



SÁLIM ALI CENTRE FOR ORNITHOLOGY AND NATURAL HISTORY

(A Centre of Excellence under the Ministry of Environment, Forest & Climate Change, Government of India)

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**CALL FOR TENDERS TO CONDUCT 'ONLINE REGISTRATION & EXAMINATION' FOR ADMISSION
TO PG PROGRAMME AT SACON**

Sálim Ali Centre for Ornithology and Natural History (SACON), a Centre of Excellence under the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India conducts a post-graduate programme in Ornithology & Conservation Biology from the academic year 2018-19. In this regard, SACON wishes to engage the services of a competent and reputed agency to conduct online registration and entrance examination, as part of its admission process for the M.Sc. programme.

Tenders are, hereby, invited from agencies with proven credentials for undertaking the task of conducting online registration and national entrance examination for admission to M.Sc. (Ornithology & Conservation Biology) course. The eligibility criteria, technical requirements, and deliverables are given in the tender document. Eligible firms may submit their tenders along with copies of testimonies for their technical competence and customer support.

Tender document, along with terms and conditions, may be purchased from the undersigned against payment of tender cost of Rs. 500.00 [Rupees Five Hundred Only] either in cash or by Demand Draft drawn in favour of 'The Director, SACON' payable at Coimbatore. In case the tender document is requisitioned over Registered/Speed Post, please add Rs. 150/- to the tender cost for covering the postage. The tender document may also be downloaded from the institute's website <www.sacon.in>, but it should accompany the tender cost in the form of a Demand Draft.

Tender documents, complete in all respects, will be received until **1700 hrs on 26th March, 2018**. Director, SACON reserves the right to reject any tender document, which is either incomplete or technically ineligible.

Administrative Officer

BOOK SERIAL No.

TENDER
DOCUMENTS TO
CONDUCT 'ONLINE
REGISTRATION &
EXAMINATION' FOR
ADMISSION TO PG
PROGRAMME AT SACON

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CHAPTER 1

TENDER TO CONDUCT 'ONLINE REGISTRATION & EXAMINATION' FOR ADMISSION TO PG PROGRAMME AT SACON

TENDER DETAILS

Name of Service	:	TO CONDUCT 'ONLINE REGISTRATION & EXAMINATION' FOR ADMISSION TO PG PROGRAMME AT SACON
Number of pages in tender documents	:	11
Cost of Tender Form	:	Rs. 500/- IN PERSON Rs. 650/- BY POST
Earnest Money Deposit	:	Rs. 25,000/- (RUPEES TWENTY FIVE THOUSAND ONLY)
Tender Issued by	:	DIRECTOR, SACON
Tender sold to	:	

Initials of Officer issuing
Tender documents with date

Name and Signature of the person
receiving the Tender documents with date

CHAPTER 2

TENDER TO CONDUCT 'ONLINE REGISTRATION & EXAMINATION' FOR ADMISSION TO PG PROGRAMME AT SACON

INSTRUCTIONS TO BIDDERS

1. BACKGROUND

Sálim Ali Centre for Ornithology and Natural History (SACON), a Centre of Excellence under the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India was established at Anaikatty near Coimbatore, Tamil Nadu in 1990. SACON's mission is to help conserve India's biodiversity and its sustainable use through research, education, and people's participation with birds at the centre stage. SACON conducts research and training focusing on ornithology and covering all aspects of biodiversity and natural history. In fulfillment of one of its core mandates, SACON is set to start a new **post-graduate degree programme** in '**Ornithology & Conservation Biology**', first of its kind in South Asia from the academic year 2018-19 under affiliation with Saurashtra University, Rajkot, Gujarat. It is noteworthy here that SACON already has a vibrant academic infrastructure in place, and the Institute has undertaken over 250 research projects and environmental impact assessments during the last 25 years and produced over 50 PhD graduates in ornithology and wildlife ecology.

2. SCOPE AND DELIVERABLES

The agency will develop, design, organize, conduct, and manage the online 'National Entrance Examination' (NEE) for admission to M.Sc. (Ornithology & Conservation Biology) course of SACON. The online examination (NEE) is to be carried out on the same date and time in select cities across the country at the agency's own network of examination centres using their own or hired hardware and software. The agency shall manage the entire range of activities related to on-line registration, examination and assessment process as detailed below.

2.1 Announcement

(a) The agency shall receive a detailed announcement from SACON calling for applications to the M.Sc. programme. The same shall be uploaded online and a link shall be given at the SACON's website to the online portal for registration, payment of processing fee and application.

(b) The agency shall provide a link to SACON's website for all post-registration activities that include status of applications, information on examination centres, demo examination, and results.

2.2 Online registration

The agency shall be responsible for managing and executing the entire process of online registration as outlined below:

(a) Online submission of filled-in applications and registration of applicants. This will remain active for a period of 15 days.

(b) Handling of applications submitted through online portal and generation of photo-based Admit Card with a secure payment gateway or challan-based payment mode in place.

(c) System will provide detailed instructions regarding mode of payment (credit card/debit card/net banking or challan-based payment). The payment is to be deposited at SACON account along with transaction details. Details of SACON account number and banking information will be provided to the agency.

(d) Information on successful registration and subsequent examination-related matters to be communicated to all the applicants by email and SMS.

(e) Eligibility scrutiny as per prescribed criteria (The criteria will be provided by SACON).

(f) Online admit card/ hall ticket generation for online examination to be based on objective type Multiple Choice Questions (MCQ).

(g) Allotment of examination centres to the eligible candidates and intimation through email and SMS.

(h) Option to check registration status of candidate online.

2.3 Conducting online examination

(a) The agency will be solely responsible for conducting the entire process of online examination in multiple cities/towns across the country at the agency's cost and using its own network of examination centres with hired or their own hardware and software, and making all necessary hall arrangements.

(b) The agency shall conduct the online entrance examination (NEE) in the following ten cities/centres:

- i. Ahmedabad
- ii. Bengaluru
- iii. Chennai
- iv. Coimbatore
- v. Guwahati
- vi. Hyderabad
- vii. Kolkata
- viii. Mumbai
- ix. New Delhi
- x. Thiruvananthapuram

(c) Agency shall bid for the above 10 examination centres, committed by us. If required, demand for additional centre(s) in the country may be considered on the basis of number of applicants. The agency may also quote separate rates (optional) for additional centre(s).

(d) SACON commits to make payment for a minimum of 30 candidates in each examination centre and payment for all the 10 identified committed centres will be made irrespective of number of admit cards issued for online examination. In case the number of candidates from a committed centre exceeds 30 candidates, payment shall be made based on actual number of candidates.

2.4 Hall facilities & arrangements

(a) The agency shall equip all the examination centres with all necessary infrastructure and manpower support, and shall ensure necessary hall arrangements required for smooth conduct of the online examination.

(b) Infrastructure support shall include adequate number of computers, monitors, key boards, mouse, LAN connectivity, UPS, other essential peripherals and connections, and power backup/generators – all in prime working condition.

(c) The agency shall ensure that all the examination centres meet basic hall requirements that include proper access to and exit from the test venue, tables, chairs, fans, lights, notice boards, drinking water, first-aid, fire safety, toilets (separate for gents and ladies), and safe deposit facility for keeping personal items of the candidates such as mobile phones, calculators, handbags, books, umbrellas, etc.

(d) The hall shall be adequately spacious with sufficient space between two candidates.

(e) Manpower support includes qualified computer personnel-cum-examination coordinators, invigilators and attendants. Number of invigilators and attendants would be in accordance of number of candidates and rooms used for examination.

2.5 Engagement of invigilators, computer personnel-cum-examination coordinator(s), and attendants

(a) The agency shall depute/nominate/engage invigilators, computer personnel-cum-examination coordinator(s), and attendants in each centre and shall bear all the costs including their engagement, travel, boarding and lodging.

(b) The invigilators shall ensure that no unfair practices are adopted by the candidates during the examination. SACON may also depute an overseeing officer to test centres to facilitate coordination and supervise examination process.

(c) The computer personnel-cum-examination coordinator(s) shall ensure smooth operation of the computers and networking, and the attendants shall look after other duties.

2.6 Online examination

(a) The online National Entrance Examination shall be conducted by the agency on a given date and time at all the examination centres simultaneously. The exam date and time will be intimated to the agency by SACON.

(b) The examination will be of maximum 2 hours duration and will be based on objective type Multiple Choice Question (MCQ) paper, with questions grouped under different sections.

(c) The set of question paper will be provided to the agency by SACON, 15 days before the examination. The agency shall upload the questions to the test computers before the examination date. The agency must ensure that:

(i) All the computer monitors installed in the examination centres identically display all questions correctly with pictures, columns, grid, decimal or any type of mathematical symbols and color wherever required.

(ii) Questions are serialized in a random manner within the same set of question paper/answer sequence, while the paper is made available to the candidates.

(iii) Access to question paper by the candidates shall be only through individual username and password.

(d) There will be negative marking for each wrong answer to the extent of one-fourth (1/4) of the mark allotted to the questions OR as may be decided by the Institute.

(e) The software/examination delivery should be designed in such a manner so that candidate can perform all operations using mouse only. Wherever necessary (for login etc.), use of a virtual keyboard should be made.

(f) Guidelines to be followed by the invigilators and other staff at the test centres will be provided to the agency by SACON.

(g) The invigilator must keep attendance (signatures) of each candidate who undertakes the online examination. He/she will collect the admit card with attested photograph issued by the Examination Coordinator and the admit cards will be handed over to SACON after the examination is over.

(h) The agency shall ensure a robust and customized online examination engine with the following features:

- i. Internet/browser/search engine connectivity of all the terminals in the examination centres must be delinked completely before the examination.
- ii. Candidate to login only with their username and password.
- iii. Instruction sheet that explains the examination in adequate details.
- iv. Timer running on top right hand corner or bottom of the question page.
- v. Option to edit the answer submitted earlier within the duration of examination.
- vi. Auto-save option in the main server.
- vii. Re-start option: In case of any interruption/disconnection in the connectivity during the exam, the engine must ensure that the candidate can restart the exam from the last attempted and saved point using login ID and password.
- viii. Capability to prevent data loss even in situation of power and internet failure by deploying mirror servers.
- ix. Option to generate new set of question paper from the question bank at the last minute if necessary.

(i) The selected agency shall be strongly encouraged to provide a demonstration of a complete System Test Run (STR) to SACON through URL before implementation.

(j) The agency must upload a 'Demo test for the candidates' 15 days before the date of examination to familiarize them with the online examination.

2.7 Compilation of results & intimation

(a) The agency shall compile the examination scores/results and draw up the list of shortlisted candidates under each reservation category (SC/ST/OBC/GEN) keeping in mind the government guidelines for the same. (The guidelines will be provided to the agency by SACON).

(b) The agency shall upload the list of candidates shortlisted for interview in coordination with SACON.

(c) The agency shall also intimate the results to the shortlisted candidates by email and SMS.

2.8 Obligations and accountability

The agency shall be responsible for the following:

(a) Maintaining top confidentiality to prevent any leaks of the paper/questions.

(b) Any lapse/default while conducting the online examination and processing the results.

(c) Assisting SACON in handling examination-related RTI/legal issues that may arise later.

(d) Providing the entire database of registration, examination and results in any suitable format (like db or Excel) to SACON.

CHAPTER 3

TENDER TO CONDUCT 'ONLINE REGISTRATION & EXAMINATION' FOR ADMISSION TO PG PROGRAMME AT SACON

ELIGIBILITY CRITERIA AND TECHNICAL PARAMETERS FOR THE BIDDING AGENCY

- (a) The online testing agency, after selection in financial tender process, shall remit an **Earnest Money Deposit (EMD) of Rs. 25,000.00** (Rupees Twenty Five Thousand only) failing which their offer will not be considered. The demand draft should be of any nationalized bank and should be in favour of 'Director, SACON' payable at Coimbatore.
- (b) The agency should have experience of minimum 3 years in conducting online examination. The Agency should have also successfully executed three assignments of conducting national online examinations during the last three financial years. Copies of testimonies and documentary evidences should be attached with the financial bid and a copy of the work order/agreement executed should also be attached.
- (c) The agency should possess a network of 50 or more examination centres located across the country, out of which at least 80% should have more than 50 computers with broadband connectivity. Documentary evidence should be attached with the bid.
- (d) Registration certificate of the agency should be provided with the financial bid.
- (e) An attested copy of PAN/TIN/GST number should be attached with the financial bid.
- (f) Profile of the bidder giving details of activities, infrastructure, manpower, etc. should be provided with the financial bid.
- (g) Agencies, which do not fulfill any or all of the above conditions/parameters or submit incomplete tenders shall be summarily rejected and will not qualify for further bidding.

CHAPTER 4

TENDER TO CONDUCT 'ONLINE REGISTRATION & EXAMINATION' FOR ADMISSION TO PG PROGRAMME AT SACON

CONDITIONS OF CONTRACT

GENERAL TERMS AND CONDITIONS

- (1) The financial bid/tender, complete in all respects along with all the necessary documents and testimonies, should be superscribed as "Financial Tender for Conducting Online Entrance Examination" and submitted in a sealed envelope to "The Administrative Officer, Sálim Ali Centre for Ornithology and Natural History (SACON), Anaikatty Post, Coimbatore – 641108, Tamil Nadu'.
- (2) The last date for receipt of tenders at SACON, Coimbatore is **26th March, 2018**. The tenders will be received in the Institute by hand/Post/courier up to 1700 hrs on the last date.
- (3) The agencies are required to quote their rates in the financial bid proforma (Annexure-I) only as given in the Tender document, failing which their offer will not be considered.
- (4) The contract will be awarded to the lowest bidder initially for selection process of the first batch of the PG programme (2018-20). The contract may be extended for conducting online tests for other programmes of SACON on the same rates, terms and conditions subject to providing satisfactory services to the Institute.
- (5) The selected agency may be requested to give a technical presentation along with demo online test at SACON, if required. All the cost incurred therein will be borne by the bidding agency.
- (6) The entire work will be required to be completed in all respects within the stipulated time frame as mentioned in the work order, failing which penalty shall be charged as per penalty clause given below.
- (7) The successful firm to whom the work is awarded shall furnish a **Security Deposit of Rs. 50,000/-** (Rupees Fifty Thousand only), which will be refunded on completion of the contract period without any interest.
- (8) The payment towards the discharge of the work order will be released after successful completion of the assigned task without error and delay by the firm and on issue of a 'certificate of completion' given by SACON administration. No advance payment shall be made. In case the bidder fails to execute the contract within the stipulated time, SACON shall have the liberty to get the work done through any other firm with full cost recoverable from the agency in addition to the damages and penalty. TDS will be deducted at source as per existing Government norms.
- (9) If any of the tasks specified in the work order is either incomplete or unsatisfactory as per the approved time schedule or requirements forming part of the contract agreement due to reasons solely and entirely attributable to the agency and not in any way attributable to the delay on the part of SACON, a penalty @ 1.0% of the order value of the delayed stage of the work, per day (subjected to maximum 10%) may be imposed.

(10) If the delay adversely affects conduct of examination, the security deposit will be forfeited and legal action would be initiated as per terms and conditions of contract. SACON may cancel the contract and shall be free to get it done from any other agency at the risk and cost of the errant bidder.

(11) Financial tenders/bids, received by fax/e-mail/online media or through open or unsealed envelopes will not be considered.

(12) Bids received after the due date and time will not be considered at all under any circumstances. SACON will not be responsible for any delay in submission of the tender by postal or courier agencies. Tenders must reach SACON on or before the last date and time as per the tender document.

(13) Tenders received after the specified time and date will be treated as "late" and such tenders shall not be opened at all and be returned to the bidders in their original envelope without opening.

(14) The offer shall be valid for a minimum period of three months from the date of opening of bids.

(15) SACON shall be under no obligation to accept the lowest (or any other tender received in response to this tender enquiry) and shall be entitled to reject any or all offers including those received late or incomplete without assigning any reason whatsoever thereof. SACON reserves absolute right to cancel the entire tender process on institutional grounds without thereby incurring any liability towards the affected bidder(s) or any obligation to inform the affected bidder(s).

(16) The bidder should quote the rates in figures as well as in words. In case of the any disputes/ambiguity in the rates quoted in words/figures, the higher value quoted among either of the two shall be considered for final evaluation of the bid.

(17) All the pages and appendices attached should be numbered and signed by the bidder.

(18) Force Majeure: For purposes of this Clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable such as damages due to improper electrical power conditions. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. The agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. If a Force Majeure situation arises, the agency shall promptly notify the Institute in writing of such conditions and the cause thereof. Unless otherwise directed by the Institute in writing, the agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented or limited by the Force Majeure event.

(19) All disagreements, disputes, or differences that may arise between SACON and the agency and that cannot be resolved through mutual negotiations shall be referred to a legal arbitrator appointed in accordance with the provisions of relevant Indian Law. The venue of the proceedings and arbitration shall be Coimbatore, Tamil Nadu, India.

(20) The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Coimbatore, Tamil Nadu, India shall have the exclusive jurisdiction to try all or any of the disputes.

(21) Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by FAX or e-mail and confirmed in writing to the other party's address specified in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

(22) Each firm should clearly specify that the firm agrees to abide by the conditions of this tender notice on their printed letter head indicating here on Sales Tax/GST Registration, PAN number, FAX, Email, Telephone numbers, etc.

(23) Conditional tenders shall not be accepted. Bid once submitted shall not be allowed for withdrawal.

(24) All the pages of the tender documents must be signed by the authorised person.

(25) The Director, SACON reserves the right to terminate the contract at any time without assigning any reason thereof.

Financial Bid Proforma
(Rates should be quoted in this Proforma only)

**TENDER TO CONDUCT 'ONLINE REGISTRATION & EXAMINATION' FOR ADMISSION TO PG
PROGRAMME AT SACON**

Table-A

Sl. No.	Brief Description of Work / Assignment	Charges for Committed Centres*		
		Rate per Candidate (Rs.)	GST/Cess (Rs.)	Total Cost per Candidate (Rs.)
1.	Conducting Online Entrance Examination for 'Online Registration, Examination and Assessment' as per the scope of work mentioned in the tender document			

*List of 10 Identified Committed Centres are Ahmedabad, Bengaluru, Chennai, Coimbatore, Guwahati, Hyderabad, Kolkata, Mumbai, New Delhi, and Thiruvananthapuram. The Institute commits to make payment for a minimum of 30 candidates in each exam centre. In case, the number exceeds beyond 30 per centre, payment shall be made based on actual number of admit cards issued in each centre.

OPTIONAL ITEM:

The Institute may need to conduct examination at additional centre(s) in the country. Rates for additional centres (optional) may be quoted in the **Table-B** given below.

Table-B

Sl. No.	Brief Description of Work /Assignment	Charges for Additional Centres		
		Rate per Candidate (Rs.)	GST/Cess (Rs.)	Total Cost per Candidate (Rs.)
1.	Conducting Online Entrance Examination for 'Online Registration, Examination and Assessment' as per the scope of work mentioned in the tender document			

Note:

(i) It is compulsory to quote rates for both the items as per Table-A and Table-B, failing which their offers will not be considered. The rates quoted by the bidders (Table-A & B) shall be clubbed together. Weightage of 80% for the rates quoted in Table-A and 20% for the rates quoted in Table-B will be given by the Institute for arriving at the lowest bidder.

(ii) Conditional tender will not be accepted by the Institute.

Date :

Signature of authorised person with office seal