



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

**Tender No IMU-HQ/R/71/25/3/2021-PUR**

**Date:22.07.2021**

**NOTICE INVITING TENDER**  
**(Limited Tender)**

Sealed Tenders under Single bid system are invited from the **Notified** reputed and established Service Providers for "**Conducting Online (AI and Human) Proctored examinations (Multiple Choice Questions + Descriptive) and Online Evaluation Marking for all Programmes for IMU's Six Campuses & its Affiliated Institutes, for the End Semester Examinations July 21/Aug 21, administered by Indian Maritime University**".

Bidders are advised to study the Tender Document (including all Sections, Annexures, etc.) carefully. Submission of Tender shall deem to have been done after careful study and examination of the Tender Document with full understanding of its implications. The Tender Document can be downloaded at free of cost from IMU website [www.imu.edu.in](http://www.imu.edu.in) from **22.07.2021** onwards. The last date for receiving tender at IMU HQ is 11.00 AM on **29.07.2021**.

This issues with approval of Competent Authority.

*Signature*  
22/07/2021

**DEPUTY REGISTRAR (Purchase)**

1. Indian Maritime University **Invites Bids** on **Single Bid System** from notified reputed and established Service Providers for "Conducting Online (AI and Human) Proctored examinations (Multiple Choice Questions + Descriptive) and Online Evaluation Marking for all Programmes for IMU's Six Campuses & its Affiliated Institutes, for the End Semester Examinations July 2021/Aug 2021, administered by Indian Maritime University".
2. **Disclaimer** - This Tender is not an offer by IMU, but an invitation to receive offer from Vendors/Bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized officers of IMU and the Vendors/Bidders.
3. The purpose of this Tender is to identify a Service Provider for "Conducting Online (AI and Human) Proctored examinations (Multiple Choice Questions + Descriptive) and Online Evaluation Marking for all Programmes for IMU's Six Campuses & its Affiliated Institutes, for the End Semester Examinations July 2021/Aug 2021, administered by Indian Maritime University", for entering into a contractual relationship with qualified respondent entities which are willing and able to meet the expectations of IMU.
4. **Certificate in-lieu of Earnest Money Deposit (EMD)**

Particulars	Supporting document
Bidder must submit EMD declaration:	<p>Due to COVID-19 pandemic situation Bidders in lieu of Bid security shall submit the following certificate in their letter head:</p> <p>"I/We, hereby state and understand that if I/we withdraw/modify our bid during the period of validity of the tender, the administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months".</p>

## TENDER ABSTRACT

(a)	Title	:	<b>"Limited Tender Enquiry for Conducting Online (AI and Human) Proctored examinations (Multiple Choice Questions + Descriptive) and Online Evaluation Marking for all Programmes for IMU's Six Campuses &amp; its Affiliated Institutes, for the End Semester Examinations July 2021/Aug 2021, administered by Indian Maritime University"</b>
(b)	Notice Inviting Tender No.	:	Tender No IMU-HQ/R/71/25/3/2021-PUR dated 22.07.2021
(c)	Last date and time for receipt of bids	:	11.00 AM on 29.07.2021
(d)	Date and time for opening of Financial bid	:	11.30 AM on 29.07.2021
(e)	Period of contract	:	Till completion of the <b>Online (AI and Human) Proctored examinations (Multiple Choice Questions + Descriptive) and Online Evaluation Marking for all Programmes for IMU's Six Campuses &amp; its Affiliated Institutes, for the End Semester Examinations July 2021/Aug 2021, administered by Indian Maritime University.</b>
(f)	Validity of tender offers	:	120 days from the last date for submission of Tender.
(g)	Estimated cost of Tender	:	Rs. 8,00,000/- (Approximately)
(h)	EMD Certificate	:	Due to COVID-19 pandemic situation Bidders in lieu of Bid security shall submit the following certificate in their Letter Head:  "I/We, hereby state and understand that if I/we withdraw/modify our bid during the period of validity of the tender, the administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months".
(j)	Security Deposit (for finalized Bidder only)	:	3% of the contract value in the form of Online/ NEFT/ RTGS with necessary supporting document for the transfer effected and Transaction number.
(k)	Address for Submission of Tender	:	Registrar (i/c), Indian Maritime University Headquarters, East Coast Road, Semmencherry, Sholinganallur (PO), Chennai-600 119 Tel:044- 2453 9020 Email: <a href="mailto:registrar@imu.ac.in">registrar@imu.ac.in</a>



## INDIAN MARITIME UNIVERSITY

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## 1. About Indian Maritime University:

The birth of Indian Maritime University is a long cherished dream of the maritime community of India. The Indian Maritime University, established through an Act of Parliament (Act 22) in November, 2008 as a Central University and headquartered at Semmencherry, Sholinganallur PO, Chennai-600119, is poised to play a key role in the development of trained human resource for the maritime sector.

### The following are the objectives of the University:

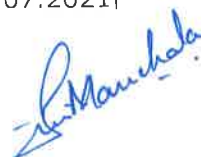
- (i) To facilitate and promote maritime studies, training, research and extension work with focus on emerging areas of studies like oceanography, maritime history, maritime laws, maritime security, search and rescue, transportation of dangerous cargo, environmental studies and other related fields, and also to achieve excellence in these and connected fields and other matters connected therewith or incidental thereto.
- (ii) To promote advanced knowledge by providing institutional and research facilities in such branches of learning as it may deem fit and to make provisions for integrated courses in Science and other key and frontier areas of Technology and allied disciplines in the educational programmes of the University;
- (iii) To take appropriate measures for promoting innovations in teaching-learning process, inter-disciplinary studies and research; and to pay special attention to the promotion of educational and economic interests and welfare of the people of India;
- (iv) To promote freedom, secularism, equality and social justice as enshrined in the Constitution of India and to act as catalyst in socio-economic transformation by promoting basic attitudes and values of essence to national development; and
- (v) To extend the benefits of knowledge and skills for development of individuals and society by associating the University closely with local, regional and national issues of development.

## 2. Instructions to Bidders:

- 2.1 The Indian Maritime University (hereinafter referred to as the Buyer or IMU) invites Sealed Manual Tenders for Providing service for **"Conducting Online Proctored examinations (on the basis of Multiple Choice Questions + Descriptive) and Online Evaluation Marking for all Programmes for IMU's Six Campuses & its Affiliated Institutes, for the End Semester Examinations July 2021/Aug 2021, administered by Indian Maritime University"** under Single Bid System from notified reputed and well established Service Providers.

