.

(e) The Technical Bid should contain all the relevant information and desired enclosures in the prescribed format [Statement no.2] along with a Earnest Money Deposit (EMD) of Rs.1 lakh in form of Demand Draft drawn in favour of Indian Maritime University and payable at Chennai. The tenders without EMD shall be summarily rejected. The EMD will be forfeited if the Bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.

(f) The Technical Bid will have 2 Schedules: Schedule 1 contains “Minimum Eligibility Criteria” while Schedule 2 contains the “Evaluation Criteria”. If a bidder does not possess ALL the Minimum Eligibility Criteria laid down in Schedule 1, then Schedule 2 of his/her Technical Bid will not be taken up for marking and evaluation nor will his/her Financial Bid be opened.

(g) The Price Bid should be in the prescribed format (Statement no.3) and contain only the quote of ‘Rate per Candidate’ for all the three tests.

[N.B. The number of candidates to whom Hall Tickets/Admit Cards have been issued shall be treated as ‘Number of Candidates’ for purposes of payment].

(h) All prices/rates in the Price Bid should be clearly written both in figures and in words. In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.

(i) Bidders should avoid alterations/corrections in the prices/rates submitted by them. However, if alterations/corrections in prices/rates are inescapable each alteration/ correction should be indicated both in figures and words and duly attested under the full signature of the Authorized Signatory of the Bidder.

(j) All the pages of the Bid Document shall be continuously numbered and submitted as a package along with a Covering Letter in the prescribed proforma (Statement no. 1) letter on the Bidder’s letter head.
(k) Information, references and certificates from the respective clients certifying technical, delivery and execution capability of the Bidder should be signed and the contact numbers of all such clients should be mentioned. The IMU, Chennai may also independently seek information regarding the performance from the clients.

(l) If the Bidder deliberately gives incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender, then IMU, Chennai reserves the right to reject such a tender at any stage and also blacklist/debar the Bidder from future tenders for a period of not less than 3 years.

(m) Bidders are not allowed to submit multiple bids nor bid through a consortium

(n) Bidders are not allowed to sub-contract any part or whole of this contract except with the prior written permission of IMU.

VIII. Tender Evaluation Process

(a) The Technical Bids will first be opened at 3.30 pm on 30th December 2014 in the presence of the bidders (if any).

(b) Before opening the Technical Bids, the weightage assigned to the various Technical Evaluation Criteria listed in Schedule 2 of the Technical Bid will be explained to the Bidders so that the process is fair and transparent.

(c) Schedule 2 will be marked and evaluated only in respect of bidders who possess ALL the Minimum Eligibility Criteria laid down in Schedule 1.

(d) The IMU shall have the right to call upon the Bidders to explain/substantiate/prove the various claims made by the Bidder in Schedules 1 and 2, and if satisfactory explanation/proof is not forthcoming, the IMU reserves the right to treat the claim as ‘Not Proved’ and ignore it.

(e) Schedule 2 of the Technical Bid submitted by each Bidder would be assessed based on the Technical Evaluation Criteria already announced. The Technical Score (TS) of the Bidder getting the highest mark will be treated as 75, and those of the others will be arrived at proportionately, using the formula: 

$$TS = \left(\frac{T}{T_{\text{max}}}\right) \times 75$$

where $T_{\text{max}}$ is the highest mark secured in the Technical evaluation by one of the Bidders, and T is the mark secured by any given Bidder. In this manner, each Bidder will be assigned a Technical Score (TS) out of 75.
(f) **The Price Bids shall be opened at 3.30 pm on 31st December 2014 in the presence of the eligible bidders present (if any).** The Price Bids of those Bidders who did not possess the *Minimum Eligibility Criteria* laid down in Schedule 1 and whose Schedule 2 of the Technical Bid was not marked and evaluated, will not be opened.

(g) **This Tender, being a Quality-cum-Cost based Tender, with quality and integrity of the examination process being paramount, will be evaluated on 75:25 basis. This means 75% weightage will be given to Technical Bid and 25% weightage will be given to the Price Bid.**

(h) **The Financial Score (FS) out of 25 for each bidder** will be arrived at using the formula: $FS = \left( \frac{P_{\text{min}}}{P} \right) \times 25$ where $P_{\text{min}}$ is the value of the *lowest Price Bid*, and $P$ is the value of the Price Bid of a given Bidder.

(i) **The Total Score for a Bidder (out of 100) = TS + FS.**

(j) **The Bidder with the highest Total Score will be awarded the contract subject to other terms and conditions of Tender.** The IMU shall issue a Purchase Order to the successful bidder giving him 4 days’ time to furnish the Security Deposit and execute the Contract with IMU in the prescribed format.

(k) IMU reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

(l) **The Contract between IMU and the successful Bidder (Vendor) will be for all the Computer-based CETs held in the calendar year 2015 only.**

**IX. Security Deposit**

(a) **Within 3 days of the successful Bidder's receipt of notification of award, the Bidder shall furnish a Security Deposit of Rs.5 lakhs in the form of a A/C Payee Demand Draft.** The EMD already paid can be adjusted against the Security Deposit.

(b) **The Security Deposit will be discharged by the IMU and returned to the Vendor not later than 90 days following the date of completion of the Vendor’s performance obligations.**

(c) **The proceeds of the Security Deposit shall be payable to the IMU as compensation for any loss(es) resulting from the failure of the Vendor to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU for delays/default/failure on the part of the Vendor.**
X. **Payment Terms:**

(a) No advance will be paid to the Vendor.

(b) The payments to the Vendor for the implementation of each CET will be regulated as follows:

(i) **40%** - As soon as the Vendor furnishes to IMU the final list of Test Venues in the designated cities with details of the computer systems and other facilities available and the names/contact numbers of the staff allocated to each Test Venue, and submits a report that the Hall Tickets/Admit Cards have been fully uploaded and are available for downloading by the candidates.

(ii) **60%** - As soon as the Vendor submits a detailed report that the Computer-based CET 2015 has been successfully conducted at all the designated Test Venues and that the results of the CET have been published and that all the Data and other relevant records have been duly submitted to IMU.

IMU reserves the right to test check whether the claims/reports made by the Vendor are correct.

(c) The above payment schedule is subject to timely and satisfactory completion of all the steps/activities leading to each stage. In the event of delays on the part of the bidder not attributable to IMU or to *Force Majeure* causes, IMU shall have the right to make ‘cuts’ in payment at the rate of 0.50% of the *amount payable* per day of delay but not exceeding 10% of the amount payable after giving a 3-day notice to show cause against the same.

(d) In the event of unsatisfactory performance or non-performance of any of the steps/activities not attributable to IMU or to *Force Majeure* causes, IMU shall have the right to withhold the *corresponding payment for these steps/activities* either fully or partly after giving a 7-day notice to the Vendor to show cause against the same, and to take such other legal action to make good the losses caused by the Vendor to IMU. IMU shall also have the right to terminate the contract altogether.

(e) IMU shall have the right to determine what the “*amount payable/corresponding payment*” for any step/activity is, and while the Vendor has a right to represent/clarify, IMU’s determination of the same shall be final without prejudice to the Vendor’s rights to seek alternative remedy through arbitration/Courts.

(f) In the event of the bidder bringing IMU into disrepute by his failure to conduct the CETs, IMU shall reserve the right to blacklist/debar the Vendor for a period of at least 3 years.
XI. **Confidentiality**

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information or data relating to IMU’s Computer-based CET 2015 without the prior consent of the IMU. IMU reciprocally agrees to do likewise regarding any proprietary or confidential information or data relating to the Bidder which may come into the possession or custody of IMU in the course of the project.

XII. **Resolution of Disputes**

Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

-0-0-0-
## Annexure - I
Details of Applications Received for IMU's CET 2014

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Bid Document
IMU, Chennai – CET, 2015

Statement No. 1

Covering Letter to Accompany Technical Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover along with Statement no. 2 (Technical Bid), and DDs for Bid Document fee of Rs. 5,000, and EMD of Rs. 1 lakh]


From
Name & Address of the Bidder

To
The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119.

Sir,

We are a
---------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------
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[Introduce your company and its activities with particular reference to your experience in conducting Computer-based Entrance Tests. Also furnish particulars of your registration with various statutory Tax authorities. Not more than 200 words].

2) We hereby submit our Bid for conducting Computer-based (Online) Common Entrance Tests (CET) 2015 for admission to (i) DNS Programme February 2015 batch for which CET is to be conducted on 7th February 2015 in 15 designated cities; (ii) all UG and PG Programmes of August 2015 batch for which CETs are to be conducted on 25th April 2015 in 35 designated cities; and (3) if necessary, a supplementary CET for UG courses only in the last week of June 2015.
in 15 designated cities. We understand that in a few cases the number of Cities
and shifts may increase or decrease on mutual understanding.

3) We have enclosed a Demand Draft bearing No. dated for Rs.5,000
towards the cost of the Bid Document and another Demand Draft bearing No.
dated for Rs.1 lakh towards Earnest Money Deposit (EMD) in the name of the Indian
Maritime University, payable at Chennai.

4) We have read and understood and hereby agree to all the terms and
conditions stipulated by the IMU in this tender including the Quality-cum-Cost
based System (QCBS) of Tendering with 75% weightage to the Technical Bid and
25% weightage to the Price Bid, the Deliverables under the Project, the Time Line
for delivery, Payment Terms, etc.

5) We certify that all the particulars furnished in our Bid are true and correct and
based on documentary evidence. We understand that if any of the particulars is
found to be false or misleading, IMU has the right to summarily reject our bid at
any stage and that our company is liable to be blacklisted/debarred by IMU for at
least 3 years.

6) In the event of our being awarded the work, and understanding the urgency
involved, we undertake to remit the Security Deposit and execute the Contract with
IMU within 3 (three) days from the date of issue of the Purchase Order failing which
the Purchase Order may be cancelled and the EMD forfeited.

7) Our Price Bid is inclusive of all taxes, duties and charges and the price quoted
shall be firm till the execution of the contract.

8) We shall work closely with IMU and keep IMU posted at every stage about the
progress made, and handover the entire database to IMU on conclusion of the
project.

9) We shall render all assistance to IMU to make the project a success including
provision of consulting, training and manpower support to the Controller of
Examinations, IMU or any other designated officer in IMU premises to handle the
entire Computer-based CETs 2015.

Yours faithfully,

Date: 
Signature with Seal of Authorised Signatory
Place:
IMU, Chennai – CET, 2015  
Statement No.2 - Schedule 1  
TECHNICAL BID: Minimum Qualifying Criteria

1. (a) Whether in the business of conducting similar Computer-based Tests (CBTs) for Admissions/Recruitments on behalf of Educational Institutions/Public Service Commissions/Companies from 2011-12 or earlier: Yes/No  
   (a) Mode of Proof enclosed:  
   (b) Available at which page number of Bid Document:

2. Successful Implementation of 2 CBTs/Projects of value > Rs.50 lakhs during 2011-12, 2012-13, 2013-14 and 2014-15:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; brief description of the CBT/Project</th>
<th>Name, Address &amp; Contact No. of the Client for whom CBT was conducted</th>
<th>When was the CBT conducted?</th>
<th>No. of shifts in which the CBT was conducted</th>
<th>Value of the CBT / Project</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document.</th>
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</table>

*Note 1:* Only details of CBTs/Projects that have been fully implemented should be entered; not of those that are still under execution.

*Note 2:* Value of the CBT/Project = Total No. of candidates x Rate per candidate.
**Note 3:** The distinction between a ‘Contract’, a ‘Project’ and a ‘shift’ must be clearly understood. ‘Project’ refers to a Computer-based Test (CBT) similar to IMU’s CET that is implemented by the Service Provider on behalf of a client in one or more ‘shifts’. The individual ‘shifts’ do not count as a ‘Project’; only the CBT as a whole counts as one. A ‘Contract’ may cover a single CBT/Project or several CBTs each of which is deemed a separate ‘Project’.

3. Successful Implementation of 2 CBTs/Projects each of which had Test Venues covering simultaneously 35 (thirty five) or more Cities across India during 2011-12, 2012-13, 2013-14 and 2014-15:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; brief description of the CBT/Project</th>
<th>Name, Address &amp; Contact No. of the Client for whom CBT was conducted</th>
<th>When was the CBT conducted?</th>
<th>Total No. of Cities where the CBT was conducted</th>
<th>Total No. of Test Venues where the CBT was conducted</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document.</th>
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</tbody>
</table>

**Note 1:** Only details of CBTs/Projects that have been fully implemented should be entered; not of those that are still under execution.

**Note 2:** The distinction between ‘Cities’ and ‘Test Venues’ must be clearly understood. There may be one or more Test Venues in a City depending upon the number of candidates appearing in a given City. *Illustration:* A CBT may have been conducted in 30 Cities across India. In 5 of those Cities, there may have been 3 Test Venues each. So the total no. of Test Venues for this CBT would be 40. But this CBT would NOT qualify as what is relevant for this qualifying criterion is the total no. of ‘Cities’ [35 or more] and NOT the total no. of ‘Test Venues’.
4. Successful Implementation of 2 CBTs/Projects in each of which the Test was administered to 15,000 (Fifteen thousand) or more candidates in a single shift during 2011-12, 2012-13, 2013-14 and 2014-15:

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<th>Sl. No.</th>
<th>Name &amp; brief description of the CBT/Project</th>
<th>Name, Address &amp; Contact No. of the Client for whom CBT was conducted</th>
<th>When was the CBT conducted?</th>
<th>No. of shifts in which the CBT was conducted</th>
<th>Total No. of candidates who appeared for the CBT (all shifts put together)</th>
<th>Maximum No. of candidates who appeared in a single shift</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document</th>
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</tbody>
</table>

**Note 1:** Only details of CBTs/Projects that have been fully implemented should be entered; not of those that are still under execution.

5. Whether the Bidder has been debarred or blacklisted by any government department/agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance? Yes / No.

**Declaration**

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date: 

Signature with Seal of Authorised Signatory

Place:
STATEMENT NO. 2 - SCHEDULE 2

TECHNICAL BID: Technical Evaluation Criteria

[N.B. The various explanatory Notes given in Schedule 1 will also apply to this Schedule].

1. (a) Does the Bidder own the source code of the Test Engine Software? Yes/No.

   If No, then from whom will the software be leased in?

   (b) Mode of Proof enclosed:

   (c) Available at which page number of Bid Document:

2. (a) What is the Capability Maturity Model Integration (CMMI) Level of the Bidder - CMMI 3 or CMMI 5?

   (b) Mode of Proof enclosed:

   (c) Available at which page number of Bid Document:

3. (a) Does the Bidder have ISO-IEC 27001:2005 certification? Yes/No.

   (b) Mode of Proof enclosed:

   (c) Available at which page number of Bid Document:

4. (a) With what Advanced Encryption Standards (AES) does the Bidder comply – 128 bit or 256 bit? Yes/No

   (b) Mode of Proof enclosed:

   (c) Available at which page number of Bid Document:
5. (a) Details of CBTs/Projects of value between Rs.50 lakhs and Rs. 1 crore successfully implemented during 2011-12, 2012-13, 2013-14 and 2014-15:

<table>
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<th>Sl. No.</th>
<th>Name &amp; brief description of the CBT/Project</th>
<th>Name, Address &amp; Contact No. of the Client for whom CBT was conducted</th>
<th>When was the CBT conducted?</th>
<th>No. of shifts in which the CBT was conducted</th>
<th>Value of the CBT / Project</th>
<th>Mode of Proof enclosed</th>
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(b) Details of CBTs/Projects of value more than Rs. 1 crore successfully implemented during 2011-12, 2012-13, 2013-14 and 2014-15:

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<th>Name, Address &amp; Contact No. of the Client for whom CBT was conducted</th>
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6. (a) Details of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13, 2013-14 and 2014-15 each of which had Test venues covering simultaneously 35 to 50 Cities across India.

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<th>Name &amp; brief description of the CBT/Project</th>
<th>Name, Address &amp; Contact No. of the Client for whom CBT was conducted</th>
<th>When was the CBT conducted?</th>
<th>Total No. of Cities where the CBT was conducted</th>
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(b) Details of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13, 2013-14 and 2014-15 each of which had Test venues covering simultaneously more than 50 Cities across India.

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<th>Name, Address &amp; Contact No. of the Client for whom CBT was conducted</th>
<th>When was the CBT conducted?</th>
<th>Total No. of Cities where the CBT was conducted</th>
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</table>
7. (a) Details of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13, 2013-14 and 2014-15 in each of which the Test was administered to 15,000 – 20,000 candidates in a single shift.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; brief description of the CBT/Project</th>
<th>Name, Address &amp; Contact No. of the Client for whom CBT was conducted</th>
<th>When was the CBT conducted?</th>
<th>No. of shifts in which the CBT was conducted</th>
<th>Total No. of candidates who appeared for the CBT (all shifts put together)</th>
<th>Maximum No. of candidates who appeared in a single shift</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document</th>
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</table>

(b) Details of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13, 2013-14 and 2014-15 in each of which the Test was administered to more than 25,000 candidates in a single shift.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; brief description of the CBT/Project</th>
<th>Name, Address &amp; Contact No. of the Client for whom CBT was conducted</th>
<th>When was the CBT conducted?</th>
<th>No. of shifts in which the CBT was conducted</th>
<th>Total No. of candidates who appeared for the CBT (all shifts put together)</th>
<th>Maximum No. of candidates who appeared in a single shift</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document</th>
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</table>

8. Details of CBTs/Projects successfully implemented by the Bidder during
2011-12, 2012-13, 2013-14 and 2014-15 which contained ALL five of the following components/activities: (a) Online Application Registration and processing, (b) Secure Payment Gateway and Offline (challan-based) Payment Management, (c) Hall Ticket/Admit Card upload, (d) CBT delivery in at least 40 Cities across India, (e) Results processing.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; brief description of the CBT/Project</th>
<th>Name, Address &amp; Contact No. of the Client for whom CBT was conducted</th>
<th>When was the CBT conducted?</th>
<th>Total No. of Cities where the CBT was conducted</th>
<th>Did the CBT contain ALL the 5 components (a) to (e)</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document.</th>
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9. Audited Annual Turnover (in India) of the Company:

<table>
<thead>
<tr>
<th>Year</th>
<th>Annual Turnover (in Crores of Rupees)</th>
<th>Mode of Proof enclosed</th>
<th>Available at which page no. of Bid Document.</th>
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<tbody>
<tr>
<td>2011-12</td>
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<td>2012-13</td>
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<td>2013-14</td>
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Declaration

We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date: ____________________________  Signature with Seal of Authorised Signatory

Place: ____________________________

From
Name & Address of the Bidder

To
The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119.

Dear Sir,

We hereby submit our Price Bid for the Computer-based Common Entrance Tests, 2015 of the Indian Maritime University, Chennai:

<table>
<thead>
<tr>
<th>Rate in INR Per Candidate (in figures) (for all the three tests)</th>
<th>Rate in INR Per Candidate (in words) (for all the three tests)</th>
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</table>

The Rate quoted is inclusive of all taxes, duties and charges and shall be firm till the completion of the Contract.

Date: Signature with Seal of Authorised Signatory

Place: 32