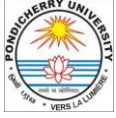




RFP towards Conducting Entrance
Examination for Admissions to Pondicherry
University using Computer Based Testing
(CBT) Methods



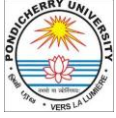
RFP - Computer Based Online Entrance Test for Pondicherry University

Requirement Definition

Pondicherry University seeks an experienced & professional Service Provider for providing the services of On-line Entrance exam to be conducted in about 30 cities of India and the entire process of Planning and formulating the overall Testing Strategy and testing plan as per the Scope of work. Service Provider has to provide the technology and the operational solution for Conduct of online examination. The Service Provider must have an extensive prior experience of working in similar area with other universities/government bodies.

Name of Work	RFP for conducting Entrance Examination for Pondicherry University Using Computer Based Testing (CBT) Methods
Date and Time of Submission of bid (Technical & Financial bid)	10.4.2014 by 3.00 pm
Date & Time of Opening of Technical Bid	10.4.2014 by 3.10 pm
Opening of Financial Bid	Only those shortlisted after the Technical Bid evaluation will be intimated
Venue for submission and opening of Bid	Administrative Building, Pondicherry University, Kalapet, Puducherry 605 014
Performance Guarantee	10 % of the project cost shall be furnished by the successful bidder
Address for Communication	The Registrar, Pondicherry University, Puducherry 605 014.
Email & Telephone Number	registrar@pondiuni.edu.in & 0413- 2655179

Pondicherry University invites sealed proposals (Technical Bid & Financial Bid) from reputed Service Providers to undertake Conduct of Computer based Entrance Examination. The company should have proven record of confidentiality in undertaking of online computer based examinations and reliable credentials of carrying out this job with the best possible security features.



Submission of Bids

All bid documents duly filled and complete in all respects for both Technical Bid Part—I and the Financial Bid— Part—II should be sealed in separate covers super scribing the Technical Bid / Financial Bid. The two sealed covers should then be sealed in a single envelope super scribing **“RFP for conducting Entrance Examination for Admission to Pondicherry University using Computer Based Testing (CBT) Methods.”**

Bidder’s name, address and phone number should be mentioned on the bottom left side of the envelope.

Scope of Work

The CBT is to be conducted in two/three days. The number of applications for this Test is expected to vary between 35,000 and 50,000 candidates. Entrance Test to be conducted for admission to a total number of about 160 Post Graduate/Research programmes with separate question paper for each of the 160 programmes. The Entrance Test is required to be held in the following cities/towns, the history of count of candidates is provided in **Annexure-1** and **Annexure-2**.

Following activities will be carried out by the University

Advertisement regarding the schedule of the Entrance Examination for all the programmes to be offered by the University would be carried by the University.

Question paper and keys to Answers for each of the 160 programmes would be supplied by the University.

Question Paper loading, distribution to the various Test centres, etc shall be done under the supervision of the University.

Answer keys loading shall be done under the supervision of the University.

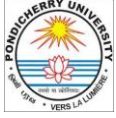
Following activities to be carried out by the Testing Agency

- Agency to develop the complete Application Registration portal with/ without payment gateway with option for both **online** and **offline fee** collection



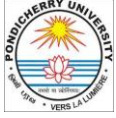
RFP - Computer Based Online Entrance Test for Pondicherry University

- The copy of the advertisement will also be uploaded on the Registration portal.
- The Application Registration portal will be linked with the University web portal.
- The Information Brochure of the University will contain the following information:-
 - ❖ URL (portal) details for applying towards Admission and the Entrance Examination
 - ❖ Dates for Registration and Examination
 - ❖ Eligibility Criteria for appearing for exam
 - ❖ Fees and mode of payment
 - ❖ List containing Exam Centres
- Application Form for PG/PG Diploma, Ph.D., other programmes, etc to be designed, developed and hosted as per the requirements of the University with provision to upload candidate's photo, signature, copy of Community/Disability Certificate
- On submission of Application after payment the candidate shall take a copy of his/her application submitted. Each Application shall be assigned a unique Application Number
- Application system to be capable of automated Scrutiny of the applications and ensure that application is complete
- Provision of **Mock Test** to familiarize the candidates with computer based testing
- Help Desk support to the candidates to be provided as per the requirements of the University
- Hall Ticket carrying necessary information for appearance in the Entrance Test to be made available and printable by the Candidate
- Intimation to candidates about the online exam through auto generated e-mail/SMS.
- Delivery and administration of the computer based examination in a secured environment using encrypted Question papers at various test centres in **28 cities/towns in India.**
- Multiple choice based objective type question papers to be administered in computer based testing environment



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- Question paper to be presented in English and for some programmes in **French/Hindi/Tamil/Sanskrit**
- Conduct of Computer based single slot examination of **120 Minutes duration for each programme**
- Provision of Test Centres with sufficient capacity and facilities in each city/town so as to conduct the computer based test in two/three days
- Deciding specific venues within each location/ city depending upon the Breakup of candidates
- Providing complete Infrastructure including hardware and software
- Ensuring foolproof data security and data transfer
- Ensuring adequate power backup
- Providing adequate Technical invigilators and supervisors and other staff as per the requirements of the University
- Providing adequate backup of Test nodes
- Providing Backup Server at each location with required software loaded and kept ready for use in case of such requirement
- Complete and comprehensive dry run to be carried out
- Candidate's registration to be carried out by the agency at the Test Centres
- Before the start of the test, candidate will be required to enter the unique id and password to start the test
- On designated time the question paper to be made available on computer screen to the candidates who come physically to the Test Centres with valid Hall Ticket
- Test should be taken by candidates in computer based mode in a secure environment such that while the test is taken access to all possible web resources for eg. Browsing, chatting etc. should be blocked from the computer of the candidate as well as any other computer peripherals such as printers. Similarly, functions like 'Copy-Paste' to be disabled in the question paper page appearing in the test



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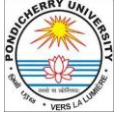
- The Terminal number at which the candidate is to take the exam would be allotted at the time of Examination
- Question papers (about 160) developed by the University have to be transferred Online in a secure manner to each test centre only at the time of examination
- Valuation to be done as per the requirements of the University
- Submission of Results and other Reports to be provided as per the requirements of the University
- Successful bidder should be able to design, develop and launch the portal for Applications for Admissions, after thorough testing by the University on **15/04/2014**, The exams will be conducted during the period from **30/05/2014 to 01/06/2014**

EMD Amount

A Demand Draft towards EMD amount for **Rs. 2.5 lakhs** drawn in favour of the **Finance Officer Pondicherry University** payable at **Puducherry** to be enclosed along with the **Technical Bid**. Those bids submitted without the EMD amount will be summarily rejected.

ELGIBILITY CRITERIA

1. The vendor should have at least 5 years of experience in holding Entrance examinations for Government Institutions through CBT mode. Copy of the agreement / testimonials to be submitted.
2. Vendor should have ISO 27001 certification for at least last 5 years
3. Vendor should have conducted at least 3 end-to-end CBT mode entrance examination for a single client for a minimum 50,000 candidates per implementation (for these implementations Vendor should have done Question bank development, receiving of Online applications, receiving of Online & offline payment)
4. The Bidder should have successfully completed Online Computer based Examination, during last 3 years, at least two assignments of providing similar services to any Government organization/ UGC or AICTE approved Institution in India where the value of each assignment should be atleast 3.00 Crores (INR). The completion certificate should be submitted along with payment transaction proof to the bidder from the client.



RFP - Computer Based Online Entrance Test for Pondicherry University

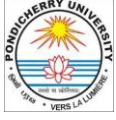
5. Vendor should be able to conduct tests at “Overseas Centres” also, if required.

Note: Client/ customer means external clients and not internal group or sister/ parent concern

EVALUATION & SELECTION CRITERIA

- Copy of Agreements and/ testimonials to be submitted with Technical bid
- Bids will be examined for fulfilment of eligibility criteria as given above. Bids which do not fulfil the eligibility criteria will not be considered for further evaluation.
- Bids which fulfil the eligibility criteria will be examined for fulfilment of technical specifications.
- Only those bids securing a minimum of 70% marks in the technical evaluation will be considered for further financial bid evaluation. Bids of Tenders which don't secure the minimum specified technical score will be considered technically non-responsive and hence debarred from being considered for financial evaluation
- The representatives of the firms which fulfil technical specification will be invited for opening of financial bids

The bidder's response will be evaluated on the basis of technical parameters given below. The final selection of the bidder will be based on Quality and Cost Based Selection (QCBS) procedure. There will be 70% weightage for Technical Evaluation and 30% for Commercial Evaluation.



Technical Evaluation Criteria

For the evaluation of the Technical offer the following criteria will be taken into account:-

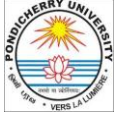
S. No.	Parameter
1	Experience in holding Entrance examinations for Government Institution through CBT mode.
2	Successful performance in conducting exam each year for past 5 years
3	ISO 27001 certificate
4	Vendor should have conducted at least 3 end-to-end CBT mode examination implementations of one single client for minimum 50,000 candidates per implementation including Question bank development, Online applications, Online & cash payment, conduct of CBT examination etc.
5	Bidder should have successfully completed Online Computer based Examination, during last 3 years, at least two assignments of providing similar services to any Government organization/ UGC or AICTE approved Institution in India where the value of each assignment should be equal or more than 3.00 Crores (INR).

Other Terms & Conditions:

- 1) Successful bidder shall enter into a **Non-Disclosure Agreement (NDA)** with the University
- 2) Based on satisfactory performance the contract may be renewed for a further period of two years.

Payment Terms & Conditions:

- i) 25 % payment on completion of successful Application Registration of Candidates
- ii) 25 % payment on completion of sending of Hall Ticket to candidates
- iii) 40 % payment after conduct of examination and submission of result to the University
- iv) 10 % after the admission



Technical Bid

Please give the details as per the following Format:

1. Name of the Organization/Firm
2. Year and type of Registration of proposing Organization/Form
3. Name of the Chief Functionary of the Organization
4. Address of the registered office of the Organization
5. Address of the Administrative office of the organization
6. Income Tax Registration No. under section 12 AA
7. Permanent Account Number (PAN) of the organization
8. Organization's Vision & Mission
9. Address requesting for clarification
10. Estimated Number of Professional Staff-months required for the job & availability
11. Company's experience in this field :
12. Approach and methodology

1. FINANCIAL DETAILS

Financial Year	Turnover	Remarks
2009-2010		
2010-2011		
2011-2012		
2012-2013		



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2. FIRM'S EXPERIENCE IN PAST 5 YEARS

Description of similar jobs undertaken by the firm	Client Name and address	Start and End date of the job	Remarks

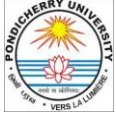
Attach separate sheet if required

3. KEY PERSONNEL

Name	Qualification	Description of similar job undertaken	Total Experience (in Years)

Attach separate sheets if required

NOTE : In addition to the summary information provided as per the tables given above, the firm has to provide complete details of information, brochures, catalogues, certificates, etc in their response to the RFP.



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Financial Bid

S.No	Particulars	Unit Rate Rs.	Total Rs.
1	Rate per candidate for the entire scope of work (Indian Centres)		
	Particulars	Unit Rate US \$	Total US \$
2	Rate per candidate for the entire scope of work (Overseas Centres)		

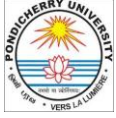
Note: 1. A minimum of 35000 candidates is expected to register/apply for the various programmes in India

2. Details of Overseas Centres, No. of candidates in those Centres, etc can be specified after approval from respective ministries of govt. of India.

Signature :

Date :

Company Seal



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SUBMISSION OF BID OFFER

Sealed offers shall be received by the Registrar, Pondicherry University at the address specified below, not later than the time and date specified in the invitation of RFP document. In the event of the specified date for the submission of Bid offers being declared a holiday, the offers will be received up to the appointed time on the next working day.

Bids submitted by fax or email will not be considered.

Bid Offer received late will be rejected.

Canvassing in any form will result in disqualification of the Bid.

Address for Communication:

The Registrar

Pondicherry University

Puducherry – 605 014.

ANNEXURE - 1

ENTRANCE EXAMINATION 2013 CENTRE WISE CANDIDATES STRENGTH

Sl.No.	Entrance Exam Centre Cities/Towns
1	Allahabad
2	Bangalore
3	Bhopal
4	Bhubaneswar
5	Chennai
6	Coimbatore
7	Guwahati
8	Hyderabad
9	Karaikal
10	Kochi
11	Kolkatta
12	Kozhikode
13	Lucknow
14	Madurai
15	Mahe
16	Mumbai
17	New Delhi
18	Patna
19	Port Blair (Andamans)
20	Puducherry
21	Ranchi
22	Shillong
23	Srinagar
24	Tiruchirappalli
25	Thiruvananthapuram
26	Vijayawada
27	Villupuram
28	Visakhapatnam

ANNEXURE – 2

(2013 DATA)

Sl.No	Name of the Centre	Day-1		Day-2		Day-3		Total
		F.N	A.N	F.N	A.N	F.N	A.N	
1	Allahabad	168	119	106	86	131	390	1000
2	Bangalore	196	140	126	143	135	106	846
3	Bhopal	101	39	71	81	51	44	387
4	Bhubaneswar	387	363	398	232	536	224	2140
5	Chennai	409	384	332	370	337	331	2163
6	Coimbatore	119	114	85	113	146	118	695
7	Guwahati	159	100	126	163	103	112	763
8	Hyderabad	809	419	298	423	380	205	2534
9	Karaikal	175	134	58	163	95	167	792
10	Kochi	310	182	229	123	280	230	1354
11	Kolkatta	284	248	195	269	213	480	1689
12	Kozhikode (MCC)	492	368	231	187	368	272	1918
13	Kozhikode (KGPC)	338	335	226	112	244	182	1437
14	Lucknow	182	131	107	174	132	137	863
15	Madurai	117	158	67	149	146	120	757
16	Mahe	141	157	61	73	203	84	719
17	Mumbai	43	21	29	33	30	25	181
18	New Delhi (PCS)	802	408	535	469	351	462	3027
19	New Delhi (Army Centre)	2	6	-	1	-	4	13
20	Patna (KNGS)	162	126	154	124	67	545	1178
21	Patna (PCS)	-	-	-	-	-	534	534
22	Port Blair (Andamans)	45	50	41	24	52	16	228
23	Puducherry (Petit)	649	789	448	320	522	354	3103
24	Puducherry (PUCC)	443	665	269	410	516	376	2679
25	Puducherry (TAC)	568	753	274	448	516	370	2929
26	Puducherry (St.Patrick)	581	795	447	397	529	370	3119
27	Puducherry (BGCW)	666	785	220	432	484	373	2960
28	Ranchi	53	41	37	45	52	124	352
29	Shillong	76	48	93	65	50	68	400
30	Srinagar	169	163	128	230	151	160	1001
31	Tiruchirappalli	95	121	124	114	130	129	713
32	Thiruvananthapuram	188	80	151	72	118	66	675
33	Vijayawada	335	256	150	142	165	137	1185
34	Villupuram	145	190	117	97	235	184	968
35	Visakhapatnam	204	191	96	132	154	91	868
	Total	9613	8879	6029	6416	7622	7590	46170