All India Council for Technical Education  
(A Statutory body under Ministry of HRD, Govt. of India)  
7th Floor, Chanderlok Building, Janpath, New Delhi- 110 001  
Phone: 23724151-57    FAX: 011-23724186  
Website: www.aicte-india.org  

For Tender Document  

Conducting online  
Graduate Pharmacy Aptitude Test (GPAT)  
For admission to  
Post Graduate Program in Pharmacy  

<table>
<thead>
<tr>
<th>Tender Reference Number</th>
<th>AICTE/Acad/GPAT(Tender)/2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of release of tender document</td>
<td>05th December, 2012</td>
</tr>
<tr>
<td>Pre-bid meeting with the bidders</td>
<td>13th December, 2012 at 1530 hrs</td>
</tr>
<tr>
<td>Closing time and date of submission of tenders</td>
<td>1400 hrs on 02nd January, 2013</td>
</tr>
<tr>
<td>Name &amp; Address of Tenderer</td>
<td>Member Secretary, AICTE, 7th floor, Chanderlok Building, Janpath, New Delhi, 110 001</td>
</tr>
<tr>
<td>Tender Document Fees</td>
<td>Rs. 5000/- (to be submitted at the time of submission of the tender in the form of Demand Draft drawn in favour of Member Secretary, AICTE New Delhi payable at New Delhi)</td>
</tr>
</tbody>
</table>
All India Council for Technical Education, New Delhi
(Tender Reference No: AICTE/Acad/GPAT (Tender)/2013-14

INVITATION FOR TENDER OFFERS

All India Council for Technical Education hereinafter referred to as the AICTE, invites from eligible reputed firms sealed tender offers in two parts (Technical Bid and Commercial Bid) placed in two separate envelopes as specified in the schedule below:

<table>
<thead>
<tr>
<th>Bid collection and submission details:</th>
<th></th>
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<tbody>
<tr>
<td>Tender reference Number</td>
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<tr>
<td>Pre-bid meeting with the bidders</td>
<td>13th December, 2012 at 1530 hrs</td>
</tr>
<tr>
<td>Last date and time for receipt of tender offers</td>
<td>02.01.2013 at 1400 Hrs</td>
</tr>
<tr>
<td>Date of opening of technical bids</td>
<td>02.01.2013 at 1500 Hrs</td>
</tr>
<tr>
<td>Offer Validity Period</td>
<td>Tender should remain valid for 90 days from the date of opening of the tenders</td>
</tr>
<tr>
<td>Earnest Money Deposit</td>
<td>Rs 5,00,000/- (Rupees Five Lakh only) by Demand Draft in favour of “Member Secretary, AICTE, New Delhi,”, payable at New Delhi valid for 90 days.</td>
</tr>
<tr>
<td>Address for communication</td>
<td>Member Secretary, AICTE, 7th floor, Chanderlok Building, Janpath, New Delhi, 110001</td>
</tr>
<tr>
<td>Place where tender offers would be opened</td>
<td>AICTE, 7th Floor, Chanderlok Building, Janpath, New Delhi</td>
</tr>
<tr>
<td>Fax No.</td>
<td>011-23724186</td>
</tr>
</tbody>
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INTRODUCTION

1. ABOUT AICTE

The All India Council for Technical Education (AICTE), set-up in November 1945 as a national level Apex Advisory Body, is marching ahead with its mission of developing and promoting quality technical education in the country in a coordinated and integrated manner. The Council constantly endeavours to encourage a meaningful association between the technical education system and research & development activities in a concerted effort aimed at nation-building.

2. IT INITIATIVES UNDERTAKEN BY THE AICTE

i. Technical education at all levels in the country is witnessing a consistent growth pattern marked by the setting up of new Institutions and improvement of the existing ones in line with the quality assurance norms. The Council believes in providing the proper impetus to Institutions in generating competent engineers, technologists and scientists and encouraging them to think beyond the curriculum while imparting training for the advancement of knowledge.

ii. Having a larger public interface, e-Governance has been made an essential part of the management system in AICTE. The e-governance system has resulted in greater transparency and accountability in the working of AICTE. The emphasis on e-governance not only ensures transparency while implementing a tech-savvy approach but also enables faster processing and clearly defining the basic infrastructural norms to be met by Institutions. These are just a few pointers towards AICTE’s efforts at fostering quality in technical education system which is at par with the best Institutions in the world.

3. ESTABLISHMENT

i. AICTE functions through its head office located at 7th Floor, Chanderlok Building, Janpath, New Delhi, another office at NBCC complex, Lodhi Road, Eight Regional offices and three camp offices across the country. The details of locations of different AICTE offices are given below:

<table>
<thead>
<tr>
<th>Offices of AICTE</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Head Office</td>
<td>7th Floor, Chanderlok Building, Janpath, New Delhi</td>
</tr>
<tr>
<td>2 NBCC</td>
<td>Lodhi Road, New Delhi</td>
</tr>
<tr>
<td>3 Eastern</td>
<td>Kolkata</td>
</tr>
<tr>
<td>4 Northern</td>
<td>Kanpur</td>
</tr>
<tr>
<td>5 Southern</td>
<td>Chennai</td>
</tr>
<tr>
<td>6 Western</td>
<td>Mumbai</td>
</tr>
<tr>
<td>7 Central</td>
<td>Bhopal</td>
</tr>
<tr>
<td>8 South Central</td>
<td>Hyderabad</td>
</tr>
<tr>
<td>9 South Western</td>
<td>Bangalore</td>
</tr>
<tr>
<td>10 North West</td>
<td>Chandigarh</td>
</tr>
<tr>
<td>11 Guwahati Camp office</td>
<td>Guwahati</td>
</tr>
<tr>
<td>12 Trivandrum Camp Office</td>
<td>Trivandrum</td>
</tr>
<tr>
<td>13 Vadodra Camp Office</td>
<td>Vadodra</td>
</tr>
</tbody>
</table>
A) SCOPE OF PROJECT (SOP)

1. OVERVIEW

1.1 Background
All India Council for Technical Education (AICTE) has been conducting the Graduate Pharmacy Aptitude Test (GPAT) for selecting suitable students for pursuing post-graduate programme in Pharmacy. The GPAT for the year 2010, 2011 and 2012 was conducted in paper-pencil mode by MS University, Vadodara on behalf of the AICTE. The number of test centres for the year 2010, 2011 and 2012 in the country were around 60, and above 40000 candidates appeared. It has been decided to conduct GPAT in computer based online mode from 2013 for selecting suitable students for pursuing Post Graduate Program in Pharmacy. The test typically will last for three hours and will contain multiple choice questions covering Pharmaceutics, Pharmacology, Pharmaceutical Chemistry, Pharmacognosy and other related subjects in Pharmacy. GPAT 2013 is likely to be conducted in May, 2013 and is expected to be administered to about 50,000 candidates all over India through 60 test centres covering maximum number of cities as required.

1.2 Objective
AICTE wishes to organize/conduct GPAT as an online computer based test free from a paper-and-pencil test from the year 2013 onwards. One of our interests would be to explore how service providers can facilitate taking this exam to a global level. AICTE invites responses to its “Request for Technical and Financial Proposals” from the tenderer/service providers. The proposal for conducting online GPAT should include methodology and procedures to be adopted at all stages including test announcement, registration, application processing, issuing admit cards, question bank development, test construction, test delivery, score processing, and result declaration.

1.3 Expected Schedule

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</tr>
<tr>
<td>Date of opening of technical bids</td>
</tr>
<tr>
<td>Tentative plan for conduct of online GPAT-2013*</td>
</tr>
</tbody>
</table>

*These are only indicative schedule and dates for conducting the exam for admission for academic year 2013 and actual dates for the given academic year will be finalized at the time of awarding the contract for that year.

1.4 Contours of the Award
If and when award is made, AICTE may enter into an initial three year contract subject to annual performance review. AICTE reserves the right to extend the duration beyond 3 years, make more than one award, partial awards, or no awards.

1.5 AICTE Liaison
Member Secretary, AICTE
2. CONTENTS OF PROPOSAL

2.1 TWO BID SYSTEM TENDER

i. The offer shall be in two separate parts containing Technical and Commercial offers placed in two separate sealed envelopes. The Technical and Commercial offers separately should be enclosed together in a large envelope sealed and superscripted with the Tender Reference Number, Name and address of the Tenderer. Revealing financial offer in the technical bid shall disqualify the tender.

ii. All pages in technical and commercial bid shall be stamped with the official company seal and duly signed by the authorized signatory.

iii. The bidders should use the formats prescribed by the Council for submitting both technical and commercial bids.

iv. Both inside envelops should be separately sealed and stamped. The sealed envelopes must be super-scribed with the following information:
   - Type of offer (Technical or Commercial):
   - Tender Reference Number:
   - Name and address of Tenderer:
   - Date and time of submission of Tender Offer and Time:

B) TENDER SPECIFICATIONS

1. DEFINITIONS

In this Contract, the following terms shall be interpreted as indicated below:

i. “Vendor or Contractor or Service Provider” shall mean the successful bidder to whom the contract has been awarded and with whom the Tendering Authority signs the contract for rendering of goods and services.

ii. “Contract” means the agreement entered into between the Tendering Authority and the Vendor, as recorded in the document signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein;

iii. “Bidder” means any firm taking the full responsibility of managing the project as required in the tender. The word “Bidder” when used in the pre award period shall be synonymous with “Vendor” which shall be used after award of the contract.

iv. “The Contract Price” means the price payable/receivable to the Successful Bidder under the Contract for the full and proper performance of its contractual obligations;

v. “The Goods” means all the material/services, which the Vendor is required to supply/provide to the Tendering Authority under the Contract;

vi. “Services” means services ancillary to the conduct of GPAT and other obligations of the Vendor covered under the Contract;

vii. “Day” means a working day.

viii. “Tendering Authority” means The Member Secretary, AICTE, New Delhi.

ix. “Council” means All India Council for Technical Education

x. “Trial Test” means the practice test undertaken by the registered students through the GPAT website before undertaking the online test in order to get familiar with the test pattern and process.
xi. “Pilot Test” means the test conducted at specified sample centres in the specified cities to verify the satisfactory performance of the complete end to end systems developed by the vendor for conduct of computer based GPAT.

xii. “Bank Guarantee” means the guarantee to be provided by the tenderer as given in the tender document for the specified amount.

2. ABBREVIATIONS

i. “AICTE” means All India Council for Technical Education

ii. “GPAT” means Graduate Pharmacy Aptitude Test conducted for awarding scores to be used for admission into PG Pharmacy programs and for scholarship purposes.

iii. “PSU” means Public Sector Undertaking

iv. “PSE” means Public Sector Enterprise

v. “RTI” means Information asked by Indian citizen under the provision of RTI Act, 2005.

3. LOCATION FOR CONDUCTING GPAT

The GPAT will be conducted in various cities decided by AICTE at different locations (Centres) identified by the service provider and approved by AICTE spread all over India accommodating the prospective applicants expected minimum number of cities is 60. However, the actual number of cities may vary and will be finalized at the time of awarding of contract.

4. TECHNICAL SPECIFICATIONS AND JOB DESCRIPTION

The technical specifications generally required for conduct of online GPAT exam, starting with registration of candidates till the conduct of examination and provision of results with statistical analysis are as under:

i. The Service Provider will maintain the dedicated GPAT website and all uploading will be done by the Service Provider with due approval of AICTE.

ii. Notification for conducting GPAT exam will be issued on AICTE website and GPAT website created by the vendor specifically for GPAT examination.

iii. The tenderer should provide a road map of all required activities and show the time lines for implementing the same and indicate what steps will be taken to ensure compliance of these time schedules.

iv. The format for registration of students will be designed by the service provider and will be finalized in consultation with AICTE.

v. The format should be put on dedicated GPAT website by the service provider and made accessible to all prospective candidates including candidates outside the country, if need be.

vi. The Admit card should be generated by the service provider and sent to all the eligible candidates.

vii. The Final list of cities where the GPAT is to be carried out will be given by AICTE for each exam at the time of awarding the work order for the particular exam.

viii. More than one centre in any city may be decided depending upon the number of candidates registered.
ix. The service provider will be responsible for provision of all facilities required at the centre for conduct of online GPAT test with required internet / intranet / server connectivity.

x. It is expected that at each centre two tests per day of three hours duration will be conducted.

xi. The supervision of the online test will be the entire responsibility of the service provider. However, AICTE reserves the right to appoint Observers for surprise / flying checks.

xii. The service provider has to have a panel of faculty members to develop the question bank for different sections of paper required for conduct of the online tests.

xiii. The service provider is required to take prior approval from AICTE for selection of Faculty members to prepare the Question bank.

xiv. The question papers shall be of the same difficulty level at all times of conduct of examination at all centres for admission of one academic year.

xv. The question paper should consist of 120 questions of three hours duration covering Pharmaceutics, Pharmacology, Pharmaceutical Chemistry, Pharmacognosy and other related subjects of Pharmacy.

xvi. AICTE will have all rights to validate the questions and moderate the difficulty level of questions to make each question paper of same difficulty level.

xvii. Service Provider has the sole responsibility of developing the questions and administering the same to the students at each centre. One set of questions administered to one batch of students will not be repeated.

xviii. The service provider will be responsible for prevention of unfair practices at each centre. Unfair practices if any should be brought to the notice of AICTE.

xix. Conduct of re-exam / remedial action on account of unfair practice at the centre or due to any technical shortcoming of the system will be the sole responsibility of the vendor.

xx. Leakage of question paper at any level will be considered a failure to perform on the part of the service provider. The service provider will be liable for confidentiality which is one of the prime concerns of the examination to enable fair selection of candidates.

xxi. The service provider has to have a data centre fully equipped to handle the volume of information and data. Additional facilities need to be created to supplement in case the present requirements are not adequate. The details regarding the data centre and additional facilities created / to be created should be clearly mentioned in the Technical bid.

xxii. There should be Help Desks / Call Centre support available / accessible 24x7 to the candidates to enable them to get all necessary information / clarifications regarding the GPAT exam.

xxiii. There should be sufficient redundancy built–up by the service provider so that at each stage the process of conducting and provision of results of the candidates is not held up for any reason. The service provider should give full details regarding the efforts for the same including the location where the backup data will be located.

xxiv. Fortnightly, reports should be sent to AICTE in the prescribed format on the progress made regarding the various matters involved from registration etc. to the completion of the process. However, daily reports will be sent during the conduct of examination in the prescribed format.

xxv. The statistical data to be generated about the candidates regarding categories, gender, performance, region etc. are to be built in by the service provider in the registration format. Full details and formats about the data in an MIS form that could be generated for the benefit of AICTE should be given.
xxvi. The results of the test should be made available to AICTE within ten (10) days of last date of conducting the test which will be put on AICTE and GPAT web-site. It will be the responsibility of service provider to inform the results to the candidates in the format agreed by AICTE.

xxvii. The steps which will be taken to ensure confidentiality throughout the process of online examination and at all stages should be clearly spelt out by the service provider.

xxviii. Provision of the correct and complete test record of the candidate will be the responsibility of the service provider.

xxix. The service provider should give total methodology to be adopted to cover implementation of the project from preparation of format for students till results are announced and related matters.

xxx. 2 pilot tests in 10 different centres located at different cities as prescribed by AICTE will be conducted. The proposal should include the methodology adopted for the same. The minimum sample size of candidates will be 200.

xxxi. The students appearing for the exams should have access to go through Trial Test before taking the online test. The Bidder should include such arrangement and details in the proposals.

xxxii. Details regarding data base software security and copyright need to be clearly mentioned in the proposal.

xxxiii. The service provider will give justification for selection of the procedure to deliver online test that will need psychometric specifications.

xxxiv. Plans for producing and providing AICTE with incidence reports that cover exceptions and large core differences should be given.

xxxv. What steps will be taken by the service provider to ensure that quality service is provided by the call centre/help desk.

xxxvi. What sorts of problems are envisaged and mitigation plans to meet the challenges in conduct of the online test to be given.

xxxvii. What steps will be taken to ensure uninterrupted internet connectivity available to all the students during the course of examinations.

xxxviii. The plans to monitor the smooth conduct of the examinations should be spelt out.

xxxix. The GPAT for admission for academic year 2013-14 is likely to be conducted in May, 2013.

xl. The legal issues arising from the conduct of the online examination (GPAT) will be the responsibility of the service provider.

xli. Where re-examinations are conducted due to unfair practices or operational shortcomings, AICTE should be informed regarding the number of students and centres where such examinations are conducted.

xlii. Adequate security measures at all levels of conduct of online test will be the sole responsibility of the service provider.

xliii. Key personnel with professional degrees and demonstrated experience as psychometricians either on bidders payroll or as associates. List of such personnel who are going to be associated /employed with the project should be provided with details of eligibility.

xliv. ANSI accreditation certification for service providers will be preferred for psychometric requirements. All infrastructure and test centres should comply with desired security and performance standards.
5. **COST OF TENDER**

i. Tender/RFP document may be downloaded from the website [www.aicte-india.org](http://www.aicte-india.org). The cost of the tender document is Rs. 5000/- which is to be submitted along with the tender in the form of Demand Draft in favor of Member Secretary, AICTE, New Delhi payable at New Delhi.

ii. It may be noted that Council will not pay any amount / expenses / charges / fees / travelling expenses / boarding expenses / lodging expenses / conveyance expenses / out of pocket expenses, regardless of the conduct or outcome of the Tendering process.

6. **NON TRANSFERABLE TENDER**

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the Council.