Type of Tender	<u>Single Bid System</u>
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Overall Scope and objective of this Tender is to select a successful Bidder for providing service for **"Conducting Online (AI and Human) Proctored examinations (Multiple Choice Questions + Descriptive) and Online Evaluation Marking for all Programmes for IMU's Six Campuses & its Affiliated Institutes, for the End Semester Examinations July 2021/Aug 2021, administered by Indian Maritime University"**.



## 2.2. **Submission of Bids:**

The Bidders who are invited through intimation by IMU-HQ are eligible to participate in the Tender.

- 2.2.1 **All the Mode of Proof Documents enclosed with the tender are to be duly signed by the authorized signatory.** If required, IMU may insist for notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU also reserves the right to ask more proof to corroborate the eligibility declarations.
- 2.3 Tender documents consisting of Financial Bid shall be submitted by the Bidders in Single separate sealed envelope:
- a) Cover –I (Price Bid), should contain only "Price Bid" (Annexure-C) This cover should be sealed and super scribed as "**Submission of Bid for Conducting Online (AI and Human) Proctored examinations (Multiple Choice Questions + Descriptive) and Online Evaluation Marking for all Programmes for IMU's Six Campuses & its Affiliated Institutes, for the End Semester Examinations July 2021/Aug 2021, administered by Indian Maritime University**". The bids should reach latest by 11.00 AM on 29.07.2021.
  - b) The Cover should be addressed To Registrar (i/c), Indian Maritime University-Head Quarters, ECR Road, Semmencherry, Chennai-600119.
  - c) The Bidders should enclose declaration for Non –Debarring along with Price Bid.
- 2.4 Sealed bids should be dropped in the Tender Box at Indian Maritime University, East Coast Road, Semmencherry, Sholinganallur PO, Chennai-600119 or sent by registered post in the address mentioned for communication in the tender and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
- 2.5 A Bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified.
- 2.6 The Bidders should submit all details, documents etc. as required in the tender document duly signed on each page. **All the pages of tender document including the documents enclosed with it should be serially numbered and spiral bound.** The Total number of pages should be mentioned in the forwarding letter. In case Bidder fails to do so, the offer will be considered as unsolicited bid and IMU Headquarters will reject the bid without seeking any further clarification.
- 2.7 **Clarification:**  
The Notified Bidders can submit their queries in writing in prescribed format below in writing to the address mentioned in the invitation of tenders or E-Mail to **registrar@imu.ac.in** with a copy to **dr.purchase@imu.ac.in** by 23-07-2021.

Sl.No.	Clause No. & Page No.	Reference Clause Details	Clarification Sought



IMU may or may not incorporate any changes in the Tender document based on its discretion. The decision of IMU regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances.

- 2.8 The Bidder shall submit the copy of the tender document, corrigendum and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms and Conditions of the tender.
- 2.9 All communications with regard to this tender to be addressed to: **The Registrar, Indian Maritime University, Headquarters, East Coast Road, Semmencherry, Sholinganallur PO., Chennai - 600 119 Tel: 044 - 2453 9020 Email: registrar@imu.ac.in.**
- 2.10 IMU, Headquarters at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in IMU, Headquarters website and all Bidders are requested to visit the website for latest updates.
- 2.11 IMU-Headquarters reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
- 2.12 IMU-Headquarters reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- 2.13 IMU-Headquarters shall notify the successful Bidder through registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. IMU-Headquarters will issue the Award letter to the successful Bidder. This award letter shall indicate the details of services to be supplied by the Bidder and the amount which IMU-Headquarters shall pay to the successful Bidder in consideration of the execution of the contract by him.
- 2.14 Upon receipt of the Work Order by the Contractor, he shall execute an Agreement on Non-Judicial Stamp paper for value of Rs.200/- (Rupees Two Hundred only) within 4 days from the date of receipt of Work Order.
- 2.15 Quoted rates must be valid for 120 DAYS from the date of issue of work order and subsequent extension if any.
- 2.16 Successful Bidder will nominate an Officer/Manager as single point of contact to IMU-Headquarters to promptly address the issues raised by this Office.
- 2.17 The Bidder must comply with all the provisions of Rules/Regulations Statutory guidelines applicable and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws.
- 2.18 The Bidder shall note that no alternative or counter or qualifying tender conditions by the Bidder will be acceptable to IMU-HQ. Tenders containing any qualifying conditions in any form may be treated as non-responsive and will run the risk of rejection. In general, printed or another written terms & conditions shall not be accepted.
- 2.19 Bidder who submits more than one tender will be disqualified.

2.20 Tenderers who have received the tender, shall not tamper/modify the tender form including price bid template in any manner. In case, if the same is found to be tampered / modified in any manner, such tender will be completely rejected and Tenderer is liable to be banned from doing business with Indian Maritime University.

2.21 Notified Tenderers are advised to visit again the Portals mentioned above for any Corrigendum / Addendum/ Amendment etc., if any issued.

### 3. **Scope of Work**

IMU is planning to conduct End Semester Examinations for the Academic Year 2020- 21 for all the Programmes during the month of July 2021/ Aug 2021. Remote Proctored Computer based [MCQ and Descriptive] includes creation and support for a maximum number of the following forms of testing:

3.1. Multiple Choice Questions.

3.2. Descriptive type questions - Descriptive questions consists of Short Answers and Long Answers. The Students can write the descriptive answers (Long Answers/draw diagram/chart work) in the A-4 sheets and the same has to be uploaded in the software provided by the Service Provider using Laptop/Desktop/Mobile and Short answers will be typed in the space provided by the Software in the Laptop/Desktop.

3.3. Service Provider shall enable conduct of online end-to-end AI and Human Proctored Exam with Audio / Video proctoring, image capturing, etc. The broad scope of work awarded would include that the selected Service Provider will have the sole responsibility to design, develop and implement online services for all activities related to the entire process of Online Remote Proctored Examinations [both MCQ and Descriptive questions] which is broadly divided into the following categories:

a) General

b) Pre-Examination

c) During Examination

d) Post Examination including Evaluation process.

#### 3.4. **General:**

a.	No of students	6000 approximately
b.	Total No. of Subjects	400 approximately
c.	No. of Exam days	45 days approximately
d.	No. of Exam Sessions per day	2
e.	Max load per session	2000 approximately
f.	Time period (per session)	Duration will be shared by IMU to the Service Provider subject wise. Generally, it will be 2 or 3 hours Examinations.
g.	Total No. of Answer Scripts	45000 approximately



h.	Type of Examinations	Multiple choice questions with four options and Descriptive questions [Short and long answer]
i.	Human Proctor (from IMU) to Student Ratio	1:20 approximately

**Other Requirements:**

- 3.5. Attendance log details for all the students for all subjects appeared to be generated.
- 3.6. Bulk upload features for the following:
  - (a) Question Papers
  - (b) Student information
  - (c) Proctor information from IMU
- 3.7. Software to provide AI based as well as Human Proctoring during conduct of the examinations. The students will write the answers for the Descriptive questions (Long Answers/draw diagram/chart work) in the A-4 sheets and the same has to be uploaded in the software provided by the Service Provider using Laptop/Desktop/Mobile and Short answers will be typed in the space provided by the Software in the Laptop/Desktop.
- 3.8. Software for post examinations operations that includes:
  - (a) a consolidated mark sheet of all students
  - (b) detailed response sheet for every student
  - (c) the audit logs / integrity report of every student
  - (d) Analytics and basic statistics on the responses obtained.
  - (e) To securely transmit, download, install and implement Evaluators/evaluation details received from the COE
  - (f) To provide unique username/password to the Evaluators at the evaluation zone.
  - (g) To maintain complete log of all activities of Evaluators during the course of examination to enable complete auditability of the evaluation process.
  - (h) To calculate marks obtained by each candidate as per requirement of the IMU.
  - (i) A device system for monitoring and supervision of evaluation Zone activities (Evaluator Level) by the Competent Authority.
  - (j) To transfer/export the data in encrypted format including raw scores data from Service Provider to IMU keeping in view sensitivity of the data with reference to information leak, detection and prevention.
  - (k) The software should offer comprehensive database management for high performance, to provide robust reliability and integrity, administrative solutions such as backup and recovery, fault-tolerant connectivity, operations and performance monitoring, reporting and automated storage management.
  - (l) The Evaluation process should maintain anonymity, where Evaluators only receive the image of the response without any student information.

- (m) The system should allow for flexible work assignments [e.g. can grade any question of an exam, or he can grade only one question or a group of question]
- (n) The system should allow for flexibility in Evaluation supervision (e.g. Administrator can monitor Evaluators assigned to one exam, to a group of exams or to a subject or group of subjects)
- (o) The system should be able to allow for flexible work flow (e.g. the Administrator should be able to define how much work one or more evaluator receives)
- (p) The system should allow for flexibility in the Evaluation process (e.g. flexibility in seeing entire question booklets or one at a time).

3.9. The Service Provider is expected to provide following for conducting Online Examinations:

- (i) The SOP to be followed for allowing the students into the examinations, the processes to be followed during the duration of the examinations and after the examinations is completed, need to be described clearly.
- (ii) The Service Provider must deploy a Nodal Officer for coordination and Escalation who will interface and provide support right from the commencement of the project till handing over the results of the examinations. This Nodal Officer has to be available physically in CoE's Office for entire period of examinations.
- (iii) There should be a tracking system with suitable mechanisms for raising tickets and closure of outstanding issues along with the escalation matrix provided.
- (iv) Timelines for various activities related to the examinations will be mutually agreed sufficiently in advance.
- (v) The Service Provider will ensure that there is no loss of response related data for any student or any other data related to the examinations either from the client systems or the servers.
- (vi) The Service Provider will ensure event based log (audit trail) for every student is generated and saved on the servers.
- (vii) The Online Examination should be allowed to be taken only through Laptop/Desktop.
- (viii) Responsiveness of the system - Response time of the server and software should be quick to enable student to take the examinations without any technical glitches.
- (ix) The Service Provider will ensure the secrecy of the examinations material. Therefore, the Service Provider has to sign NDC (Non-Disclosure Certificate) in the format prescribed by Exam Section.
- ✓ (x) The question paper will be provided by CoE's office in Excel/Word format.
- (xi) The Service Provider shall have to maintain strict privacy and confidentiality of all the data it gets access to.
- ✓ (xii) The Service Provider will provide the required training to the staff and faculty of IMU/Affiliated Institutes on the system for online proctoring.
- (xiii) Demo link for complete examinations period should be made available in IMU website for practise purpose for the students.
- (xiv) Well protected from any threats through Firewall.

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- (xv) Adequate capacity to absorb the load of a large database including the images, photographs with minimum response time.
- (xvi) Operational round the clock for Mock Test for students.
- (xvii) Instant connectivity to the Servers of the Service Provider and high availability
- (xviii) Secure access and accessibility to designated representatives only.
- (xix) Provision to upgrade/ amend as and when required.
- (xx) Once the candidate starts taking examination, the application should block access to other applications.
- (xxi) Remote Desktop and multiple monitors should be blocked.
- (xxii) The examination system should disable all short cut keys and special function Keys. The examination system should disable mouse right click. The examination system should disable navigating to any other window while test is in progress.
- (xxiii) Setting up the Browsing Tolerance Limit - The assessment engine should display warning message if the candidate tries to do any prohibited activity and should close the exam after third warning with proper message displayed to the candidate.
- (xxiv) The software system should be accessible using any standard Operating System and Browser.

### 3.9. **Pre- Examinations Phase:**

Service Provider will work with IMU-HQ and facilitate the following and ensure that the examinations are smoothly conducted for the students:

- 3.9.1. The Mock Examination Link to be enabled in IMU's website within 3 days from the receipt of Work Order.
- ✓ 3.9.2. Proper User Manual should be available for the students, Faculty and Administration of the Proctored examinations, approved by Examination Section.
- ✓ 3.9.3. Proper training to be given for all the Faculty of IMU Campuses and Affiliated Institutes as per timeline set by Examination Section.
- 3.9.4. The Service Provider should intimate all the requirements well in advance.
- 3.9.5. The Service Provider should be ready to conduct examinations within 10 days from the receipt of Work Order.
- 3.9.6. One Nodal Officer of the Service Provider should be available at COE's Office from the day of question paper upload to the result submission to the CoE. The stay for such Nodal Officer should be taken care by the Service Provider.
- 3.9.7. Nodal Officer should be of Project Manager or equivalent level, who can take the instructions from COE and decision to be made on the spot and convey to the team for implementation.
- ✓ 3.9.8. Conversion and uploading of question paper has to be done in the COE's Office. Question Paper will not be sent in the soft copy/email. Question paper will be provided One to three days prior to the examinations.

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- 3.9.9. The Service Provider will have to maintain utmost confidentiality and shall submit Non-Disclosure Certificate in the prescribed format.
- 3.9.10. In case of technical failure attributed to the Service Provider, they should conduct examinations once again for which IMU will not be charged.
- 3.9.11. Familiarization of student on Remote Proctoring, Do's & Don'ts, Instructions, bio breaks etc.
- 3.9.12. The requisite Report, as required by the COE to be provided within the timeline.
- 3.9.13. Students must be provided the following :-
- a) The students will write the answers for the Descriptive questions (Long Answers/draw diagram/chart work) in the A-4 sheets and the Software should have provision to scan and upload these A-4 sheets in the software provided by the Service Provider using Laptop/Desktop/Mobile.
  - b) Access to the mock examinations to test their connectivity to the system and the software a few days ahead of the examinations. The student should be able to test the software and get an idea of how the questions will be displayed during the actual examinations. The Proctor from the IMU will be present during the Mock Test. Hence, the Mock Test should simulate the actual exam in all respects and it requires Video Coverage as in the case of Actual Exam.
  - c) Clear and transparent guidelines agreeable by IMU and Service Provider to be given to the students on the activities that are considered as malpractices for remote proctored online examinations.
  - d) Service Provider should communicate clear guidelines (on Do's and Don'ts) to the Students well in advance so that the Students are ready for the Remote Proctored Examinations.
  - e) There should be clear guidelines given to Human Proctors (Invigilators) as to when to hold, re-start and terminate the examinations.
  - f) The Remote Human Proctors (Invigilators) would be the Faculty/ Staff from IMU Campuses and Affiliated Institutes.
- 3.9.14. The programme must have the facility to obtain the concurrence of the student having read the instructions before start of examinations.

3.10. **Examinations Phase:**

Remote Proctoring (AI & Human Proctoring): This activity involves the activation of Remote Proctoring facility for the Students. This should be on a Real Time basis but without compromising the credibility and security of the test. The Remote Proctoring activity must have the following features:

- (a) Establish student authentication; Service Provider to share the authentication process.
- (b) Check student computer hardware, Web camera, microphone, software, surroundings, network, bandwidth etc. as per the Remote Proctored Examinations requirements.



- (c) Disabling of all Bluetooth devices, ports, special purpose keys, print-screen, icons for copy-paste features, switching to other browsers and usage of any other gadgets etc.
- (d) Allow a proctor to remotely monitor live video and audio of candidate through a webcam and mic and should be able to record the same, if required.
- (e) Option to mandate student authorization by a remote authorizer before the student starts the test.
- (f) Limit allocation of students to a proctor randomly and automatically.
- (g) Option to pre-allocate Remote Human Proctors to candidates or follow Automatic dynamic allocation of candidates to Remote Human Proctors.
- (h) Remote Human Proctor should be able to validate the successful completion of the test.
- (i) Provide quick access to IMU to view Paused/Disconnected students.
- (j) Ability to broadcast/ announce messages across all the Students who are live and if necessary, Invigilator may stop/pause the examinations for a doubtful student.

**3.11. Invigilation during the examinations:**

- a) The proctors/ Invigilators will compare the facial recognition photo & the photo ID card and authorize the students to the examinations page. The photo, name, and programme to be verified by the proctor prior to allowing the student in the examinations page.
- b) Monitor the examinations taker continuously and provide support till the end of the examinations.
- c) Remote Proctors/Invigilators should also ensure proper conduct of examinations and Ensure that the students should not do any unfair means during the examinations. Details to be displayed on student portal as part of Examinations software during the examinations.
- d) Display of instructions to students upon login and before start of Examinations. The student must be able to retrieve instructions at any time during the examinations as well. Start and closure of the Examinations at scheduled time (students must not be able to start their examinations even if they login before the scheduled time).
- e) Display of remaining time available.
- f) Display of student details on the screen (including a photograph if available) during the Examinations.
- g) Switching between answered questions and unanswered questions in the question paper.

3.12. **Monitoring:** The examinations server shall have the capability to start the examinations for all students, monitor the status of each student (whether logged in, examinations started, idle/active, disconnected, submitted, etc.). The server MUST

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maintain an audit trail of every operation on the server. All server-side audit trails are also the property of IMU and shall be handed over at the end of the examinations. Progress tracking of candidate attempts. View Live candidate desktop screenshots. Provide quick access to view Paused/Disconnected candidates. Separate notifications/warnings for proctors showing proctoring/ authentication queue. Allow multiple students to be proctored by the same set of proctors. Disable use of copy/paste. Limit the number of times candidate from moving away from test window. Generate auto-warnings to highlight suspected malpractices. Ability to broadcast/announce messages across all the live test takers. Any time access to candidate view and desktop screenshots along with detailed proctor logs in the result report. Ability to chat with any candidate at any time. Ability to Pause or End candidate's test. Search for any candidate attempting the test. Ability to detect imposter or additional person. Block unused networking ports and malicious software. Test resumption to be allowed only within a small time limit.

- 3.13. **Master Control Facility:** Live video streaming of the candidate for the entire duration of the exam. The examinations, exceptions/ issues on case-to-case basis and live feed to monitor proctors, should be accessible for monitoring by the IMU COE and supported by technical personnel from the Service Provider who are experts in the Online Examinations Software. At the end of examinations in each session, the student response data and audit trail data of each student to be shared with IMU. The Service Provider should provide the facility to monitor the pre-examinations, during examinations and post examinations activities of all students taking examinations.

3.14. **Post Examinations Phase:**

- ✓ 3.14.1. For the Descriptive questions answers obtained by scanning and uploading these A-4 sheets in the software provided by the Service Provider using Laptop/Desktop/Mobile and Short answers typed by the student using their Laptop/Desktop through the software, provision should be available to download bulk answer response scripts (readable format like pdf which are printable on A4 size paper) within three working days of completion of Examination for that Subject.

- 3.14.2. Software that handles post examinations operations that includes a consolidated detailed information sheet of all students who appeared in the examinations, detailed response sheet for every student, the audit logs of every student recorded during the examinations, analytics and basic statistics on the responses obtained.

- ✓ 3.14.3. Evaluators Report Stating No. of Answer scripts Evaluated for Subject wise and Programme wise.

- 3.14.4. The evaluation of the responses for MCQ Examination needs to be done and results shared with IMU in the prescribed format on the same day of the examination;

- ✓ 3.14.5. Individual Student Wise, item wise responses and Audit trail will be captured and shared with IMU.

- 3.14.6. Audit logs for each and every student that covers the computer activity done by him/her should be shared with the IMU office along with the results.

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- ✓ 3.14.7. Service Provider will have to maintain all data pertaining to each Exam Session for a period of one year and the same may be destroyed with the approval of the CoE.
- 3.14.8. Any other reports as prescribed by the COE to be submitted by the Service Provider within 3 days.
- 3.14.9. The Service Provider should be responsible to make all arrangements to ensure complete security, secrecy and safe custody of the answer Scripts. Service Provider will be liable for all transit risk.
- 3.14.10. Upon completion of work, the Service Provider shall furnish an undertaking that Answer Scripts, scores, etc. shall not be given/transferred to any person/Service Provider/agency and the same will be destroyed after seeking permission from IMU in writing. In case any discrepancy/ breach is noticed by the University, the Service Provider will be debarred and appropriate fitting penalty/action in court of law including criminal proceedings shall be initiated by the University.

3.15. **Features required in e-Valuation (Online Valuation) Software:**

- 3.15.1. For the Descriptive questions answers obtained by scanning and uploading the A-4 sheets in the software provided by the Service Provider using Laptop/Desktop/Mobile and Short answers typed by the student using their Laptop/Desktop through the software, in the software, provision should be there to enable descriptive answer scripts (both Long Answer and Short Answers) for evaluation by the Faculty.
- 3.15.2. Real-time based dashboard for monitoring of activities/progress of work at higher level
- (a) Daily and consolidated Evaluators' attendance
  - (b) Daily and consolidated Zonal Coordinators' attendance
  - (c) Daily and consolidated Subject-Medium wise Evaluator details
  - (d) Daily and consolidated Subject-Medium wise Zonal Coordinator details
  - (e) Skipped Answer script Details (till date)
  - (f) Overall Subject-Medium wise Evaluation (till date)
- ✓ → 3.15.3. Verification through OTP and providing password to each and every Evaluator and Zonal Coordinator on one time basis.
- 3.15.4. Date wise working hours report of Evaluators and Zonal Coordinators.
- 3.15.5. Availability of answer scripts, question paper and marking scheme on the computer nodes of each and every Zonal Coordinators and Evaluator.
- ✓ → 3.15.6. Mandatory Evaluation of 10% Answer Scripts by the Zonal Coordinators.
- 3.15.7. Enabling of security settings for Zonal Coordinator authentication.
- 3.15.8. Maintaining audit log of each and every Administrator, Zonal Coordinator, Evaluator and IT Manager of Evaluation agency.

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- 3.15.9. Provision for forgot Password and secret question settings.
- 3.15.10. Annotation of each and every question and page of answer scripts.
- 3.15.11. At the end of the day, marking reports of every Evaluator to know the number of answer scripts evaluated per day and the time taken to complete the given assignment.
- 3.15.12. Provision for subject-wise selection of answer script.
- 3.15.13. Evaluators and Zonal Coordinators feedback.
- 3.15.14. Provision for day wise re-evaluation based on evaluation feedback.
- 3.15.15. Setting of minimum time of evaluation of an answer script to avoid fast and possibly inaccurate evaluated answer script.
- 3.15.16. Setting of limit/ ceiling for maximum no. of scripts to be evaluated by an Evaluator.
- 3.15.17. Detailed audit log of evaluation.
- 3.15.18. Provision for view of answer scripts after the completion of evaluation.
- 3.15.19. Provision for review of answer scripts subject-wise by the Zonal Coordinators of the subject and medium to which he/she is mapped for limited to 10% of the allotted subject.
- 3.15.20. Printing of answer script(s) with annotation
- 3.15.21. Provision for auto uploads of marks file.
- 3.15.22. Evaluator and Reviewer hands-on Training
- 3.15.23. Provision of revisiting the Answer Script on the same day by Evaluator
- 3.15.24. Provision of Control on Evaluator/ Review logging time in the system to prevent misuse of evaluations
- 3.15.25. Step-by-step Marking of a question
- 3.15.26. Provision of display of timer to evaluator for monitoring of time taken to evaluate an Answer book
- 3.15.27. The Reporting Dashboard should be facilitated to all users along with administrative officers as designated by IMU.
- 3.15.28. Any kind of deviation in achieving the fixed target would be notified by the service provider to IMU.
- 3.15.29. The Report Dashboard should be facilitated with print command.
- 3.15.30. Provision to do revaluation by another independent Faculty.
- 3.15.31. Provision to do double evaluation by two different faculty simultaneously for Master's Programme.
- 3.15.32. Step-by-step Marking of a question
- 3.15.33. Provision of display of timer to evaluator for monitoring of time taken to evaluate an Answer book

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- 3.15.34. The Reporting Dashboard should be facilitated to all users along with administrative officers as designated by IMU.
- 3.15.35. Any kind of deviation in achieving the fixed target would be notified by the Service Provider to IMU.
- 3.15.36. The Reporting Dashboard should be facilitated with print option.
- 3.15.37. Provision to do revaluation by another independent Faculty.
- 3.15.38. Provision to do double evaluation by two different Faculty simultaneously for Master's Programmes.
- 3.15.39. Number of students who have written exam in a particular subject is to be filled with number of answer scripts received by the vendor at least needs to be generated in case of any difference.

#### 4. General Instructions to Bidders:

##### 4.1. Tender [ Commercial ] Evaluation Process:

- (a) The Commercial Bids of only those Bidders who are notified by IMU for participation will be considered for Opening. The Bids should be submitted before bid closing time. Delay in submission due to any reasons shall not be entertained. However, Its IMU Prerogative to consider delay in bid submission not more than Thirty Minters from Bid Submission time, on special grounds.
- (b) Opening of the Financial Bids can be witnessed through Video Conferencing as per the scheduled date and time mentioned in the Tender Abstract.
- (c) The IMU shall have the right to call upon the Bidders to negotiate /explain/ substantiate/ prove the various claims made by the Bidder, and if satisfactory explanation/ proof is not forthcoming, the IMU reserves the right to treat the claim as 'Not Proved' and ignore it.
- (d) 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.

##### 4.2 The amount quoted by the Bidders in **Price Bid shall be to derive the L1.**

- 4.2.1 **The Bidder with the Lowest Price 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 working days'** to enter into an agreement with IMU in the prescribed format.
- 4.2.2 In case of tie up in L-1 Quoted rates between two or more bidders, IMU may adopt suitable methods ( i.e Similar experience, Turn over, Turn over from Similar Business during the Last three years) to award the contract and notified bidders should be abide by it. IMU's decision in this regard is final and no further correspondence shall be entertained in this regard.

##### 4.3 Response to queries and issue of amendments:

- 4.3.1 IMU will respond to any valid request for clarification, received well in advance before closing time for Bid submission of tender. IMU's decision is final and binding with regard to interpretation of terms used or other tender contents.
- 4.3.2 IMU may, for any reason, suo-motu or in response to a clarification by a notified bidder or Bidders, modify the tender documents by Amendments (through Addenda / Corrigenda etc.)
- 4.3.3 Any such Amendments will be informed to all the participants in the pre-bid meeting besides hosting on IMU website. All the Bidders who had downloaded the Bid Document shall verify, whether any such amendments have been issued by IMU, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder.
- 4.3.4 Any such corrigendum/ addendum shall be deemed to be part or incorporated into this Notice Inviting Tender (NIT).
- 4.3.5 In order to provide prospective Bidders reasonable time for taking the Corrigendum / modifications into account, IMU may, at its discretion, extend the last date for the receipt of Bids. However, no such request in this regard shall be binding on IMU.
- 4.3.6 It is the responsibility of the Bidder to check the websites noted above time to time for updates.

#### **4.4 Completeness of Tender:**

The Bidder is expected to examine all instructions, forms, terms and conditions and deliverables in the tender document. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Bidder's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the Bidder if complete Information as called for in the tender document is not given therein, or if particulars asked for in the forms / proforma in the tender are not fully furnished.

#### **4.5 Cost of Bidding:**

The Bidders shall bear all costs, efforts or their time associated with the preparation and submission of their bids and the IMU will in no case be responsible or liable for those costs / efforts / time, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by IMU, due to any reason whatsoever and at any stage of the tender (IMU is not responsible, if there is a cancellation even after price bid opening).

#### **4.6 Language of Proposal & Correspondence:**

The tender, and all correspondence and documents, related to the tender, exchanged between the Bidder and IMU should be in the English language only. If the Bidder along with their offer furnish any printed literature written in any other language, such documents should be supplemented with their English translation also. The contents in the English translated version alone shall be taken into consideration.

#### **4.7 Tender Validity:**

Tenders shall remain valid for 120 days from the last date for submission of tender. A proposal valid for a shorter period may be rejected by IMU as being non-responsive. During the period of validity of Proposals, the terms and condition mentioned shall not change and any such request may lead to denial of the award.

**4.8 IMU's Right to accept and to reject any or all proposals:**

Notwithstanding anything else contained to contrary in this Tender Document, IMU reserves the right to accept or reject any Bid or to annul the bidding process fully or partially or modifying the same and to reject all Proposals at any time prior to the award of work, without incurring any liabilities in this regard.

**4.9 Rejection of Bids:**

The bids will be rejected on following grounds:

- a) If any of the eligibility criteria as per the qualification criteria is not met.
- b) EMD Certificate not submitted.
- c) If tender terms and conditions are not met.
- d) If Bidder gives wrong information in the bid.
- e) Canvassing in any form in connection with the bids.
- f) If the bid is incomplete /partial bid/ conditional/unclear in any form.

**4.10 Execution of Agreement:**

The successful Bidder has to enter in to an agreement with IMU incorporating all clauses of the Tender document and any other as may be agreed to by both the parties on a Non-Judicial Stamp Paper of Rs.200/-.

**4.11 Earnest Money Deposit (EMD) Certificate:**

Due to COVID-19 pandemic situation Bidders in lieu of Bid security shall submit the following certificate in their Letter Head:

"I/We, hereby state and understand that if I/we withdraw/modify our bid during the period of validity of the tender, the administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months".

**4.12 Termination Clause:**

4.12.1. In the event of the breach of any of the provisions of contract by the Agency, IMU shall have the right to terminate the tender summarily, at any stage. In the event of IMU terminating the contract for breach by the Service Provider of any of the provisions thereof, the Service Provider shall be liable for any loss suffered by IMU up to the time of the termination of the contract.

4.12.2. In the event of the insolvency / bankruptcy of the Service Provider IMU shall have the right to terminate the contract summarily and to purchase in the open market any Goods / Services covered by the contract. In this case, the Service Provider shall be liable for any excess in the price paid, for any such purchases over the tender price.

**4.13 Security Deposit:**

4.13.1. The Service Provider shall be required to furnish the Security Deposit by transferring Online/ NEFT/ RTGS with necessary supporting document for the transfer effected

and Transaction number, for an amount of 3% of the Purchase Order value within 2 working days from the date of entering into agreement.

- 4.13.2. Security Deposit will be refunded / returned without any interest only 90 days after successful completion of contractual work and after adjustment of dues if any to IMU or penalty imposed by IMU.

**4.14 Period of Contract:**

Till the completion of Online Proctored examinations (on the basis of Multiple Choice Question + Descriptive) and Online Evaluation Marking for all Programmes for IMU's Six Campuses & its Affiliated Institutes, for the End Semester Examination July 2021/Aug 2021, administered by Indian Maritime University.

**4.15 Payment Terms:**

- 4.15.1. Bill should be raised for the No. of Answer scripts successfully evaluated but not the no. of students for whom the login ids are enabled.
- 4.15.2. No advance will be paid to the Vendor. 100% payment will be made within 30 days on completion of all activities mentioned in the Scope of Work duly certified by Examination Section of IMU; for students who have successfully given (submitted their responses) their examination; on submission of Invoice with all necessary supporting documents, as per IMU.
- 4.15.3. TDS will be recovered at the prevailing rates from the bills payable to the Contractor.
- 4.15.4. No advance payment against ensuring up-keeping bills will be made under any circumstances.
- 4.15.5. Tax Invoice raised by the Service Provider should bear the IMU - Head Quarters, Semmencherry, Sholinganallur PO, Chennai-600119, GST Registration No. 33AAAAI2610K2Z3.

**4.16 Penalty Clause:**

4.16.1. **For Examination related activities:**

- (i) The above payment schedule is subject to timely and satisfactory completion of all the steps/activities leading to each stage certified by the Exam Section. 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 1% of the *amount payable* for each day of delay but not exceeding 10% of the amount payable after giving a 3-day notice to show cause against the same.
- (ii) 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. Penalty shall be decided by IMU without any ceiling but not more than awarded value. IMU shall also have the right to terminate the contract altogether (upon which the Security Deposit paid by the Vendor shall stand forfeited) and to entrust the remaining work to another Vendor.

**4.16.1. For Online Evaluation marking related activities:**

- (i). If at any stage it has been found that portions of one answer books are merged with another one, during Evaluation, the same shall be treated as an error/discrepancy and a penalty shall be charged @Rs.3000/- (Rupees three thousand only) per Answer Script.
- (ii). In case any portion/question in the Answer Script remains unevaluated, the same shall be considered to be an error and a penalty @ of Rs. 2000/- (Rupees two thousand only) per Answer Script shall be applicable.
- (iii). In case of excessive errors as defined above i.e. in more than 5% of Answer Scripts of a particular subject or in case the University is of the view that the work has not been performed satisfactorily and cannot be professionally performed by the Service Provider, the University shall in addition to forfeiture of Performance Security shall be entitled to terminate the agreement without giving any notice and in that case the University would not be liable to pay any amount to Service Provider under the agreement nor Service Provider shall claim any amount on any account from the University. In case any amount is already paid to the Service Provider, the University would be entitled to claim refund of the amount with interest or any other consequential loss.
- (iv). In case of failure of the Service Provider to execute the work or in case of inordinate delay or in case of excessive errors as defined above, i.e., more than 5% of Answer Scripts of a particular Subject, the University shall have the right to impose a suitable penalty as deemed fit, besides the forfeiture of Performance Security.
- (v). Liability of Service Provider to be full and absolute to the value of the work award.
- (vi). The decision of the Controller of Examinations on the total number of errors would be taken for calculation of penalty and the decision of the University of imposing penalty shall be final and binding on the Service Provider after giving a 7-day notice to show cause against the same
- (vii). In case any discrepancy/ breach is noticed by the University, the Service Provider will be debarred and appropriate fitting penalty/action in court of law including criminal proceedings shall be initiated by the University .

**4.17 Indemnity:**

The selected Bidder shall indemnify IMU from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how-so-ever suffered including patent, copyright, trademark and trade secret, arising or incurred inter-alia during and after the Contract period out of:

- a) Negligence or wrongful act or omission by the Selected Bidder or its team or any Agency/ Third Party in connection with or incidental to this Contract; or
- b) Any breach of any of the terms the Selected Bidder's Proposal as agreed, the Tender and this contract by the Selected Bidder, its Team or any Agency/ Third Party.
- c) Bidder (the "Indemnifying Party") undertakes to indemnify the client (the "Indemnified Party") from and against all losses, claims for damages including losses, claims for damages on account of bodily injury, death or damage to tangible.
- d) The indemnity shall be to the extent of 100% of project cost in favour of the IMU.

#### **4.18 Anti-Profiteering Rules of GST:**

The Bidder should strictly adhere to Anti-Profiteering Rules of GST.

#### **4.19 Settlement of Disputes:**

Bidder shall make request in writing to the Registrar, IMU- Headquarters for settlement of any dispute within 30 (Thirty) days of arising of the cause of dispute, failing which no disputes / claims shall be entertained by the IMU- Headquarters. The decision of IMU- Headquarters will be final and binding on the parties.

#### **4.20 Force Majeure:**

Neither IMU-HQ nor the contractor shall be considered in default in performance if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind, flood, earthquake or because of any Government action or of any act of God or of any other cause whether of similar or dissimilar nature beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations by a State of Force Majeure lasting continuously for a period of six months, the two parties shall consult with each other regarding the future implementation of the agreement. **Prevailing COVID-19 which is a pre-existing condition would not be construed as a Force Majeure for this tender.**

#### **4.21 Arbitration & Jurisdiction:**

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-HQ. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Chennai. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Chennai only.

#### **4.22 Applicable Law :**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction of Chennai Courts only.

**This issues with the approval of Competent Authority.**

**DEPUTY REGISTRAR (Purchase)**

**Copy to: Registrar (i/c) / CoE (i/c) / FO (i/c) / IT-HQ**



**Cover Letter Format (In Letter Head)  
(To be filled & duly signed)**

Tenderers particulars for Tender no: **IMU-HQ/R/71/25/3/2021-PUR dated 22.07.2021**

To  
The Registrar  
Indian Maritime University, Headquarters,  
East Coast Road, Semmencherry, Sholinganallur PO,  
Chennai-600 119.

Sir,

Being duly authorized to represent and act on behalf of \_\_\_\_\_  
herein after called "The Tenderer" and having been invited by IMU for participation in the tender,  
We examined the Scope of work, Conditions of Contract, Specification & Annexures for the work  
of **"Conducting Online Proctored examinations (on the basis of Multiple Choice Questions + Descriptive) and Online Evaluation Marking for End Semester Examinations for the Final Semester students of IMU's Six Campuses & its Affiliated Institutes, for the End Semester Examinations July 2021/Dec 2021, administered by Indian Maritime University"**.

I hereby undertake to abide by various terms and conditions contained in your TENDER No: **IMU-HQ/R/71/25/3/2021-PUR dated 22.07.2021**

We understand that IMU Headquarters reserves the right to,

- Amend the scope of tender
- Reject or accept any tender including the lowest, cancel the tender process and reject all tender.
- We agree that the IMU Headquarters will not be liable for any such action and will be under no obligation to inform the Tenderer of the grounds for such action.
- I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.
- I/We, hereby state and understand that if I/we withdraw/modify our bid during the period of validity of the tender, the administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months
- We have enclosed the following Documents to this Covering Letter towards bid submission:

	Statement	Enclosed Status (Yes / No)
1	Declaration for Non-Debarring (As per Annexure -B)	
2	Price -Bid (As per Annexure-C)	

I also express my willingness to sign the contract Agreement incorporating the Standard terms and special conditions of the contract as contained in the tender.

Yours Sincerely

*Signature*

**ANNEXURE – B**

**Tender Ref No: IMU-HQ/R/71/25/3/2021-PUR dated 22.07.2021**

**Format for Declaration Regarding Debarring**

(On company Letter Head)

**(To be filled & duly signed)**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

To  
The Registrar,  
Indian Maritime University,  
Headquarters, Semmencherry, Sholinganallur PO,  
East Coast Road, Chennai – 600 119

**Sub.: Declaration regarding debarring for taking part in tender.**

Dear Sir,

I / We \_\_\_\_\_ Firm/Contractor/Manufacturer / Partner(s)/ Authorized Distributor /agent of M/s. \_\_\_\_\_ hereby declare that the firm/company namely M/s. \_\_\_\_\_ has not been debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

Or

I / We \_\_\_\_\_ Firm/Contractor/Manufacture / Partner(s)/ Authorized Distributor / agent of M/s. \_\_\_\_\_ hereby declare that the Firm/company namely M/s. \_\_\_\_\_ was debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

2. In case the above information found false I/we are fully aware that the tender/ contract will be rejected/cancelled by the Indian Maritime University, Headquarters, and Performance Security shall be forfeited.

3. In addition to the above, Indian Maritime University, Headquarters shall not be responsible to pay the bills for any completed / partially completed work.

[Name & Signature with seal] for and on behalf of M/s. \_\_\_\_\_

*Manchala*

**ANNEXURE - C****Format for Commercial/ Price Bid**

(On company Letter Head)  
**(To be duly Filled & Signed copy)**

To  
The Registrar,  
Indian Maritime University,  
Headquarters , Semmencherry, Sholinganallur PO,  
East Coast Road, Chennai – 600 119

**Sub:** Submission of Commercial Bid against the Scope of Work mentioned at Para 3 of the Tender Document

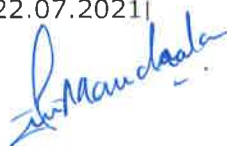
**Ref:** Tender Ref No: IMU-HQ/R/71/25/3/2021-PUR dated **22.07.2021**

Details	In figures (Rs.)	In words (Rs.)
<b>Price per Answer Script –</b> Conduct of Remote Proctored Online Examination (MCQ + Descriptive) ( <u>Remote Human Proctoring by IMU Staff</u> ) And Online Evaluation Marking as detailed in the tender documents.  (Approximately 45000 Answer Scripts).		

The Above quoted Rates are exclusive of GST in figures and words column [as the Examination related services were exempted from GST [Ref: Notification No. 12/2017- Central Tax (Rate), Dt. 28-06-2017 and Notification No. 2/2018- Central Tax (Rate), Dt.25-01-2018] and we read, understood and agreed to the payment terms at 4.15 and all the Terms & Conditions of the Tender.

**(Signature of the Bidder with Seal)**

**Note** Submission of the Commercial Bid other than this format will not be considered and also bid will be rejected



**ANNEXURE – D**

**Tender Ref No: IMU-HQ/R/71/25/3/2021-PUR dated 22.07.2021**

Format for Similar Experience in Conducting Online Artificial Intelligence based Remote Proctored Examinations (to be compulsorily filled & duly signed)							
S. No.	Name of the Institute	Work Order/ Agreement/Contract/Letter of Acceptance/ Work completion Certificate Date (Please attach copies)	Date of Completion	Total No. of Answer Scripts as per Work Order	Mode of Exams – total no. of Answer Scripts		
					Only MCQ	Only Descriptive	Descriptive & MCQ
							Max no. of candidates Attended in Single sitting
							Max Duration for a single sitting
<b>Note:</b> Bids which are received without proper tabulation or required data as per specified format/forms or copies of relevant documents, in such case it will be IMU's prerogative to whether to consider such bids for further evaluation or not. IMU shall not be liable to provide explanation for disqualifications in case of such bid(s).							

*Dr. Manchala*

**ANNEXURE – E**

**(Tender Ref No: IMU-HQ/R/71/25/3/2021-PUR dated 22.07.2021)**

**Format for Details Regarding Similar Orders (Since 2017)  
(To be filled & duly Signed)**

Sl. No.	Name of the Client	Nature of Job (Enclosed Purchase Orders)	Value of Purchase Order	Date of Commencement	Date of Completion

**Mode of proof:** Self -attested documentary evidence in the form of Work Order/ Contract and Performance Report/ Work Completion Certificate must be enclosed on the client's Letterhead.

**Signature:**

**Name of Authorized Representative:**

**Date:**

**Place:**

**Seal:**

*[Handwritten Signature]*

**ANNEXURE – F**  
**Tender Ref No: IMU-HQ/R/71/25/3/2021-PUR dated 19.07.2021**

**FORMAT OF AGREEMENT**

(To be submitted on stamp paper of Rs.200/-)

**(To be duly Filled & Signed copy)**

IT IS THIS \_\_\_\_\_ day of \_\_\_\_\_ 2021 MUTUALLY AGREED between the IMU, HQ, hereinafter referred to as "the Employer" (which expression shall mean and include their assigns and successors) on the one part AND M/s \_\_\_\_\_ company/ incorporated under the companies Act, 1956 \_\_\_\_\_ having its Registered office at \_\_\_\_\_ herein after referred to as "the Contractor" (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per tender documents hereinafter called "The Works" and has accepted a Tender by the Contractor for the execution, completion and guarantee of such works.

**NOW THIS AGREEMENT WITNESSES as follows:-**

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
  - a) Financial bids
  - b) Instructions to the Bidders
  - c) Terms and Conditions of contract
  - d) The work specified in the tender documents
  - e) The Annexures
  - f) The Purchase Order
2. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
4. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the tender documents and any other conditions given in the tender documents.
5. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Courts in Chennai only.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

SIGNED AND DELIVERED

**On behalf of the Contractor**

Signature

Name

Address

**Official Seal**

Place

Date

On behalf of the Contractor

**On behalf of Employer**

Signature

Name

Address

**Official Seal**

Place

Date

On behalf of the Employer



**Witness:**

i) Signature  
Name:  
Address:  
Place  
Date

ii) Signature

Name:  
Address:  
Place  
Date

**Witness:**

i) Signature  
Name:  
Address:  
Place:  
Date:

ii) Signature

Name:  
Address:  
Place:  
Date: