

Computer-based Common Entrance Test 2014 of
Indian Maritime University (IMU), Chennai -
General Information and Instruction to the Bidders

	INDIAN MARITIME UNIVERSITY (A Central University) East Coast Road, Uthandi, Chennai 600 119. Tel: (044) 24530343 Fax: 24530342
Tender No.IMU/01/CET/2014	28/03/2014
TENDER NOTIFICATION	
Urgent 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 Test (CET) 2014 for admission to UG and PG Courses of the IMU Chennai in June 2014 . The Tender Document can be downloaded from the University Website www.imu.edu.in . The last date for receiving bids is 3 p.m. on 7th April 2014 . This tender notice issues with the concurrence of the Election Commission of India.	
REGISTRAR	

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, Visakhapatnam and Karaikal, and with 36 affiliated colleges all over the country.

The IMU offers various Undergraduate and Postgraduate courses in the Schools of Marine Engineering, Nautical Sciences, Naval Architecture and Ocean Engineering, Maritime Management and Maritime Laws.

Admissions to these courses offered by IMU campuses and the affiliated colleges is through a **Common Entrance Test (CET)** usually held in June every year in over 30 centres across India. This year the CET is scheduled to be held on **Saturday 14th June 2014 Afternoon** between **2 pm and 5 pm** in a **single shift**.

There is a CET for all the UG courses, another CET for the PG courses coming under the Schools of Maritime Management and Maritime Laws, and yet another CET for

PG courses coming under the School of Naval Architecture and Ocean Engineering. However all the three CETs will be held on the same day at the same Test Venues. The questions will be multi-disciplinary, multiple choice or what in common parlance are called 'Objective Type Questions'.

The details of IMU's CET 2013 are given below:

Indian Maritime University									
CET - 2013 Test Centre-wise Count									
Sl.No	Test Centre (City)	UG			UG - Total	PG			PG - Total
		B.Sc	B.Tech	DNS		MBA	M.Tech	LLM	
1	Delhi	222	667	597	1486	17	10	2	29
2	Patna	200	966	223	1389	10	2	2	14
3	Lucknow	162	662	342	1166	9	8	1	18
4	Chandigarh	213	361	469	1043	5	0	1	6
5	Mumbai	167	173	480	820	12	1	3	16
6	Cochin	189	257	244	690	68	12	4	84
7	Jaipur	61	396	123	580	2	0	0	2
8	Dehradun	100	180	189	469	8	0	0	8
9	Chennai	81	216	68	365	59	20	3	82
10	Kolkata	51	253	59	363	3	5	3	11
11	Ranchi	60	252	46	358	6	1	0	7
12	Visakhapatnam	33	106	96	235	6	19	0	25
13	Pune	42	74	71	187	11	2	1	14
14	Kota	24	133	11	168	0	0	0	-
15	Bhopal	17	97	31	145	0	1	0	1
16	Meerut	18	53	61	132	0	0	0	-
17	Trivandrum	28	64	28	120	7	6	0	13
18	Bhubaneswar	19	78	18	115	2	7	1	10
19	Hyderabad	17	66	12	95	7	9	0	16
20	Bangalore	5	49	26	80	8	7	0	15
21	Gwalior	9	52	18	79	0	0	0	-
22	Ahmedabad	9	43	18	70	2	1	0	3
23	Coimbatore	15	46	4	65	11	2	0	13
24	Nagpur	9	35	10	54	2	2	0	4
25	Guwahati	1	36	4	41	1	0	0	1
26	Siliguri	7	12	5	24	0	2	0	2
27	Port Blair	8	1	7	16	0	0	0	-

28	Kandla	4	4	4	12	0	0	0	-
Total		1771	5332	3264	10367	256	117	21	394

From 2014 onwards, IMU has decided to switch over to a Computer-based CET for both its UG and PG courses. For this purpose, IMU is looking for a Service Provider/Vendor who can provide **End-to-End Services** for the successful conduct of its Computer-based CET 2014, except for setting of question papers. This tender is aimed at selecting such a Service Provider/Vendor.

For the CET to be held on 14th June 2014, IMU has proposed to drop 2 of last year's Test centres (Cities), namely, *Kandla* and *Gwalior*, and include 8 new cities, namely, *Hubli, Jodhpur, Jabalpur, Raipur, Agra, Allahabad, Shimla* and *Srinagar*. **The total number of Cities for IMU's CET 2014 is likely to be (28-2+8) = 34.**

The additional Cities have been proposed for the convenience of candidates and in the hope that they will attract greater number of applications. However, 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, IMU may require the Service Provider/Vendor to arrange multiple Test Venues in such Cities.

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 centres with sufficient computers, relevant software and necessary personnel to administer the CET 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 (questions and answer key to be provided by IMU).

- Facility for applicants to take at least 3 Web-based 'Mock Tests' of a nature similar to IMU's CET.
- 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 CET 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 the project is the successful conduct of the Computer-based Common Entrance Test (CET) of the Indian Maritime University, Chennai on 14th June 2014 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 CET 2014 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 signages/displays/instructions/information to the candidates appearing for CET 2014 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 a second Test *at the Bidder's cost* at the same venue(s) at short notice (but with a different question paper) if there has been a complete failure of the Test delivery process.

IV. Time Line

Time is of the essence of this contract. The time line for important milestones of Computer-based CET 2014 (which may be modified slightly by IMU if warranted) shall be as follows:

(i) Last date for receipt of bids - *7th April 2014*

(ii) Issue of Purchase Order to successful Bidder - *8th April 2014*

(iii) Furnishing of Security Deposit by the successful Bidder and execution of Contract with IMU - *10th April 2014*

(iv) 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 - *17th April 2014*

(v) Date by which the Service Provider/Vendor shall furnish to IMU the *provisional list* of Test Venues in the designated 34 cities with details of the computer systems and other facilities available at each Venue - *9th May 2014*

(vi) Last date for receipt of applications - *20th May 2014*

(vii) 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 -

23rd May 2014

(viii) Date by which candidates should be able to download Hall Tickets / Admit Cards - 26th May 2014

(ix) Date of Common Entrance Test - 14th June 2014

(x) Date of Publication of CET results - 18th June 2014

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

V. Minimum Manpower Deployment:

(a) The Bidder will be required to depute a capable I.T Manager to IMU Headquarters throughout the period of the contract 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 CET 2014, 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: 1 Test Venue Administrator, 1 I.T Manager, 3 Invigilators, no Chief Invigilator, 3 support staff, and 3 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 before 26th May 2014.

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 these criteria will be screened and not taken up for Technical Evaluation.
- (B) *Technical Evaluation Criteria* – Bidders who possess 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 2014. *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: $TS = (T/T_{max}) \times 75$ where T_{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 be a company registered under the Companies Act, 1956 with an annual turnover in India of at least Rs.50 crores in each of 2010-11, 2011-12 and 2012-13.

[Mode of Proof: 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.

2. 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 during 2011-12 and 2012-13.

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

3. The Bidder should have successfully implemented during 2011-12, 2012-13 and 2013-14 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 2 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'.

4. The Bidder should have successfully implemented at least 2 (two) CBTs/Projects during 2011-12, 2012-13 and 2013-14 each of which had Test Venues covering simultaneously 40 (forty) 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 2 Projects].

5. The Bidder should have successfully implemented at least 2 (two) CBTs/Projects during 2011-12, 2012-13 and 2013-14 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].

6. 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.

If the Bidder does not possess any one of the above Minimum Qualifying Criteria, he shall stand disqualified and his 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].

3. What is the level of sophistication of the Bidder's Information Security Management? Does he have ISO-IEC 27001:2005 certification?

[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 and 2013-14 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 and 2013-14 of value greater than Rs.1 crore.

6. (a) Total number of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13 and 2013-14 each of which had Test venues covering simultaneously 40 to 60 cities across India.

(b) Total number of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13 and 2013-14 each of which had Test venues covering simultaneously more than 60 cities across India.

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

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

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

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

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, 2014"*. 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 Monday 7th April 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 the *Minimum Eligibility Criteria* laid down in Schedule 1, then Schedule 2 of his Technical Bid will not be taken up for marking and evaluation nor will his 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**'.

[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 nor sub-contract any part or whole of this work 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 7th April 2014** in the presence of the bidders.
- (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 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: $TS = (T/T_{max}) \times 75$ where T_{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 11 am on the 8th April 2014 in the presence of the eligible bidders.** 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: $FS = (P_{min}/P) \times 25$ where P_{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 2 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 the Computer-based CET 2014 only.**

IX. Security Deposit

- (a) Within 2 days of the successful Bidder's receipt of notification of award, the Bidder shall furnish a Security Deposit at **6% of the total order value** 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 the Project will be regulated as follows:
 - (i) **20%** - As soon as the Vendor submits a report to IMU stating that his website has gone 'live' and is able to receive applications from candidates online and receive payments of CET 2014 fees online or offline through challans without any hitch.
 - (ii) **20%** - 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.
 - (iii) **60%** - As soon as the Vendor submits a detailed report that the Computer-based CET 2014 has been successfully conducted at all the designated Test Venues and that the results of the CET have been published.

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, IMU shall have the right to withhold the corresponding payment either fully or partly after giving a 7-day notice to the Vendor to show cause against the same, and even terminate the contract the altogether and blacklist/debar

the Vendor for a period of at least 3 years and to take such other legal action to make good the losses caused by the Vendor to IMU.

- (e) The 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.

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 2014 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.

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Bid Document

IMU, Chennai – CET, 2014

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]

Reference: IMU's Tender Notification for CET 2014 vide The Hindu dt.29.3.2014.

From

Name & Address of the Bidder

To

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

Sir,

We are a -----

-----.

[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 the Computer-based Common Entrance Test, 2014 of the Indian Maritime University, Chennai to be conducted in a single shift on Saturday 14th June 2014 between 2 pm and 5 pm in 34 Cities across the country. 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 CET 2014.

Yours faithfully,

Date:

Signature with Seal of Authorised Signatory

Place:

IMU, Chennai – CET, 2014

Statement No.2 - Schedule 1

TECHNICAL BID: Minimum Qualifying Criteria

1. Audited Annual Turnover (in India) of the Company:

<i>Year</i>	<i>Annual Turnover (in Crores of Rupees)</i>	<i>Mode of Proof enclosed</i>	<i>Available at which page no. of Bid Document.</i>
2010-11			
2011-12			
2012-13			

2. (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:

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

<i>Sl. No.</i>	<i>Name & brief description of the CBT/Project</i>	<i>Name, Address & Contact No. of the Client for whom CBT was conducted</i>	<i>When was the CBT conducted?</i>	<i>No. of shifts in which the CBT was conducted</i>	<i>Value of the CBT / Project</i>	<i>Mode of Proof enclosed</i>	<i>Available at which page no. of Bid Document.</i>
1.							
2.							

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'.

4. Successful Implementation of 2 CBTs/Projects each of which had Test Venues covering simultaneously 40 (forty) or more Cities across India during 2011-12, 2012-13 and 2013-14:

<i>Sl. No.</i>	<i>Name & brief description of the CBT/Project</i>	<i>Name, Address & Contact No. of the Client for whom CBT was conducted</i>	<i>When was the CBT conducted?</i>	<i>Total No. of Cities where the CBT was conducted</i>	<i>Total No. of Test Venues where the CBT was conducted</i>	<i>Mode of Proof enclosed</i>	<i>Available at which page no. of Bid Document.</i>
1.							
2.							

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’ [40 or more] and NOT the total no. of ‘Test Venues’.

5. 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 and 2013-14:

Sl. No.	Name & brief description of the CBT/Project	Name, Address & Contact No. of the Client for whom CBT was conducted	When was the CBT conducted?	No. of shifts in which the CBT was conducted	Total No. of candidates who appeared for the CBT (all shifts put together)	Maximum No. of candidates who appeared in a <u>single shift</u>	Mode of Proof enclosed	Available at which page no. of Bid Document .
1.								
2.								

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

6. 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

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:

IMU, Chennai – CET, 2014

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
(b) Mode of Proof enclosed:
© 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:
© 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:
© 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 and 2013-14:

<i>Sl. No.</i>	<i>Name & brief description of the CBT/Project</i>	<i>Name, Address & Contact No. of the Client for whom CBT was conducted</i>	<i>When was the CBT conducted?</i>	<i>No. of shifts in which the CBT was conducted</i>	<i>Value of the CBT / Project</i>	<i>Mode of Proof enclosed</i>	<i>Available at which page no. of Bid Document.</i>
1.							
2.							
3.							
Etc.							

(b) Details of CBTs/Projects of value more than Rs. 1 crore successfully implemented during 2011-12, 2012-13 and 2013-14:

<i>Sl. No.</i>	<i>Name & brief description of the CBT/Project</i>	<i>Name, Address & Contact No. of the Client for whom CBT was conducted</i>	<i>When was the CBT conducted?</i>	<i>No. of shifts in which the CBT was conducted</i>	<i>Value of the CBT / Project</i>	<i>Mode of Proof enclosed</i>	<i>Available at which page no. of Bid Document.</i>
1.							
2.							
3.							
Etc.							

6. (a) Details of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13 and 2013-14 each of which had Test venues covering simultaneously 40 to 60 Cities across India.

<i>Sl. No.</i>	<i>Name & brief description of the CBT/Project</i>	<i>Name, Address & Contact No. of the Client for whom CBT was conducted</i>	<i>When was the CBT conducted?</i>	<i>Total No. of Cities where the CBT was conducted</i>	<i>Total No. of Test Venues where the CBT was conducted</i>	<i>Mode of Proof enclosed</i>	<i>Available at which page no. of Bid Document.</i>
1.							
2.							
3.							
Etc.							

(b) Details of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13 and 2013-14 each of which had Test venues covering simultaneously more than 60 Cities across India.

<i>Sl. No.</i>	<i>Name & brief description of the CBT/Project</i>	<i>Name, Address & Contact No. of the Client for whom CBT was conducted</i>	<i>When was the CBT conducted?</i>	<i>Total No. of Cities where the CBT was conducted</i>	<i>Total No. of Test Venues where the CBT was conducted</i>	<i>Mode of Proof enclosed</i>	<i>Available at which page no. of Bid Document.</i>
1.							
2.							
3.							
Etc.							

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

<i>Sl. No.</i>	<i>Name & brief description of the CBT/Project</i>	<i>Name, Address & Contact No. of the Client for whom CBT was conducted</i>	<i>When was the CBT conducted?</i>	<i>No. of shifts in which the CBT was conducted</i>	<i>Total No. of candidates who appeared for the CBT (all shifts put together)</i>	<i>Maximum No. of candidates who appeared in a <u>single shift</u></i>	<i>Mode of Proof enclosed</i>	<i>Available at which page no. of Bid Document .</i>
1.								
2.								
3.								
Etc.								

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

<i>Sl. No.</i>	<i>Name & brief description of the CBT/Project</i>	<i>Name, Address & Contact No. of the Client for whom CBT was conducted</i>	<i>When was the CBT conducted?</i>	<i>No. of shifts in which the CBT was conducted</i>	<i>Total No. of candidates who appeared for the CBT (all shifts put together)</i>	<i>Maximum No. of candidates who appeared in a <u>single shift</u></i>	<i>Mode of Proof enclosed</i>	<i>Available at which page no. of Bid Document .</i>
1.								
2.								
3.								
Etc.								

8. Details of CBTs/Projects successfully implemented by the Bidder during 2011-12, 2012-13 and 2013-14 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.

<i>Sl. No.</i>	<i>Name & brief description of the CBT/Project</i>	<i>Name, Address & Contact No. of the Client for whom CBT was conducted</i>	<i>When was the CBT conducted?</i>	<i>Total No. of Cities where the CBT was conducted</i>	<i>Did the CBT contain ALL the 5 components (a) to (e)</i>	<i>Mode of Proof enclosed</i>	<i>Available at which page no. of Bid Document.</i>
1.							
2.							
3.							
Etc.							

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:

IMU, Chennai – CET, 2014

Statement No.3

Price Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Reference: IMU's Tender Notification for CET 2014 vide The Hindu dt.29.3.2014.

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 Test, 2014 of the Indian Maritime University, Chennai:

Rate in INR Per Candidate (in figures)	Rate in INR Per Candidate (in words)

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: