

TENDER ENQUIRY REF. NO. CCMB/GEN/RECTT.AGENCY/2023



CSIR - CENTRE FOR CELLULAR & MOLECULAR BIOLOGY (CSIR-CCMB)

UPPAL ROAD, HYDERABAD- 500 007

(TELANGANA) INDIA

TENDER DOCUMENT

FOR

OPEN TENDER ENQUIRY FOR THE

“ANNUAL CONTRACT FOR EMPANELMENT OF RECRUITMENT AGENCY
FOR CONDUCTING ONLINE REGISTRATION AND EXAMINATION FOR
SELECTION OF PH.D. STUDENTS IN CSIR-CCMB”

TWO BID System (Technical Bid & Financial Bid separately)

The Controller of Administration
CSIR - Centre for Cellular & Molecular Biology(CCMB)
Uppal Road, Hyderabad – 500 007 (TELANGANA) INDIA
Ph: +91-40-2719 2663 (Direct)
E-Mail: coa@ccmb.res.in

Website: <http://www.ccmb.res.in>

CSIR - CENTRE FOR CELLULAR & MOLECULAR BIOLOGY (CSIR-CCMB)
UPPAL ROAD, HYDERABAD- 500 007

Ref: CCMB/GEN/RECTT.AGENCY/2023

Date: 20.12.2023

NOTICE INVITING TENDER (NIT)

CSIR-CCMB is an internationally acclaimed Research Centre of CSIR situated in Hyderabad.

The Director, CSIR-CCMB, Hyderabad invites **OFFLINE** bids under **TWO-BID System (Technical Bid & Financial Bid separately)** from reputed recruitment agencies for conducting Online Registration and Examination for the following Annual Contract :

Sl. No.	Name of Equipment	Estimated value of the contract (Rs.)	Bid Type	EMD (Rs.)
1.	ANNUAL CONTRACT FOR EMPANELMENT OF RECRUITMENT AGENCY FOR CONDUCTING ONLINE REGISTRATION AND EXAMINATION FOR SELECTION OF PH.D. STUDENTS IN CSIR-CCMB	Rs. 1,00,000/- per year	TWO BID SYSTEM	Rs. 2,000/-

Critical Date Sheet

Tender Ref. No.	CCMB/GEN/RECTT.AGENCY/2023
Date of Floating of Tender	20.12.2023
Start of Submission of Bids	20.12.2023
Last Date & Time For Submission of Bids	05.01.2024, 5:00 PM
Date/Time of Opening of Technical Bid	08.01.2024, 4:00 PM
Mode of submission of Bid	ONLY THROUGH OFFLINE to the following address : The Controller of Administration. CSIR – Centre for Cellular & Molecular Biology (CSIR-CCMB) Uppal Road, Habshiguda Hyderabad 500007, TELANGANA E-mail: coa@ccmb.res.in

Tenders shall be submitted offline either by POST addressed to the Controller of Administration, CSIR-CCMB, Uppal Road, Hyderabad 500 007 OR may be submitted IN PERSON at the above address.

EMD in favour of Director, CSIR-CCMB, may be submitted in an envelope duly superscribed "ANNUAL CONTRACT FOR EMPANELMENT OF RECRUITMENT AGENCY FOR CONDUCTING ONLINE REGISTRATION AND EXAMINATION FOR SELECTION OF PH.D. STUDENTS IN CSIR-CCMB". Tender received without EMD will be summarily rejected.

Director, CSIR-CCMB, Hyderabad reserves the right with himself to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially without assigning any reason thereof.

[Sailaja Maddaly]
Controller of Administration

A. ABOUT CSIR-CCMB & DETAILS OF REQUIREMENT

The Council of Scientific and Industrial Research-Centre for Cellular & Molecular Biology (CSIR-CCMB) is a premier research organization in frontier areas of modern biology. It has been recognized both nationally and internationally for its outstanding achievements, including being chosen as the **Centre of Excellence by UNESCO's** Global Network of Molecular and Cell Biology and the **South Centre of Excellence in Research & Training**, the **Third World Academy of Sciences (TWAS) Award**, **CSIR Technology Award in Biological Sciences** for developing a DNA fingerprinting probe, and **Award for Outstanding Achievement in Science & Technology** by Federation of Indian Chambers of Commerce and Industry (FICCI).

The major research areas at CSIR-CCMB include:

- Biomedicine and Biotechnology
- Genetics & Evolution, Genomics
- Cell Biology & Development
- Molecular Biology and Structural Biology
- Biochemistry & Biophysics
- Infectious Diseases
- Computational Biology & Bioinformatics

B. SCOPE OF WORK

CSIR-CCMB proposes to select **Ph.D. Students** for **2-4 times a year** through an all-India "Online computer-based/online remote proctored exams" followed by interviews of the shortlisted candidates (the interviews will be held at CSIR-CCMB, Hyderabad).

To conduct an All India examination (ONLINE), the Director, CSIR-CCMB intends to invite tenders from reputed and experienced service providers. The selected service provider is expected to conduct an All India examination "Online computer-based/online remote proctored exams" 2-4 times a year for Ph.D. admissions. A safe, efficient, and streamlined technology platform is needed to handle a large number of applications, integrate a payment gateway, enable easy download of hall tickets, and allow writing examination both Online in a fool-proof way. As CSIR-CCMB has been a preferred destination of students from various parts of India for Ph.D. and research work experience, the service provider would be required to conduct the Online examination in selected centres in multiple major cities of India.

To carry out the selection process, CSIR-CCMB would like to engage an experienced and professional end-to-end service provider, who has extensive prior experience in providing similar services to government and private organizations. The service provider should be proficient in developing a technology platform to design an online application form with validation controls, keep the application form active for a decided period in their data centres with 24x7 uptime, receive application forms along with integration of the receipt of application with a payment gateway, exclude ineligible applications, answer queries, issue hall tickets, conduct online tests (question paper content will be made available by CSIR-CCMB) in different cities and centres around the country (as decided by CSIR-CCMB), evaluate answer sheets, and make rank list based on the scores of all the examinees in the online test. The service provider should have a proven

record of confidentiality and credentials of having carried out this job, and should provide a detailed and security authenticated report for each of the examinees.

- A. Development of a web-application is required for online registration for the Ph.D. programme of CSIR-CCMB. The web-application should be thoroughly tested and validated before its launch and it should also facilitate online payment of application fees to Director, CSIR-CCMB, Hyderabad.
1. Download and print the filled-in application form in standard formats by applicants.
 2. Uploading of photographs and scanned signatures during registration process.
 3. Automated e-mails/SMS to every registered applicant upon successful registration, online receipt of application fee payment, and online download of the hall ticket.
 4. Provision for an administrative login to CSIR-CCMB for checking and authentication of successfully registered applicants.
 5. Rejection of invalid applications.
 6. Maintaining a master data base of all applicants registered for use at any time during the admission/selection process.
 7. Transfer of the entire data (soft copy) to CSIR-CCMB after the whole process is completed.

CSIR-CCMB will conduct the Ph.D. admission process 2-4 times a year and around 500-1000 candidates are expected to participate in this process every time (this is an estimate, not a commitment. Charges to the selected service provider will be as per the actual number of registered applicants each time for each Online Computer-based/Online Remote Proctored Examination).

- B. Designing and development of a suitable IT platform for enabling a computer-based examination (with multiple choice questions) in different cities in India/online remote proctored exam (questions and answer key will be provided by CSIR-CCMB).

Scope of this part of the work includes:

1. Designing and developing test tools for “Online computer-based/Online remote proctored exams”.
2. Testing the tools with CSIR-CCMB’s representatives and finalizing the same upon approval by the Institute.
3. Fixing the test centres equipped with sufficient computers and relevant software with necessary security systems. (CSIR-CCMB will choose the test centres).
4. Conducting tests for “Online computer-based/Online remote proctored exams” (2 mock tests and one final test, each for 180 minutes, any change in duration will be communicated to the service provider).
5. Evaluation of the answers as per the pre-set criteria prescribed by CSIR-CCMB.
6. Ranking the candidates based on the scores in online examination.
7. Providing the data base of the candidates (applied/attended/answered/their scores/ranks) to CSIR-CCMB in the form of CD/pen-drive.
8. Informing the candidates to appear for interview at CSIR-CCMB as per the merit list (the merit list will be prepared by CSIR-CCMB).

9. Conducting “Online computer-based/online remote proctored exams” in place of physical/Centre based exams, if required.

In case of Online Examination, the Tenderer has to ensure that the examination is not "online only" and conducted in CBT mode so that it is not affected by internet issues.

C. ADDITIONAL DETAILS

1. The service provider should be a CMMi Level 3 or equivalent (desirable but not mandatory).
2. The dates for Online Application Portal to Go-Live and Close will be intimated to the service provider by CSIR-CCMB.
3. Examination is to be conducted on a single day in single batch in selected cities on the same day and at the same time. The duration of the examination will be 180 minutes. The candidate verification on the examination day should be done based on approved photo ID as part of the manual verification process.
4. Providing and maintaining minimum number of computers in each centre to be specified with a buffer capacity of 10-20%
5. Exam Papers should be downloaded to the local server in an encrypted form well before the start of the exam.
6. Exam delivery workstation should be “locked down” and the candidate should not have access to the local file system or the Internet during exam.
7. The testing engine should be capable of supporting randomization of test items for additional security.
8. The Tenderer should own the complete source code of the software application to be used for conducting the exam and in-house technical skills should be available to make any necessary changes, if required (attach declaration confirming the software is owned by the company from the representative who has the company power of attorney).
9. The Tenderer should preferably have its own data centre and it must not host the application in a third-party centre. (It is acceptable if the bidder is hosting their application on an ISO certified Tier-III Data centre that can provide 99.9% uptime. The bidder has to submit a MoU/SLA signed between them and the Data centre service provider.
10. The Tenderer should have a defined and documented process for obtaining and controlling access to the Data Centre.
11. Access to the web and database should be protected by multi-layered firewalls. Two separate layers of firewalls are required, each layer of a different type. Minimum 128 bit SSL encryption should be applied to the data that is transmitted over the internet.
12. Encrypted database and web-servers should comply with PCI/DSS standards.
13. The data should be backed up on tape and should be encrypted and stored offsite securely.
14. The Tenderer should have a comprehensive Business Continuity Plan/Disaster Recovery Plan and practice in place, which should be specified in the proposal.
15. Facility for mock test to be provided to the candidates in all the Test Centre.
16. There should be 100% power backup at the test centre for the IT equipment to avoid any test disruption. In the event of a power-outage that affects the delivery Centres, the exam should resume exactly where it left off when the power returns. Exam files should be delivered to the testing locations from a central hub prior to exam administration.

17. Tenderer should have its own highly secure test delivery software/tool.
18. Data needs to be highly encrypted to ensure no leakage of test items.
19. The Tenderer should provide automated scoring as per rules defined and agreed.
20. Tenderer should provide for a web based comprehensive incident management system to track any exigencies reported in the part of the test delivery system.
21. The system should include priority levels which should be assigned to each incident to enable appropriate time –bound responses.
22. There should be a well-defined process on how to respond to and manage security breaches.
23. Adequate expertise and staff should be deployed by the Tenderer to undertake execution of various aspects of this program.
24. Complete operational plan to be submitted by the Tenderer explicitly stating every task and the schedule. The company/agency should also provide at specified dates during the admission process the following:
25. Facilities need to be provided to download and take printouts of the Hall Ticket (indicating the centre) of all successfully registered applicants appearing for the admission test.
- 26. The Results** should be out latest by **evening of the same day** in the format that we desire (guidelines for processing the result will be provided by CSIR-CCMB).
27. Consolidated reports (soft and hard copies) on data captured (formats will be specified by CSIR-CCMB) should be provided to the designated official of CSIR-CCMB (both for registration and test).
28. Web application should be able to handle large volumes of online traffic for a period of approximately 6-7 weeks for keeping the online application forms active, answering to any queries coming forth during that period and also later for tasks handled by it on a real time basis (maximum within 24 hours).
29. The service provider should be able to provide the proof for successfully running applications on web-servers for works of similar scale and scope. It would need to guarantee availability of the online registration site to applicants during the registration period for more than 98% of the duration.
30. In case of online remote proctored exam, the service provider must ensure the following:
 - a. Remote Proctoring software should have features that would not allow screen mirroring or remote access of the applicant's device.
 - b. Remote Proctoring software should have ability to control audio and video of the applicant's device. If possible, during the examination, regulators should have access to the client's camera for remote monitoring.
 - c. If possible, multi-factor authentication to ensure that the candidate is indeed giving the examination.
 - d. It would be useful if the software has in-build AI-based proctoring features for eliminating the risk of any suspicious activity.
 - e. Features for security of the browser and mechanisms to disable the use of other applications on the client computer.

N.B. : In case of any failure in any aspects of conducting the examination, the tenderer will need to make alternative contingency arrangement for successful completion of the examination on time. In case of a leakage/breach of security that might affect the outcome of the examination, the service provider will have to repeat the exam (the responsible party has to bear the cost of conducting the exam again for the same applicants). If such instances occur, CSIR-CCMB has the right to terminate the contract.

CLARIFICATIONS OF BIDS

The Bidders should give clause-by-clause compliance for the technical specification of the solution in their technical bids. Also give compliance of all the terms & conditions as mentioned in the Tender document. The prospective bidders requiring any clarification about the contents detailed in the tender document may contact Dr. Krishnan H Harshan (hkrishnan@ccmb.res.in) by sending e-mail.

D. TERMS AND CONDITIONS OF THE TENDER

1. The Tenderers are required to submit two separate Bids i.e. Technical and Financial, as per the prescribed proforma available in the Tender document as Annexure 'A' and Annexure 'B'.
2. Technical Bid shall contain all the necessary documents and fulfill the terms & conditions mentioned in the Tender document. The tenderers should ensure that Checklist (Annexure 1) is complete in all aspects along with relevant documents enclosed in the bid.
3. The enclosed Technical Bid in the prescribed format should be accompanied with Earnest Money Deposit (EMD) having validity for a period of 90 days from the date of opening of tender as notified in this document in the form of Demand Draft/ Bankers cheque issued by any Nationalised/scheduled bank drawn in favour of "The Director, CCMB" payable at Hyderabad.
4. Submission of EMD of Rs. 2,000/- (Rupees Two Thousand only) i.e., @ 2% of tender value Rs. 1,00,000/-, is a must and should be submitted along with the tender. In the absence of EMD the tender shall be summarily rejected.
5. The Earnest Money Deposit shall be refunded to all the unsuccessful Tenderers, without any interest after finalization of the contract. EMD shall be refunded to the successful tenderer on receipt of Security Deposit. No interest is payable on the EMD to either the successful tenderer or the unsuccessful tenderer.
6. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
7. The bid shall be valid for 90 days from the date of opening.
8. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
9. All the technical bids will be scrutinized along with the relevant documents for their authenticity and the tenderer whose technical tenders are accepted will be considered for financial bids on the date & time as informed by the office.
10. No tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the Tenderer would stand forfeited.

11. The Financial bids of only those Tenderers who qualify in Technical Bid evaluation shall be opened. The financial bids of all those Tenderers who fail to qualify in the technical bid will not be opened under any circumstances.
12. The bidder amongst those who are technically qualified with the lowest quote (L1 bidder) will be selected as the successful bidder. In the event of any difference between figures and words, the amount indicated in words shall be taken as final.
13. In case of tie for the lowest quote of Total Service Fee charged by two or more technically qualified bidders, the bidder with more relevant experience in serving Government organisations and total aggregate turn over in past three year shall decide the successful bidder.
14. In case the successful Tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
15. The Tenderer shall enter into a formal contract with CSIR-CCMB within 15 days from the date of receipt of intimation of their selection. The successful Tenderer will have to make the security deposit and commence the work within 15 days of acceptance of tender.
16. The successful Bidder will have to submit a Security Deposit of Rs. 5,000/- (Rupees Five Thousand only) i.e., @ 5% of award value in the **form of Demand Draft/Bankers Cheque** in favour of the Director, CCMB in the prescribed format. Otherwise the awarded contract will be cancelled and EMD will be forfeited.
17. Each page of the tender document should be signed and stamped by authorized signatory, with name and address of the Tenderer, as a token of acceptance of the terms and conditions laid down by the office of CSIR-CCMB.
18. The Competent Authority of CSIR-CCMB reserves every right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.
19. The empanelment will be done based on the lowest bid (L-1) quoted by the Tenderer and fulfilment of all the terms and conditions.
20. The Agreement at tenderer's cost is to be executed on Rs.100/- Non-judicial stamp paper within 10 days of acceptance of the work award. The draft agreement may be collected from the General Section, Administration of CSIR-CCMB.
21. The contract shall be awarded initially for a period of one year. The contract period may be terminated at any time by giving two months' notice on either side.
22. In case of breach of terms and conditions by the Tenderer, the Security Deposit will be forfeited at the discretion of the Director, CSIR-CCMB.
23. CSIR-CCMB deserves the right to decide about the number of centres for the examination. Maximum number of centres shall be 50.
24. After Technical evaluation of the bids, the bidders shall be asked to attend a Pre-bid meeting to give a presentation about the contract.

E. ARBITRATION

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the International Arbitration and Mediation Centre (IAMC), Hyderabad.
2. The award of the arbitrator shall be final and binding on the parties. The arbitrator may interim award(s) and/ or directions, as, may be required.
3. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

F. TERMINATION

1. CSIR-CCMB may at any time terminate the Contract by giving written notice to the Successful Bidder, if the successful bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to CSIR-CCMB.
2. CSIR-CCMB, by written notice sent to the Successful Bidder may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for CSIR-CCMB's convenience, the extent to which performance of the Successful Bidder under the contract is terminated, and the date upon which such termination becomes effective. However, any undisputed payment to the invoices of the task accomplished by successful bidder would be paid by CSIR-CCMB.
3. The contract can be terminated any time if the bidder fails to perform as per specifications and requirements as mentioned in the tender document/agreement for the said work with CSIR-CCMB.

Signature of the Tenderer with name, address and seal

Annexure – A

TECHNICAL BID

“ANNUAL CONTRACT FOR EMPANELMENT OF RECRUITMENT AGENCY FOR
CONDUCTING ONLINE REGISTRATION AND EXAMINATION
FOR SELECTION OF PH.D. STUDENTS IN CSIR-CCMB”

1.	Name of the firm / Company/ Undertaking	
2.	Location of registered headquarters office with complete address with Telephone/Fax Nos. and e-mail address.	
3.	Year of establishment /registration/ recognition	(enclose relevant documents)
4.	Past work experience in the last 3 years, along with the current assignments being handled	(enclose work experience certificates / contract orders/completion certificates)
5.	Brief detail of qualified professionals employed by the bidder organization along with complete detail of team members to be deployed for CSIR-CCMB to undertake this work, as per eligibility criteria	(enclose Details of the Team members to be deployed for CSIR-CCMB work, as per eligibility criteria mentioned in the tender)
6.	Income Tax-PAN and Goods & Service Tax Registration No.	(enclose copies of PAN Card and GST Registration number)
7.	A certificate from authorized Chartered Accountant/any Bank confirming minimum annual turnover of Rs. 10.00 Lakhs per annum for the past three financial years (Submit a certificate from registered auditor/any bank)	(enclose Certificate from Authorized CA or any Bank confirming minimum Annual turnover of Rs. 10.00 Lakhs. Self-certified copies regarding the same will not be considered)
8.	Organization’s audited financial statements for the last three financial years (Income Tax Returns, Balance Sheet, other financial documents)	(enclose IT Returns, Balance Sheet, other financial documents)
9.	Whether Eligibility Criteria fulfilled : With minimum <u>05 years’ experience</u> in this specific field of conducting Online Computer-based/Online remote proctored Examinations in Government Departments or Deemed Universities	(enclose relevant documents)
10.	The bidder should not have been debarred and/or blacklisted by any Central Government/or any State Government/ Autonomous Department(s)/Body consecutively during the last three completed financial years.	(enclose Annexure C Affidavit)
10.	Any other related information, not mentioned above, which the bidder wishes to furnish.	

Note: The Tenderers are required to indicate relevant information and compliance with supporting documents against each column failing which their bid will be rejected.

Place :
Date:

Signature of the Tenderer with name, address and seal

Annexure – B

FINANCIAL BID

“ANNUAL CONTRACT FOR EMPANELMENT OF RECRUITMENT AGENCY FOR
CONDUCTING ONLINE REGISTRATION AND EXAMINATION
FOR SELECTION OF PH.D. STUDENTS IN CSIR-CCMB”

Sl. No.	Particulars	Rate per Candidate Rs. (in numbers)	Rate per Candidate Rs. (in words)
1.	Conduct of Online Computer based Examination (including Registration, Hall Tickets, Conduct, Results, Consolidated results reports, Any other related matters)		
2.	Conduct of Online Proctored Examination (including Registration, Hall Tickets, Conduct, Results, Consolidated results reports, Any other related matters)		

Prices to be quoted by the bidder must be reasonable and exclusive of taxes.

In case of tie for the lowest quote under Total Service Fee charged by two or more technically qualified bidders, the firm with more experience in Government organizations and past three year aggregate turn over shall decide the successful bidder.

Place: _____ Signature of the Tenderer with name, address and seal
Date : _____

Annexure - C

AFFIDAVIT

I/We, (Name) _____ Contractor/Partner/Sole Proprietor (Strike out word which is not Applicable) of the (Firm) _____ do hereby solemnly affirm and declare that the individual firm/companies are neither blacklisted by the Union or State Government nor any Partner/Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/our firm.

DEPONENT:

Address: _____

VERIFICATION:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DEPONENT:

Place: _____

Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

Annexure - D

DECLARATION

I.....Son/Daughter of Shri
Proprietor/Partner/Director/Authorized Signatory of and
I am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Company's seal:

N.B. The above declaration, duly signed and sealed by the authorized signatory of the company should be enclosed with Technical tender.

Format for declaration in LIEU of EMD/BID SECURITY

(To be submitted on the Bidder's Letter Head)

Applicable for the MSE category only as per GeM GTC

Proforma of Bid Security Declaration (To be submitted by Bidder on its company letter head) it is hereby submitted that if I/We _____ (name of Bidder/firm/company) withdraw or modify the bids during period of validity, or if I/We _____ awarded the contract and I/We _____ (name of Bidder/firm/company) fail to sign the contract/agreement or to submit a performance security in the shape of FDR/BG, before the deadline defined in the tender/bid documents (within 10 days of work award letter), I/We _____ (name of Bidder/firm/company) suspended to take part in CSIR-CCMB Tender/Bid process for the period of _____ years from the date of occurrence of the above mentioned default.

Date :

Authorized Signatory Name & Seal

CHECKLIST

Enclose relevant documents for the following :

- Year of establishment /registration/ recognition.
- Past work experience in the last 3 years, along with the current assignments being handled.
- Brief detail of qualified professionals employed by the bidder organization along with complete detail of team members to be deployed for CSIR-CCMB to undertake this work, as per eligibility criteria
- Income Tax-PAN and Goods & Service Tax Registration No.
- A certificate from authorized Chartered Accountant/any Bank confirming minimum annual turnover of Rs. 10.00 Lakhs per annum for the past three financial years (Submit a certificate from registered auditor/any bank)
- Organization's audited financial statements for the last three financial years (Income Tax Returns, Balance Sheet, other financial documents)
- Whether Eligibility Criteria fulfilled : With minimum 05 years' experience in this specific field of conducting Online Computer-based/Online remote proctored Examinations in **Government Departments or Deemed Universities**
- The bidder should not have been debarred and/or blacklisted by any Central Government/or any State Government/ Autonomous Department(s)/Body consecutively during the last three completed financial years. Enclose Annexure C Affidavit.