7. **ELIGIBILITY CRITERIA**

i. The vendor may be a Government Organization / PSU / PSE / Societies / Associations / partnership firm or a limited Company registered under Indian Laws.

ii. The vendor should have a minimum annual turnover of at least Rs. 100 Crores in each of the last three financial years exclusively from the assessment / examinations and educational services. The balance sheet for the last three years should be submitted (2009-10, 2010-11, 2011-12) along with a certificate of Chartered Accountant as per proforma given in Annexure ‘O’.

iii. Vendor should be a profit making company or surplus generating Society / Association /organization for last three financial years.

iv. An affidavit to the effect that the firm or any of its Partner, Director, Board Member of the firm has not been black listed by any Government / Government Agencies

v. Three years experience in conducting computer based online All India entrance –test / professional test construction and delivery including end to end services for professional bodies / academic institutions / organizations. Documentary proof regarding the examination conducted during last three years to be submitted.

vi. Must have administered computer based / online entrance tests / professional test for at least 100000 students annually on a continued basis nationally and/or internationally in at least 30 centres across the country for last three years.

vii. Administered computer based / online entrance tests / professional test for at least 50000 registered students for one exam at one stretch in a year nationally and / or internationally in at least 30 centers across the country for last three years.

viii. Demonstrated ability to construct large question banks for professional level entrance examinations.

ix. The Company should have ISO 27001 (Information Security Management system standards) certification for past three years.

x. Vendor should have experience of conducting computer based / online examination by deploying mirroring servers at each test centre.
8. Pre-bid meeting

Pre-bid meeting would be arranged as per schedule already announced for discussing/finalizing aspects of technical specifications and job description and other related tender conditions, which may not have been understood/spelt out with required degree of clarity.

9. OFFER VALIDITY PERIOD

Validity of the Tender is 90 days from the date of opening of the tender.

10. COMPLETENESS OF TENDER OFFER

The Tenderer is expected to examine all instructions, forms, terms, conditions, and specifications in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Tenderer’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 Tenderer 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.

11. SUBMISSION OF TENDER OFFER

i. Sealed tender offers shall be received by the “Member Secretary, AICTE, New Delhi” at the address specified above not later than the time and date specified in the invitation of Tender offer. In the event of the specified date for the submission of tender offers being declared a holiday, the offers will be received up to the appointed time on the next working day.

ii. Tender Offer submitted without Application Fee, and Earnest Money will not be considered for evaluation.

iii. Tender submitted by fax or email will not be considered.

iv. Tender Offer received late will be rejected and / or returned unopened to the Tenderer.

12. ENVELOPE-I (TECHNICAL OFFER)

i. The technical offer should be page numbered including offer documents, Annexures and other support documents. It shall be submitted in Duplicate in the same sealed envelope marked as “Technical offer”.

ii. The Technical offer should include all items asked for along with EMD of Rs 500000.

iii. The Technical bid should be complete in all respect with all the columns filled in including “Remarks / Deviations”.

iv. The Technical offer should be complete to indicate that all products and services asked for are quoted and should give all required information including technical brochure, manuals, technical specifications, data sheet of the quoted products in an organized and neat manner. All supporting documents for establishing eligibility of the tenderer including brochures and technical specifications etc., should be put together suitably bound and clearly indexed and page numbered (Submit hard copy and soft copy in CD).

v. The technical bid should not contain any price information.
vi. The technical specifications are the minimum qualifying requirements of the AICTE. The Tenderer is at liberty to indicate higher specifications than the minimum level. The AICTE reserves the right to place order at the higher specifications offered by the Tenderer.

vii. Filling up of the Technical Detail Form using terms such as “ok”, “acceptable”, “noted”, “as given in brochure / manual” is not acceptable. The AICTE may treat offers not adhering to this guideline as unacceptable.

13. EARNEST MONEY DEPOSIT

i. Subject to compliance of Response Submission Process the intending bidders should pay along with bids an Earnest Money Deposit of Rs 5,00,000/- (Rupees Five Lakh only). The EMD shall be paid by Demand Draft in favor of ‘Member Secretary, AICTE, New Delhi’, payable at New Delhi. The EMD will not carry any interest. The validity of the EMD shall be 90 days from the date of opening the tender.

ii. The EMD made by the bidder will be forfeited if:

- The bidder withdraws his tender before processing of the same.
- The bidder withdraws his tender after processing but before acceptance of “Letter of Intent” issued by Council.
- The selected bidder withdraws his tender before furnishing an unconditional and irrevocable Performance Bank Guarantee.
- The bidder violates any of the provisions of the terms and conditions of this tender specification.

iii. The EMD will be refunded to:

- The successful bidder, 3 months after successful installation, commissioning and testing of Goods and services subject to furnishing an unconditional and irrevocable Performance Bank Guarantee for 10% of the contract value till the currency of the contract.
- The EMD will be returned to the unsuccessful bidders after receiving the Performance Bank Guarantee from the selected bidder.

14. ENVELOPE-II (COMMERCIAL OFFER)

Commercial offer as per Annexure –B.

i. It should give all relevant price information and should not contradict the Technical Offer in any manner.

ii. The prices quoted in the commercial bid should be without any conditions.

iii. The bidder should submit an undertaking that there are no deviations to the specifications mentioned in the tender either with the technical or commercial bids submitted.

iv. The price schedule must be filled in completely, without any error, erasures or alterations.

v. Tenderer should quote only all-inclusive Price inclusive of Supply, Installation, commissioning, Transportation, Forwarding, Insurance, Training, Warranty, taxes and duties etc except Octroi.

vi. All taxes included in the price should be clearly indicated in the Tender document.
vii. The commercial offer shall be on a fixed price basis, inclusive of all taxes, no price variation should be asked for relating to increase in customs duty, excise tax, dollar price variation, etc.

viii. Price quotation accompanied by vague and conditional expression such as “subject to immediate acceptance”, “subject to confirmation before sales”, etc will be treated as being at variance and shall be liable for rejection.

ix. The envelope consisting of Commercial Offer shall be marked as “Commercial Offer”

x. Prices quoted will be firm for the entire period of Contract. All prices to be quoted in Indian Rupees, and must clearly state all applicable taxes which must be included in quoted price.

xi. It is the responsibility of the Vendor to clearly identify all costs associated with any item or series of items in this RFP. The Vendor must include and complete all parts of the cost Proposal in a clear and accurate manner. Omissions, errors, misrepresentations, or inadequate details in the Vendor’s cost proposal will be considered as valid ground for rejection of the Vendor’s proposal. Costs that are not clearly identified will be borne by the Vendor.

xii. The commercial offer should include cost of upgradation of system and application software for total duration of contract.

xiii. The commercial offer should include incidental charges and customization charges if any.

15. AUTHORISED SIGNATORY

The selected bidder shall indicate the authorized signatories who can discuss and correspond with the AICTE, with regard to the obligations under the contract. The selected bidder shall submit at the time of signing the contract, a certified copy of the extract of the resolution of their Board, authenticated by Board Secretary, authorizing an official or officials of the bidder or a Power of Attorney copy, to discuss, sign agreements / contracts with the AICTE. The bidder shall furnish proof of signature identification for above purposes as required by the AICTE.

16. ONLY ONE SUBMISSION PERMITTED

Only one submission of response to tender by each Vendor will be permitted. In case of partnerships / consortium, only one submission is permitted through the lead vendor / consultant. All submissions, including any Banking documents, will become the property of Council. Recipients shall be deemed to license, and grant all rights to, Council to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other Recipients who have registered a submission and to disclose and/or use the contents of the submission as the basis for any resulting process, notwithstanding any copyright or other intellectual property right that may subsist in the submission or Banking documents.

17. OPENING OF TENDER OFFER

i. Tender offers received within the prescribed closing date and time will be opened on the specified date and time as mentioned earlier in the tender document.

ii. The authorized representatives of Bidders will be invited to be present during opening of financial bids. The financial bids of only those bidders who fulfill the
eligibility criteria and qualified on required technical specifications will be opened.

iii. The bidder’s representatives present shall sign on attendance sheet and they should be authorized by their respective companies to do so.

iv. A copy of the authorization letter is must and should be brought for verification.

18. EVALUATION PROCEDURE

i. The bids will be examined for timely submission and attachment of the cost of the document and earnest money deposit. Bids which are submitted late, not accompanied by cost of document and earnest money of the required amount will be summarily rejected.

ii. Subsequently, the bids will be examined for fulfillment of eligibility criteria as given above. Bids which do not fulfill the eligibility criteria will not be considered for further evaluation.

iii. Bids which fulfill the eligibility criteria will be examined for fulfillment of technical specifications and will be awarded scores.

iv. Only those bids which fulfill the technical specification will be eligible for opening of financial bids.

v. The representatives of the firms which fulfill technical specification will be invited for opening of financial bids. The bids will be evaluated and scores will be awarded.

vi. The evaluation will be done at two levels and the weightage for the technical scores will be 65% and 35% for the financial bids.

vii. The lowest financial bid will be considered for allocation of the full marks of 35% and the others proportionately.

viii. The successful bidders who qualify for opening of financial bids will be evaluated and will be ranked based on the combined evaluation of technical and financial bids.

ix. The Council may waive any minor infirmity or irregularity in a Tender offer, which does not constitute a material deviation. This shall be binding on all vendors and the Council reserves the right of such waivers.

19. CLARIFICATION OF OFFER

To assist in the scrutiny, evaluation and comparison of offer, the Council may, at its discretion, invite required technical clarification of the offer. The request for such clarification and the response shall be in writing. To speed up the response process, the Council, at its discretion, may ask for any technical clarification to be submitted by means of facsimile by the Tenderer. In such cases, original copy of the document describing the technical clarification must be sent to the Council by means of courier / in person.

20. COMPLETION OF COMPLIANCE OF TENDER CONDITIONS AND STIPULATIONS AND PRICE COMPARISION

i. The Council will evaluate the commercial offers of eligible Tenderers qualified on technical offer and determined to be substantially responsive.

ii. After opening of the commercial offers if there is a discrepancy between words and figures, the amount indicated in words will prevail.
21. AWARD CRITERIA

Contract will be awarded to the Tenderer based on combined evaluation of technical and commercial offers. Contract may be awarded even if only one bidder qualifies technical/commercial offer. However, AICTE reserves the right to take appropriate decisions in such case and shall not be binding on the AICTE to award the contract. Contract will be signed on a yearly basis and will be renewed subject to satisfactory performance.

22. RIGHT TO ALTER ITEMS

i. The Council reserves the right to delete items from the schedule of requirements specified in the tender. The Council also reserves the right to alter the quantity.

ii. The Council reserves the right to vary specifications.

23. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

i. AICTE shall be under no obligation to accept the lowest or any other offer, including those received late or incomplete offers, without assigning any reason whatsoever.

ii. AICTE reserves the right to make any changes in the terms and conditions of the tender.

iii. AICTE will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.

24. CORRUPT AND FRAUDULENT PRACTICES

The AICTE will reject a proposal for award if it determines that Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

25. SIGNING OF CONTRACT AGREEMENT

Within seven days of receipt of Letter of Intent the successful tenderer shall submit performance bank guarantee for the amount specified. The Contract will be signed only after receipt of the performance bank guarantee.

C) INSTRUCTIONS TO TENDERERS

1. Pre-Bid Meeting

Pre-bid meeting will be arranged as per announced schedule to discuss/clarify various aspects of specifications and job descriptions. All prospective bidders are eligible to attend the pre-bid meeting on the announced date and time. AICTE will upload the changes/modifications/clarifications, if any, in the tender document emerging as an outcome of the pre-bid meeting.

2. Technical Proposal

After pre-bid meeting, the tenderer should fill up all the required forms available on the AICTE website (meeting post pre-bid criteria) including eligibility and technical and attach the supporting documents duly page numbered for each. The write up on the points given below should be detailed and self explanatory.
i. **Copyright and Control**

Describe how tenderer proposes to protect AICTE intellectual property rights on GPAT, its delivery process, test procedure, test format and question bank. AICTE will retain overall control over test generation, and delivery mechanism. Tenderer should propose details of operationalization of this control.

ii. **Operational Plan**

Tenderer must explicitly submit the demo / formats and process required for the following:

i. Test announcement,
ii. Registration,
iii. Application processing,
iv. Despatch of admit cards,
v. Question bank development,
vi. Test construction,
vii. Test delivery,
viii. Score processing,
ix. Statistical analysis
x. Merit lists declaration of result

Tenderer must describe the operational plan for GPAT, including

i. Details regarding coordination of the total work, supplying benchmarks, operational performance, targets and goals, service metrics and measures, time lines, task breakdowns and a proposed schedule of deliverables needs to be given.

ii. Tenderer must include disaster recovery plans and point out how it will happen in the event of possible loss of link, server crash or data loss etc.

iii. Staff and Management Responsibilities

Describe how your management processes will minimize operational and business risks and ensure smooth and successful conduct of online GPAT. Describe how the project will be organized and managed to ensure appropriate accountability for various aspects of the work. Provide a staffing plan that indicates the percentage of time key personnel will devote to the project. Include resumes of key personnel who will be working on the project. Indicate how regular staff training programmes are conducted. Describe your emergency plans for uninterrupted operations across all services relevant to the smooth conduct of GPAT.

3 **Financial Proposal**

The cost quoted should cover all aspects and services to be provided by the vendor. The financial proposal should give the breakup of the cost for main items which contribute for the pricing. This should also include data housing, retrieval, back up and establishing strong links on various aspects with AICTE.

Describe financial strength and capacity of tenderer organization to undertake the project. Financial proposal should spell out with supporting data and documentation, any startup charges, a fixed price per year for question bank development and test construction; and/or a simple per candidate price for question bank development, test construction, administration and delivery of GPAT in a given year. Tenderer may keep in mind the extremely low opportunity cost of adapting utilizing the retired question banks, and lower opportunity cost.
of already developed question banks. AICTE will accept pricing proposals that include volume related discounts and use of award structures based on achieving or exceeding performance goals. Describe your organization’s educational initiative, if any, for developmental financial funding towards the project.

4. TEST DEVELOPMENT PLANS

4.1 Introduction
Chalking out and executing a robust test development plan is very crucial for GPAT process. As AICTE understands, this will involve phases such as item/question bank development, test development, packaging items for different tests, ensuring equivalence in terms of test quality and attributes of items and continuous improvement in test development. Tenderer should provide details on these aspects of test development.

4.2 Question Bank Development

Question Bank development would include writing, pre-testing, evaluating and operationalizing new multiple choice questions suitable for use in administration of computer based / online GPAT. Tenderer will ensure that the questions are of propriety nature and have not been copied or just figuratively modified from the available ones. List of subject matter Experts (SMEs) engaged for development of question bank should be duly approved by AICTE.

Tenderer should provide substantiated information on the following:

4.2.1 Developing New Items
i. Describe and/or demonstrate a writer-friendly template / software tenderer will develop to allow writers to generate new items in a secure format.
ii. Provide a time line for developing new items, beginning with an analysis of the numbers and types of test questions needed and ending with the preparation of test questions for pre-testing.

4.2.2 Pre-testing New Items
Provide detailed plan for two Pilot test to be conducted at 10 different centres in 10 different specified cities containing multiple choice questions with minimum sample size of 100 per pilot test, and the criteria to screen out inappropriate items.

4.2.3 Database, Software, Security, and Copyright
i. Describe how and in what formats tenderer will prepare electronic databases and make them available to AICTE.
ii. Describe and share the process and the software that tenderer will use for item development.
iii. Describe the security measures, firewalls, and due diligence practices tenderer intend to use during all phases of item bank development.
iv. Describe the process of how tenderer will copyright each item in the name of AICTE and ensure the copyright security.
4.3 Test Development

Test development would include developing on-line test. It would also include statistical analyses of item performance and monitoring procedures.

4.3.1 Procedures
i. Identify procedures tenderer will use to deliver computer based on-line tests that will meet psychometric specifications as per ANSI standards. Explain why tenderer has chosen a particular procedure over other approaches.
ii. Describe how tenderer will control for item exposure and monitor item exposure rates?
iii. If a given test is administered at all centres in a particular session (at a given point in time slot), provide information on how items will be selected from the question bank at a test delivery site.
iv. On what basis will tenderer establish equivalence of all the tests held in different sessions and ensure they are comparable?
v. Based on experience, describe ways in which tenderer have come up with innovative test strategies. For example, how does one discriminate between good and not-so-good candidates from a pool of say 50,000 candidates? If possible, how does one ensure that the test difficulty levels are gender neutral and that they are not biased in favor of quantitatively oriented?

Describe the method that the tenderer may adopt for storage of question paper generated for each candidate and the answers given.

4.3.2 Security
Describe how tenderer will ensure security of test items throughout the test development process and identification of the candidate appearing for test.

5. TEST DELIVERY PLAN

5.1 Introduction
An equally important phase of on-line of GPAT is the delivery mechanism. A secure and smooth conduct of GPAT not only helps prospective students and AICTE to choose one another, it also maintains and enhances the reputation of the GPAT brand. In this context, AICTE would like tenderers to provide details on test announcement, candidate registration, call centre operations, channel management, test centre operations, score reporting, and test-taker records.

5.2 Test Announcement and Registration
i. What process and (why a particular) vendor does tenderer propose for processing credit card transactions?
ii. Describe your plans for processing payments received from students and transferring to AICTE.
iii. Describe your proposed solution for an integrated registration process that could, in principle, provide the same level of registration service and consistency over online, mail, or phone.
iv. How, and how frequently, will the information from mail (or phone) registration be integrated with online registration system?
v. It would be the responsibility of the tenderer to employ a comprehensive, mega-sized
server (with capacity specification) for registration, information, test delivery, result reporting, and other related activities?

vi. In anticipation of the contract, has tenderer registered a domain name intended to give an instant recall of the on-line GPAT to an applicant? Please give details.

vii. Tenderer will use such a domain name only if it is granted the contract and will not use or sell the domain name to any other party in case tenderer does not get the contract.

5.3 GPAT Call Centre

A Call Centre service, would handle candidate calls, faxes, and e-mail correspondences. Test candidate calls would be in the context of registration, seat assignments, test centre conditions, test support, tutorials and preparatory materials, test policies, scores, problems with the test experience, test challenges, and reports of improprieties.

i. Indicate the reply-time that tenderer will guarantee to answer phone calls, e-mail messages, and faxes during the peak-load period.

ii. What quality control procedures will tenderer use to ensure excellent call centre service?

iii. Describe the way AICTE could survey callers from time to time to ensure that test takers’ needs are being served and that answers provided are correct and timely.

iv. Outline the location of call centres.

v. Outline the reply-time in which test related materials will be received by requesting party.

vi. Describe the integration of the call centre activities with the online registration system.

5.4 Channel Management

By channel management AICTE refers to managing personnel, processes and capital resources associated with operating/accessing quality test centres including managing technology, support facilities and material services for test administrations at test centres. It would also include managing alternative testing environments, if at all proposed, including mobile test centres and paper and pencil test administration centres.

i. What data gathering, storage, and retrieval capabilities, and analyses will tenderer use to prevent, detect, and act on impersonation and fraud during the test, and theft of AICTE intellectual property? Specifically address the use of biometrics and video surveillance with their quality/resolution parameters.

ii. How tenderer proposes to report to AICTE the test fraud incidents, the status of actions taken, and resolutions?

5.5 Test Centres

i. Describe the physical layout requirements of test centres in which tenderer proposes to conduct GPAT. Include a description of the reception area and the workstations.

ii. Describe the extent to which physical layout is standardized across test centres.

iii. How will tenderer ensure that test centres are in compliance with test
requirements? How do tenderer ensure quality customer service, test quality, security, and procedures related to deterring, detecting and handling incidents of test fraud?

iv. Describe your ability to integrate biometric requirements and other security technology solutions at the centres. Explain security measures embedded in the solution.

v. Describe the internet connectivity, networks and servers tenderer will provide at each test centre in parametric terms and the corresponding efficiency implications.

vi. Describe the technology solution tenderer will provide in areas where internet connectivity is not stable.

vii. Describe how tenderer will monitor test activity at the centres. Include a description of how this activity will be recorded and the role of the test administrator. Describe how tenderer will minimize disturbances in the test area.

5.6 Score Reporting and Records

The score reporting process may include reporting scores for each component of the GPAT exam including dispatch of scores to test takers (and designated institutions), using biometric information in score reporting. AICTE will also require access to candidate records on a continuous basis. AICTE intends to use the information to have interface with various stakeholders. AICTE needs assurance that candidate data are secure and protected.

a. Describe the quality processes tenderer will use for reporting GPAT scores.

b. Describe your plan for providing access to GPAT official scores online and through mail. Include security measures for safeguarding scores.

c. Describe how tenderer proposes to provide AICTE with access to candidate information, their scores and test volume data? In particular, AICTE would like to have test analysis of raw scores of all sections, and equivalents of quintile report generated in all sessions of conducted test. Detailed analysis of candidate’s background and test performance for the top ranked 5% candidates may also be provided.

d. Describe detailed processes tenderer would employ to store/archive and retrieve data, including biometrics data.

e. Describe your proposed solution for effectively matching each test taker with his or her records to ensure that all GPAT scores are appropriately matched and reported while still maintaining the confidentiality.

f. Describe as to how issues regarding disputes related to organizing and conducting the tests, declaring the test results and queries asked under RTI will be tackled. It must be clearly understood that the final payment will be released only after all the pending issues are settled.
### D) TERMS AND CONDITIONS OF CONTRACT

#### 1. PAYMENT TERMS

<table>
<thead>
<tr>
<th>Bench Marks</th>
<th>Amount</th>
<th>Targets/Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of Question Bank</td>
<td>15% of contract value</td>
<td>On receipt of certification by validation committee constituted by AICTE</td>
</tr>
</tbody>
</table>
| Award of contract to agencies for conducting test at specified centres and satisfactory completion of pilot test | 15% of contract value      | • On receipt of copies of MOUs / Agreements signed/letter issued by Service Provider  
• Copy of centre charges paid to the centre as per MOU/letter  
• Report of AICTE Observers on successful completion of Pilot Test. |
| Registration of 30000 candidates or closer of registration window whichever is earlier | 15% of contract value      | • On receipt of bank statement  
• Confirmation by Director (Finance) of AICTE for receiving fee in AICTE account |
| Completion of exams, publication & results and provision of all related services | 50% of contract value      | On completion of task as ascertained by AICTE subject to clearance of all matter related to task |
| Clearing all pending issues including RTI, re-valuation, legal issues, if any, etc. | 5% of contract value      | On certification by AICTE                                                                 |

Contract value will be calculated based on Rate/ student / city for the minimum expected projections for conducting GPAT and will also be used for evaluation of proposals. i. e. minimum

i. Number of cities
   60

ii. Number of candidates per day including both the shifts
   125

iii. Number of days for test (in two shifts)
   4
Payments will be made on actual number of cities, where exams are conducted and actual number of paid registered candidates. Bills should be raised in the name of the Member Secretary, AICTE

2. **LIQUIDATED DAMAGES**

   For any delay in Installation and Commissioning or during the process of conducting the online examination, the AICTE will charge penalty as under:

   0.5\% of the contract value/day or part thereof subject to maximum of 10\%.

3. **PENALTY**

   For every re-examination to be conducted at any centre due to unfair practices / operational shortcomings an amount of (50\% of the fees submitted by the number of candidates appearing for the re-examination) will be deducted from the payments due to the service provider. The Cost of re-examination at each centre will be borne by the service provider.

4. **PERFORMANCE BANK GUARANTEE**

   Performance Bank Guarantee of 10\% of the contract value valid for one year shall be submitted within 7 days from acceptance of the purchase order.

5. **COPYRIGHT AND CONTROL**

   AICTE will retain overall control and copyright over question bank, item generation, other related, test generation, delivery mechanism. Candidate information, their score, test volume and other related information.

6. **EXECUTION OF NDA**

   The vendor should execute: Non-disclosure Agreement. The vendor should execute the NDA before signing the agreement as per Annexure ‘I’

7. **CANCELLATION OF CONTRACT AND COMPENSATION**

   The Council reserves the right to cancel the contract of the selected bidder and recover expenditure incurred by the Council on the following circumstances:
   i. The selected bidder commits a breach of any of the terms and conditions of the bid/contract.
   ii. The bidder goes into liquidation voluntarily or otherwise.
   iii. The progress regarding execution of the contract, made by the selected bidder is found to be unsatisfactory.
   iv. If deductions on account of liquidated Damages exceeds more than 10\% of the total contract price.
   v. After the award of the contract, if the selected bidder does not perform satisfactorily or delays in execution of the contract, the Council reserves the right
to get the balance contract executed by another party of its choice by giving one
months notice for the same. In this event, the selected bidder is bound to make
good the additional expenditure, which the Council may have to incur to carry out
bidding process for the execution of the balance of the contract. This clause is
applicable, if for any reason, the contract is cancelled.

vi. The Council reserves the right to recover any dues payable by the selected bidder
from any amount outstanding to the credit of the selected bidder, including the
pending bills and / or invoking Bank Guarantee, if any, under this contract or any
other contract / order.

vii. The AICTE shall be entitled and it shall be lawful on his part to forfeit the amount
of Performance Bank Guarantee in whole or in part in the event of any default,
failure or neglect on part of the contractor in fulfillment or performance of the
contract under reference in all respects satisfaction of the AICTE. The AICTE
shall be entitled to deduct from the amount of Performance Bank Guarantee any
loss or damage which the AICTE may suffer or be put by any reason of or due to
any act or other default recoverable by the AICTE from the contract. The losses
recoverable by the AICTE from the Performance Bank Guarantee shall include all
losses incurred by the AICTE during the warranty period on account of failure of
equipment or delay in attending the equipment by the contractor during the
warranty period as per stipulations of the contract.

viii. The Performance Bank Guarantee will be returned to the contractor without any
interest on performance and completion of the contract which shall include
installation, commissioning of complete equipment to be supplied under the
contract and fulfillment of warranty obligations for the complete terms of the
contract.

8. ASSIGNMENT

Neither the contract nor any rights granted under the contract may be sold, leased,
assigned, or otherwise transferred, in whole or in part, by the vendor, and any such
attempted sale, lease, assignment or otherwise transfer shall be void and of no effect
without the advance written consent of the Council.

9. SUBCONTRACTING

The selected tenderer/vendor shall not subcontract the conduct of examination
however; it does not debar tenderer to take services of third party to perform any of
the work, service or other performance required of the vendor under the contract
under its sole responsibility/ proprietorship with the prior written consent of the
Council.

10. APPLICABLE LAW AND JURISDICTION OF COURT

The Contract with the selected bidder shall be governed in accordance with the Laws
of India and will be subject to the exclusive jurisdiction of Courts at Delhi (with the
exclusion of all other Courts).
11. **NO LEGAL RELATIONSHIP**

No binding legal relationship will exist between any of the Recipients / Respondents and Council until execution of a contractual agreement.

12. **DISQUALIFICATION**

Any non confirmation to above tender details can be treated disqualification. Any form of canvassing / lobbying / influence / query regarding short listing, status etc will be a disqualification.

13. **ANNEXURES TO THE TENDERS**

The tender comprises of following schedules / Annexure:

<table>
<thead>
<tr>
<th>Annexure</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Tender Offer Form</td>
</tr>
<tr>
<td>B</td>
<td>Price Schedule</td>
</tr>
<tr>
<td>C</td>
<td>Self-Declaration (Notarized Affidavit)</td>
</tr>
<tr>
<td>D</td>
<td>Details of Bidder</td>
</tr>
<tr>
<td>E</td>
<td>Details of Manpower Exclusively to be assigned With This Project</td>
</tr>
<tr>
<td>F</td>
<td>Performance Statement</td>
</tr>
<tr>
<td>G</td>
<td>Contract Form</td>
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<td>H</td>
<td>Performance Security Form</td>
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<tr>
<td>I</td>
<td>NDA</td>
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<tr>
<td>J</td>
<td>Earnest Money Deposit</td>
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<tr>
<td>K</td>
<td>Cost of document</td>
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<tr>
<td>L</td>
<td>Eligibility Creteria Format</td>
</tr>
<tr>
<td>M</td>
<td>Technical Specification Format</td>
</tr>
<tr>
<td>N</td>
<td>List of Centres where GPAT 2012 was conducted by AICTE in May, 2012</td>
</tr>
<tr>
<td>O</td>
<td>Chartered Accountant (CA) Certificate</td>
</tr>
<tr>
<td>P</td>
<td>Checklist</td>
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</tbody>
</table>
ANNEXURE-A

TENDER OFFER FORM (TOF)

Date: _________

Tender Reference No.:

To

The Member Secretary,

Member Secretary, AICTE, 7th floor, Chanderlok Bulding, Janpath, New Delhi, 110001

SUBJECT: TENDER DOCUMENT FOR PARTICIPATION IN THE TENDER PROCESS FOR GPAT

Gentlemen:

Having examined the tender documents including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to work as Vendor as mentioned in the Scope of the work as required by AICTE in conformity with the said tender documents.

I/We declare that we are an established service Provider in the area of IT service Provider under the name and style of………………………………………………………………………………………………

We declare that we are equipped with adequate machinery/technology for providing the services as per the parameters laid down in the Tender Document and we are prepared for live demonstration of our capability and preparedness before the representatives of the AICTE office.

I/ We undertake that the Prices are in conformity with the specifications prescribed. The quote is inclusive of all costs likely to be incurred for executing this work.

I/ we undertake, in the event of acceptance of our bid, the services shall be provided as stipulated in the schedule to the Bid Document and that we shall perform all the incidental services.

If our Bid is accepted we shall submit the performance guarantee of bank as specified in the Tender document for the due performance of the Contract during the Contract period at the time of signing of Agreement in the Form prescribed by the Tendering Authority.

I/ We agree to abide by this Bid for the period of 90 days after the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this Bid offers, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may receive.

We agree to the terms and conditions mentioned in the Tender Document.

Dated this ____ day of ________

Signature:

(In the Capacity of :) ____________________________

Duly authorized to sign the tender offer for and on behalf of

Encl.: - (A) Envelope-1

1. Index

2. Tender offer form duly filled in.

4. Self Declaration for unblemished record  
5. Details of Bidder  
6. Performance statement along with necessary Documents  
7. Earnest Money Deposit  
8. VAT Registration Certificate along with VAT Clearance Certificate or VAT payment Challan from concerned Government Department as on 1st April, 2012.  
10. Copies of Certificate of incorporation of the firm / Society / Association (e.g. Registration as Partnership Firm, Proprietary concern, Company, Society, Association etc.)  
11. Copy of the Factory Registration Certificate, if applicable  
12. Copy of the PAN Card  
13. An affidavit to the effect that the firm or any of its Partner, Director, Board Member of the firm has not been black listed by any Government / Government Agencies  
14. Three years experience in computerized/online entrance –test / professional test construction and delivery for academic institutions (across the nation). Documentary proof regarding the examination conducted during last three years to be submitted.  
15. Administered computerized entrance tests / professional test at least 100,000 students annually on a continued basis nationally and/or internationally at least 30 centers across the country. Documentary proof for execution of the same.  
16. Proof in support of proven track record of having successfully provided on-going training, maintenance of and handholding support for its developed applications.  
17. Proof in support of prominent presence at major cities across country.  
18. Technical proposal.  
19. Hardware resources proposed for deployment.  
20. Problem Escalation Mechanism with name, designation and contact details at each level up to the level of CEO  
23. Proposed Methodology to complete this project.  
24. Details regarding proposed infrastructure for desired services.  
25. Details regarding miscellaneous / Add-on technical services.  
26. Copies of its audited financial statements for past three years (i.e. 2011-12, 2010-11, 2009-10) Balance Sheets  
27. CA certificate  

**B) Envelope-2**  
1. Price Schedule, as given at Annexure B duly signed and stamped
<table>
<thead>
<tr>
<th>Tender Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date and time for submission of Tender:</td>
</tr>
</tbody>
</table>

**The Member Secretary,**
AICTE,
7th Floor, Chanderlok Building,
Janpath, New Delhi
110001.

**SUBJECT: TENDER DOCUMENT FOR PARTICIPATION IN THE TENDER PROCESS FOR GPAT**

That we are sole owner/authorized agents/ of

........................................................................................................

........................................................................................................

That we/the undersigned agency is equipped with adequate hardware/software and other facilities required for providing services and our establishment is open for inspection by the representatives of AICTE

We hereby offer to provide Services at the prices and rates mentioned in the financial bid (as per financial template).

We do hereby undertake, that,

In the event of acceptance of our bid, the Services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid and that we shall perform the entire incidental services.

The prices quoted are inclusive of all charges inclusive of traveling, hardware/software/manpower etc. for providing the desired services.

We agree to abide by our offer a period of 90 days from the date fixed for opening of the tenders and what we shall remain bound by a communication within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.
## Financial Bid for 2013-14

*(Rate to be quoted per exam)*

<table>
<thead>
<tr>
<th>Number of Candidates per city</th>
<th>Rate / City / candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-500</td>
<td></td>
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<tr>
<td>501-1000</td>
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<tr>
<td>1001-2000</td>
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<tr>
<td>2001-5000</td>
<td></td>
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<tr>
<td>5001 &amp; above</td>
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</table>

## Financial Bid for 2014-15

<table>
<thead>
<tr>
<th>Number of Candidates per city</th>
<th>Rate / City / candidate</th>
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</thead>
<tbody>
<tr>
<td>0-500</td>
<td></td>
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<tr>
<td>501-1000</td>
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<td>1001-2000</td>
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<tr>
<td>2001-5000</td>
<td></td>
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<tr>
<td>5001 &amp; above</td>
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</table>

## Financial Bid for 2015-16

<table>
<thead>
<tr>
<th>Number of Candidates per city</th>
<th>Rate / City / candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-500</td>
<td></td>
</tr>
<tr>
<td>501-1000</td>
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<td>1001-2000</td>
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<tr>
<td>2001-5000</td>
<td></td>
</tr>
<tr>
<td>5001 &amp; above</td>
<td></td>
</tr>
</tbody>
</table>

(i) Exam is expected to be conducted at minimum no. of 60 Cities for 4 days (two shifts) once in a year however, actual schedule will be worked out at the time of awarding the contract.

(ii) Evaluation will be done for minimum 60 cities and minimum 500 students in all taking exam for maximum no of 4 days in two shifts, but actual number may vary.

(iii) Payment will be released based on the actual number of registered and paid candidates in each city.

I/We, hereby, undertake that we shall not ask for any other charges other than the charges specified above. We also confirm that we will make our own arrangements at our own cost for traveling, boarding, lodging, communication etc. for successful implementation of the project at site.

**Dated:**

**Signature:**

**Name of Agency:**

**Company Seal**

**Full Address:**
# ANNEXURE-C

## SELF-DECLARATION (NOTARIZED AFFIDAVIT)

<table>
<thead>
<tr>
<th>Ref.</th>
<th>Date: -</th>
</tr>
</thead>
<tbody>
<tr>
<td>To,</td>
<td></td>
</tr>
<tr>
<td>The Member Secretary,</td>
<td></td>
</tr>
<tr>
<td>AICTE,</td>
<td></td>
</tr>
<tr>
<td>7th Floor, Chandralok Building,</td>
<td></td>
</tr>
<tr>
<td>Janpath, New Delhi</td>
<td>110001.</td>
</tr>
</tbody>
</table>

In response to the tender No………………………………………….Dated………………… as a owner / partner / Director of ………………………… I / We hereby declare that our Agency …………………………….. is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.

I/ We M/s___________________ (Name of the Company) are not blacklisted in any Department of Government of India or any State Government.

I/We further undertake that any of our Partner / Director / Board Member of M/s __________________________ (Name of Vendor) having offices at _____________ are also not blacklisted in any Department of Government of India or any State Government.

I/We hereby declare that there are no pending cases against M/s __________________________ (Name & Address of Bidder) with Department of Government of India or any State Government or any other court of law.

I / We hereby declare that Bidder’s company or Director / Owner of the company have not been declared by any Court or Competent Authorities in solvent or involved in any fraudulent mean(Economical & Criminal) as on date of filing the tender.

Name of the Bidder: -
Signature: -
Seal of the Organization: -
<table>
<thead>
<tr>
<th>General Profile of the Company/Firm:--</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name and Address of the Company / Firm</strong></td>
</tr>
<tr>
<td><strong>With Telephone Nos., Fax, E-mail and Website</strong></td>
</tr>
<tr>
<td>Date of Incorporation</td>
</tr>
<tr>
<td>Offices situated at different locations</td>
</tr>
<tr>
<td>Infrastructure facilities</td>
</tr>
<tr>
<td>Turn over for last three years 2009-10, 2010-11, 2011-12 (Audited Annual Accounts and Annual Reports of three accounting years to be submitted)</td>
</tr>
<tr>
<td>Executive Profile</td>
</tr>
<tr>
<td>Service Tax Registration Number</td>
</tr>
<tr>
<td>VAT Registration Number</td>
</tr>
<tr>
<td>PAN No.</td>
</tr>
<tr>
<td>Premises / space available in square feet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of Manpower:--</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Personnel available:</td>
</tr>
<tr>
<td>Number of Operators:</td>
</tr>
<tr>
<td>Number of Supervisors:</td>
</tr>
<tr>
<td>Number of Managers:</td>
</tr>
<tr>
<td>Names of the officials identified to execute the project</td>
</tr>
</tbody>
</table>
**ANNEXURE-E**

**DETAILS OF MANPOWER EXCLUSIVELY TO BE ASSIGNED WITH THIS PROJECT**

(To be furnished on a separate sheet for each employee)

**NAME OF THE FIRM:**

Name of the staff and Designation:-

Date of Birth:-

Professional Qualification :-

Service in the firm from :-

**Previous employment record :-**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Organization</th>
<th>From</th>
<th>To</th>
<th>Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>4</td>
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</tbody>
</table>

**Details of Key assignments handled in the past three years**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Organization</th>
<th>Month &amp; Year</th>
<th>Details of assignment done</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td></td>
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<tr>
<td>2</td>
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<tr>
<td>4</td>
<td></td>
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</tr>
</tbody>
</table>

Date: ------------ Name of the Bidder: -

Place: ----------- Signature: -

Seal of the Organisation

**Note:** No change of any kind should be made in this format. Inadequate information or change in format could lead to disqualification of the bid.
<table>
<thead>
<tr>
<th>S No</th>
<th>Name of Examinati on / Project</th>
<th>Name of the organization for whom exam conducted</th>
<th>Cost of the proje ct</th>
<th>Date of commenc ement of Exam</th>
<th>Actual Date of completion</th>
<th>Number of cities in which examination conducted</th>
<th>Number of student s appeare d</th>
<th>Name and Address / Telepho ne no. of officer to whom referenc e may be made</th>
<th>Remarks</th>
</tr>
</thead>
</table>
ANNEXURE-G

CONTRACT FORM (CF)

AGREEMENT MADE this _____ day ___________________ of Two thousand
______ ______ _______ ______ Between________ ________ ________
______ ______ ______ ______ ____ (hereinafter called "the
Contractor") of the one part and the Member Secretary, AICTE of the other part.

WHEREAS the contractor has tendered for providing Total solution for Disaster Recovery
System to the AICTE (hereinafter called "The Tendering Authority ") as per the terms and
conditions mentioned in the tender document. Whereas such tender has been accepted and the
contractor has deposited with the Tendering Authority the sum of Rs. __________(Rupees
_________________________________only) as security for the fulfillment of this
Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows:

The contractor has accepted the contract on the terms and
conditions set out in the tender
notice no. __________ dated __________ as well in the acceptance of tender no.
____________________________ dated__________, which shall hold good during period of this
Agreement.

Upon breach by the contractor of any of the conditions of the agreement, the Tendering
Authority may issue a notice in writing, determine and put an end to this agreement without
prejudice to the right of the AICTE to claim damages for antecedent breaches thereof on the
part of the contractor and also to reasonable compensation for the loss occasioned by the
failure of the contractor to fulfill the agreement as certified in writing by the Tendering
Authority which certificate shall be conclusive evidence of the amount of such compensation
payable by the contractor to the AICTE.

Upon the determination of this agreement whether by efflux ion of time or otherwise the said
deposit shall after the expiration of ________ months from the date of such determination
be returned to the contractor but without interest and after deducting there from any sum due
by the contractor to the Government under the terms and conditions of this agreement.

This agreement shall remain in force until the expiry of
12 months from the date of entering
into the contract but the Tendering Authority may cancel the contract at any time upon giving
one months notice in writing without compensating the contractor.

The Tendering Authority may give notices in connection with the contract.

In consideration of the payments to be made by the Tendering Authority to the Bidder as
hereinafter mentioned the Bidder hereby covenants with the Tendering Authority to provide
the Services and to remedy defects therein conformity in all respects with the provisions of
the Contract.

The Tendering Authority hereby covenants to pay the Bidder in consideration of the
provision of the Services and the remedying of defects therein, the Contract Price or such
other sum as may become payable under the provisions of the contract at the times and in the
manner prescribed by the contract.

If subject to circumstances beyond control (Force Majeure) the contractor fails to deliver the
services in accordance with the conditions mentioned in the tender, the Tendering Authority
shall be entitled to render services from else other organization after giving due notice to the
Bidder on the amount and at the risk of the Bidder without canceling the contract in respect
of the consignment not yet due for delivery, or to cancel the contract.

In the event of action to be taken, the contractor shall be liable for any losses, which the
Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose.

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Member Secretary, AICTE</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Witnesses

1
2
**ANNEXURE-H**

**PERFORMANCE SECURITY FORM (PSF)**

To:

(Name of Indenter)

WHEREAS _______________________________________

(Name of Bidder) hereinafter called “the Bidder” has undertaken Contract No.______________ dated, _______________ 2013 to render services hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a bank Guarantee by a recognized bank for 10% of the contract value for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidder a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of ___________________________ (Amount of the guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limit of ___________________________ as aforesaid, without your needing to prove or to show this grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ___________ day of ______________ 20__

Signature and Seal of Guarantors

_____________________________________

_____________________________________

_____________________________________

Date _________________________________

Address: ______________________________
ANNEXURE – I

NON DISCLOSURE AGREEMENT (NDA)
ANNEXURE – J

EARNEST MONEY DEPOSIT (EMD)
COST OF DOCUMENT
## ELIGIBILITY CRITERIA FORMAT

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Criteria</th>
<th>Status</th>
<th>Reference (Page No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bids submitted on time and date</td>
<td></td>
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<tr>
<td>2.</td>
<td>i. Bids duly signed by authorized signatory authenticated by Board Secretary / Others</td>
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<tr>
<td></td>
<td>ii. If signed by Authorised signatory whether authorization letter submitted.</td>
<td></td>
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<tr>
<td>3.</td>
<td>Nature of organization submitting tender PSU / PSE / Society / Association / Partnership firm or a Limited company (in case of consortium, the status of all the partners / collaborators to be checked)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Annual turnover of tenderer (minimum requirement 100 crores each year) in case of consortium annual turnover of principle partner to be checked</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Annual Turnover</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Income from operation</strong></td>
<td></td>
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<tr>
<td></td>
<td>During 2009-10</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Annual Turnover</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Income from operation</td>
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<td></td>
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<tr>
<td></td>
<td>During 2010-11</td>
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<tr>
<td></td>
<td>Annual Turnover</td>
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<tr>
<td></td>
<td>Income from operation</td>
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<td></td>
<td>During 2011-12</td>
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<tr>
<td></td>
<td>Annual Turnover</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Income from operation</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td>Profit/surplus generated during last three years</td>
<td>2009-10</td>
<td></td>
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<td></td>
<td></td>
<td>2010-11</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>2011-12</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Affidavit submitted for not black listing of any of its Partner, Director, Board Member by any Government / Government Agencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>The tenderer has to submit documentary evidence for three years experience in conduct of computer based online entrance test / professional test for Professional Bodies / Academic Institutions / Organizations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>The tenderer has administered computer based / online entrance tests / professional test for at least 100000 students annually on a continued basis nationally and/or internationally in at least 30 centers across the country for last three years. (Proof to be attached)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>The tenderer has administered computer based / online entrance tests / professional test for at least 50000 registered students for one exam at one stretch in a year nationally and / or internationally in at least 30 centers</td>
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<tr>
<td>across the country for last three years.(proof to be attached)</td>
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<tr>
<td>10.</td>
<td>The list of key personnel with professional degrees with experience in Psychometric test either on pay roll or as associates to be attached</td>
<td></td>
<td></td>
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<tr>
<td>11.</td>
<td>The List of Personnel employed who are going to be associated with the project to be attached.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Proof for experience in preparation of question banks for Professional level entrance examination to be attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Does the organization have ISO 27001 certification for the last three years, if so copy be attached?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Vendor should have experience of conducting computer based / online examination by deploying mirroring servers at each test centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Validity of offer (90 days from date of opening of Bids) i.e. upto-----</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Validity of Earnest money (90 days from date of opening of tender) i.e., upto------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Cost of document attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SL. No</td>
<td>PARTICULARS</td>
<td>Status</td>
<td>Brief Summary</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------------</td>
<td>--------</td>
<td>---------------</td>
</tr>
<tr>
<td>i.</td>
<td>Number of online examinations conducted per year during last three years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Type of Examinations conducted i.e., MBA / Professional etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Number of Cities in which the examination conducted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Number of Centre’s in which the examination conducted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>i. Maximum number of total students appeared in any one examination for that year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Number of Questions prepared in Question Bank for each examination for that year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Proposed Method for:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Notification to be issued for conducting GPAT exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Creation of separate website.</td>
<td></td>
<td></td>
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<tr>
<td>iii.</td>
<td>Linking with AICTE website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>i. Road map for conduct of online GPAT-2013-14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Time schedule for various activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Steps for adhering to time schedule and handling delays.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>i. Format for registration of students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Mechanism for Approval of AICTE.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Method for making the format available to prospective candidates.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>Special provisions proposed if any, for candidates appearing for the test outside the Country, if needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>i. Proposal for creation of Help desk / Call Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>online b) email c) sms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Proposal for accessibility of 24x7 Call Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephonic / physical</td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td>i. Proposed Time to resolve issues / problems and associated escalation matrix</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Steps proposed for ensuring quality service of help desk</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>i. Redundancy built up for conduct of online examination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Adequacy of location and working methodology of back up support.</td>
<td></td>
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</tbody>
</table>
| 8. | i. Strength and adequacy of Data Centre of the Service Provider to suitably handle the volume of information and data for conduct of online exam.  
ii. Additional facilities proposed for creation of data center and security certification of the same.  |
| 9. | i. Method for generating Admit Card by students:  
a) Online; b) offline.  
ii. Time taken to generate the admit card online  
iii. Safety measures taken to protect generating false / duplicate / fake admit cards and handling impersonation.  
iv. Methodology adopted in assigning Roll Numbers  |
| 10. | i. Willingness to conduct exam in AICTE identified number of cities  
ii. More than one centre in one city may be decided upon the number of candidates registered.  |
| 11. | i. Type of Connectivity proposed with the centre’s and within the center for conducting of online GPAT test.  
ii. Facilities proposed at the Centre including (water – fans – light – current - power backup-medical assistance – air – security guards etc.)  |
| 12. | Number of tests proposed per day at each Centre and their timings.  |
| 13. | i. Proposed Supervision Chart for conducting the online test by the service provider.  
ii. Agreement for surprise checks by AICTE.  
iii. Proposed methodology adopted for flying checks.  
iv. Safety measures proposed to avoid incidents of cheating or copying including videography and other methods.  |
| 14. | i. Proposed steps for prevention of unfair practices.  
ii. Mechanism proposed for information of unfair Practices to AICTE and suggested remedy.  
iii. Back up arrangement proposed to conduct re-examination on account of unfair practices or technical shortcomings  |
| 15. | i. Proposed preventive steps to avoid leakage of question paper.  
ii. Steps for ensuring secrecy / confidentiality and equivalence of question papers.  |
16. | i. Proposed Methodology to generate various forms of statistical data related to online Test.   
| ii. Suitability and adequacy of proposed types of data that can be generated.   
| iii. Adequacy of proposed complete details and formats about the data in MIS form.   
| iv. Suitability and adequacy of Registration format |   

17. | i. Provision of declaring results within ten (10) days of completing the conducting of online test.   
| ii. Proposed Methodology to inform students regarding results in AICTE approved format.   
| iii. Mechanism for provision of correct test record to the candidate its storage, retrieval and dissemination.   
| iv. Proposed criterion to calculate the score.   
| v. Design of format for displaying result on website of AICTE and dedicated website for GPAT. |   

18. | i. Proposed Methodology for conducting pilot test at 10 different centres located at different cities.   
| ii. Proposal for facilities to undergo trial test by students before taking of GPAT online test. |   

19. | i. Justification for selection of the procedure to deliver online test with appropriate psychometric specifications. |   

20. | Proposed steps:   
| a) That will be taken to ensure uninterrupted internet connectivity at the test centres.   
| b) Alternative steps that will be taken in case of breakdown of student terminal or connectivity. |   

21. | Details of higher specification / methodology offered by the service provider and advantages of the same. |   

22. | i. Mechanism to allot centres for the students and controlling the changes, if requested for.   
| ii. Proposed Methodology to inform AICTE regarding conduct of re-examination including cities / centres / number of students. |   

23. | i. Number of days required for preparation of Question bank.   
| ii. Number of questions proposed in question bank. |   

24. | i. Availability of on roll faculty with service Provider and their qualifications & experience. |
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
</table>
| 25. | i. Selection criteria of faculty members for developing Question Bank.  
|   | ii. Modalities proposed for approval of AICTE for List of Faculty Members.  
|   | iii. Proposed remuneration to faculty members.  
| 26. | Proposed distribution of questions under 4 subjects and proposed pattern for question paper and validation of the same by AICTE.  
| 27. | Methodology adopted for maintaining the same difficulty level for each test on all days for conduct of examinations at every Centre.  
| 28. | Methodology adopted for non-repetition of question in any paper in subsequent batches  
| 29. | Method of picking the Questions in one set of paper.  
| 30. | i. Time gap between submission of answer and generation of next question.  
|   | ii. Option for changing the answer before final locking of answers.  
|   | iii. Method of registering the answer.  
| 31. | i. Proposed measures for Connectivity with AICTE for all matters.  
|   | ii. Proposed additional facilities to be created at AICTE, if required.  
| 32. | i. Proposed methodology and adequacy of forwarding daily reports during conduct of exam.  
|   | ii. Proposed methodology and adequacy of forwarding fortnightly reports in prescribed format.  
| 33. | Proposed Methodology regarding Maintaining database and maintaining Security measures  
| 34. | i. Proposed Methodology regarding maintenance of software security.  
|   | ii. Proposed Methodology regarding copyright  
| 35. | Proposed Methodology to resolve all legal issues arising from the conduct of online examination (GPAT) and the timeframe required to resolve such issues.  
| 36. | Proposed Methodology to resolve all issues rose under RTI Act, 2005 regarding GPAT and the timeframe required to resolve such issues.  
| 37. | i. List of project personnel  
|   | ii. Qualification of project personnel  
|   | iii. Experience of project personnel  
| 38. | ANSI accreditation standards will be preferred for psychometric requirements.  


ANNEXURE-N

LIST OF CITIES WHERE GPAT 2012 WAS CONDUCTED BY AICTE IN MAY 2012

<table>
<thead>
<tr>
<th>Ahmedabad</th>
<th>Gwalior</th>
<th>Mahboobnagar</th>
<th>Rajkot</th>
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<td>Guwahati</td>
<td>Lucknow</td>
<td>Rajamundry</td>
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</table>
ANNEXURE-O

CHARTERED ACCOUNTANT (CA) CERTIFICATE
CERTIFICATE OF TURNOVER REGARDING ASSESSMENT/EXAMINATION
AND EDUCATIONAL SERVICE TO BE FURNISHED BY CHARTERED
ACCOUNTANT

On the basis of examination of Financial Statements (Balance Sheet, Profits & Loss A/c)
along with Audit Report & Notes on accounts of M/s (Name of Company with complete
address) for the last three Financial Years i.e. 2009-10, 2010-11 & 2011-12, I/we certify that
turnover of M/s (Name of Company with complete address) for the last three Financial Years
exclusively from assessment/examination and educational services is as under:-

<table>
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<tr>
<th>Sr. No.</th>
<th>Financial Year</th>
<th>Turnover in (Rs.)</th>
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<td>1</td>
<td>2009-10</td>
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<td>2</td>
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</tr>
<tr>
<td>3</td>
<td>2011-12</td>
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</table>

Note: - If the company/organization had international transaction reflected in the balance
sheet in foreign currency then the same should be converted in equivalent rupees for the
purpose of above certificate.

Signature:
Name of Chartered Accountant/Firm:
Stamp with seal:
## ANNEXURE-P

### Checklist

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Annexure No.</th>
<th>Description</th>
<th>Page No.</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Annexure-A</td>
<td>Tender Offer Form</td>
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<tr>
<td>2.</td>
<td>Annexure-B</td>
<td>Price Schedule</td>
<td></td>
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<tr>
<td>3.</td>
<td>Annexure-C</td>
<td>Self-Declaration (Notarized Affidavit)</td>
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<td>4.</td>
<td>Annexure-D</td>
<td>Details Of Bidder</td>
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<td>5.</td>
<td>Annexure-E</td>
<td>Details Of Manpower Exclusively to be assigned With This Project</td>
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<td>6.</td>
<td>Annexure-F</td>
<td>Performance Statement</td>
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<td>7.</td>
<td>Annexure-G</td>
<td>Contract Form</td>
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<td>Annexure-H</td>
<td>Performance Security Form</td>
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<td>Annexure-J</td>
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<td>Annexure-L</td>
<td>Eligibility Criteria Format</td>
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<td>14.</td>
<td>Annexure-N</td>
<td>List of Centres where GPAT 2012 was conducted by AICTE in May, 2012</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Annexure-O</td>
<td>Chartered Accountant (CA) certificate</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Annexure-P</td>
<td>Checklist</td>
<td></td>
</tr>
</tbody>
</table>

This is to certify that all the support documents duly page numbered and sealed as per above checklist are arranged in sequence.

(Signature of the Authorized Signature with seal)
Name:
Designation:
Name of the Company
Date: