

Central Board of Secondary Education TENDER NOTICE

NOTICE INVITING BIDS FOR PARTICIPATION IN INFRASTRUCTURE, PROCESS & SECURITY AUDIT OF JOINT ENTRANCE EXAMINATION (MAIN) - 2018

Central Board of Secondary Education (CBSE) proposes to undertake Infrastructure, Process & Security Audit of Joint Entrance Examination (Main) – 2018 across the country by appointing security audit organizations (CERT-In empanelled) located in Delhi/NCR who shall conduct the necessary audit in accordance with the Request for Proposal (TENDER) document. The successful bidder at the end of the bidding process may be awarded a contract to implement the project.

Interested organizations can download the Tender document from the CBSE website, www.cbse.nic.in (for perusal reference only) and interested agency will fill the complete tender form at CPPP eProcurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under. up to **27.12.2017 (2.00PM)**.

CRITICAL DATE SHEET

Published Date	05 Dec 2017 (11.00 AM)
Bid Document Download / Sale Start Date	05 Dec 2017 (11.30 AM)
Clarification Start date & Time	06 Dec 2017 (11.00AM)
Clarification Closing date & Time	11 Dec 2017 (04.00PM)
Pre bid meeting	12 Dec 2017 (11.00AM)
Bid Submission Start Date	15 Dec 2017 (11.30 AM)
Bid Submission End Date	27 Dec 2017 (2.00 PM)
Bid Opening Date	28 Dec 2017 (3.30 PM)

Bids shall be submitted only in online mode at CPPP website:
<https://eprocure.gov.in/eprocure/app>.

The cost of the Bid Document is Rs. 1000/- (Rupees One Thousand only) which is non-refundable and the same is to be deposited online at the time of submission of bid document Bids shall be submitted online only as per critical date sheet at CPPP eProcurement website: <https://eprocure.gov.in/eprocure/app>.

The **Hard Copy of original instruments** in respect of cost of tender document, EMD to be send to the Executive Director (JAB) at the address indicated below on or before **bid opening date/time as mentioned in critical date sheet**.

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Address:

**Executive Director (JAB),
JEE Main Unit
Central Board of Secondary Education
H – 149, SECTOR - 63, NOIDA - 201309
Ph. 0120-2427771
E-mail- rajbir.cbse@nic.in**

CENTRAL BOARD OF SECONDARY EDUCATION

INFRASTRUCTURE, PROCESS & SECURITY AUDIT OF JOINT ENTRANCE EXAMINATION (MAIN)- 2018

(Tender reference No: CBSE/JEE/SA/2018)

Issued By:
Executive Director (JAB),
JEE Main Unit
Central Board of Secondary Education
H – 149, SECTOR - 63, NOIDA - 201309
Ph. 0120-2427771
E-mail- rajbir.cbse@nic.in

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1. Introduction

BACKGROUND

1.1 The Framework

1.1.1 The Central Board of Secondary Education (CBSE) is one of the important national public examinations Board for the conduct of Class X & XII examination. The Board, a registered society and an autonomous organization under Ministry of Human Resource Development, Government of India has mandate for conduct of public examination at secondary & senior secondary level for its affiliated schools in India and abroad. The main objectives are to serve the educational Institutions more effectively and to be responsive to the educational needs of the students. There are about 12000 schools including 146 schools in twenty one countries outside India affiliated to the Board. These include Kendriya Vidyalayas, Government Schools, Jawahar Navodaya Vidyalaya, Central Tibetan Schools and Private Independent Schools.

1.1.2 The prime focus of the Board is on (a) innovation in teaching-learning methodologies by devising student friendly and student centred paradigm; (b) reforms in examination and evaluation practices; (c) skill learning by job oriented and job skilled inputs and; (d) regularly updating the pedagogical skills of the teachers by conducting in-service training programme and workshops. To achieve these interlinked objectives, the Board (i) prescribes the condition and conduct of public examinations at the end of Class X & XII and to grant qualifying certificates to successful candidates of the affiliated schools; (ii) affiliates institutions for the purpose of public examination and; (iii) prescribes as well as update the course of instructions to raise the academic standards in the country.

1.1.3 The Programme of Action (PoA), 1992 under the National Policy on Education (NPE), 1986 envisaged conduct of a common entrance examination on All India basis for admission to professional and technical programmes in the country. The Government of India vide Notification dated 14th August 2012 has decided to hold a Joint Entrance Examination from the year 2013 for admission to the undergraduate programmes in engineering in two parts, JEE-MAIN and JEE-Advanced. The JEE (Main) is being conducted by CBSE. This takes care of varying admission standards in these programmes and helps in maintenance of professional standards. This also solves problems of overlaps and reduces physical, mental and financial burden on students and their parents due to multiplicity of entrance examinations.

2. Aims & Objectives of the Project

2.1 The Board has decided to get the INFRASTRUCTURE, PROCESS & SECURITY AUDIT done from CERT-In Empanelled auditing organisations for "Computer Based Joint Entrance Examination (JEE - Main)" in 248 cities in India.

2.2 In this regard, Central Board of Secondary Education (hereinafter referred to as CBSE) invites bids from CERT-In Empanelled organizations, located in Delhi/NCR, for security auditing project involving operation in the various aspects of examinations in CBSE, in accordance with the terms and conditions of this document (hereinafter referred to as Tender Document).

The agency whose Proposal is accepted by CBSE at the end of the bidding process (the "Successful Bidder") may be awarded the project by CBSE to take up the Project. The Successful Bidder shall be responsible for security auditing of all the Centers for smooth, trouble free fair conduct of examination in accordance with the terms and conditions laid down in the TENDER.

2. Expected Volume

LIST OF CITIES FOR COUDUCT OF JEE (MAIN) – 2018

S. No	STATE	CITY	S. No	STATE	CITY
1	ANDAMAN AND NICOBAR	PORT BLAIR	33		PURNEA
2	ANDHRA PRADESH	ANANTAPUR	34	CHANDIGARH	CHANDIGARH/MOHALI
3		BAPATLA	35	CHHATTISGARH	BHILAI/DURG
4		BHEEMAVARAM	36		BILASPUR
5		CHITTOOR	37		RAIPUR
6		ELURU	38	DADRA NAGAR HAVELI	DADRA NAGAR HAVELI
7		GUNTUR	39	DAMAN & DIU	DAMAN & DIU
8		KADAPA	40	DELHI	DELHI
9		KAKINADA	41	GOA	PANAJI
10		KURNOOL	42	GUJARAT	AHMEDABAD
11		NELLORE	43		ANAND
12		ONGOLE	44		BHAVNAGAR
13		RAJAHMUNDRY	45		GANDHINAGAR
14		SRIKAKULAM	46		GODHRA
15		TADEPALLIGUDEM	47		JAMNAGAR
16		TIRUPATI	48		JUNAGARH
17		VIJAYAWADA	49		PATAN
18		VISAKHAPATNAM	50		RAJKOT
19		VIZIANAGARAM	51		SURAT
20		ARUNACHAL PRADESH	ITANAGAR	52	
21	ASSAM	DIBRUGARH	53		VALSAD
22		GUWAHATI	54	HARYANA	AMBALA
23		JORHAT	55		BAHADURGARH
24		SILCHAR	56		FARIDABAD
25		TEZPUR	57		GURUGRAM
26	BIHAR	AURANGABAD (BIHAR)	58		HISAR
27		BIHARSHARIF	59		KARNAL
28		BHAGALPUR	60		KURUKSHETRA
29		DARBHANGA	61		PANIPAT
30		GAYA	62		SONEPAT
31		MUZAFFARPUR	63	HIMACHAL PRADESH	DHARMSHALA
32		PATNA	64		HAMIRPUR

Request for Proposal

65		PALAMPUR	100		KOTHAMANGALAM
66		SHIMLA	101		KOTTAYAM
67		SOLAN	102		KOZHIKODE
68		BARAMULLAH	104		MALAPURAM
69		JAMMU	105		MOOVATTUPUZHA
70		SRINAGAR	106		PALAKKAD
71	JHARKHAND	BOKARO	107		PATHANAMATHITHA
72		DHANBAD	108		THRISSUR
73		JAMSHEDPUR	109		THIRUVANANTHAPURAM
74		RANCHI	110	LAKSHADWEEP	KAVARRATI
75		BAGALKOT	111	MADHYA PRADESH	BALAGHAT
76		BELGAUM	112		BETUL
77		BELLARY	113		BHOPAL
78		BENGALURU	114		CHHATARPUR
79		BIDAR	115		CHHINDWARA
80	KARNATAKA	DEVANAGERE	116		GWALIOR
81		DHARWAD	117		INDORE
82		GULBARGA	118		JABALPUR
83		HASSAN	119		KHARGAON
84		HUBBALLI(HUBLI)	120		MANDSUR
85		KOLAR	121		REWA
86		MANIPAL	122		SAGAR
87		MANGALURU(MAN GALORE)	123		SATNA
88		MYSORE	124		SHAHNOL
89		SHIVAMOGGA(SHI MOGA)	125		UJJAIN
90		TUMKUR	126		VIDISHA
91		UDUPI	127	MAHARASHTRA	AHMEDNAGAR
92		ALAPPUZHA	128		AKOLA
93		ANGAMALY	129		AMRAVATI
94		CHENGANUR	130		AURANGABAD
95		ERNAKULAM/KOC HI	131		BEEED
103		IDUKKI	133		BHANDARA
96		KANJIRAPPALLY	132		BHUSAWAL
97		KANNUR	134		BULDANA
98		KASARAGOD	135		CHANDRAPUR
99		KOLLAM	136		DHULE

Request for Proposal

137		GADCHIROLI	177		PATHANKOT
138		GONDIA	178		PATIALA
139		JALGAON	179		PHAGWARA
140		KOLHAPUR	180		ROPAR
141		LATUR	181		SANGRUR
142		MUMBAI	182	RAJASTHAN	AJMER
143		NAGPUR	183		ALWAR
144		NANDED	184		BHARATPUR
145		NASIK	185		BHILWARA
146		NAVI MUMBAI	186		BIKANER
147		PARBHANI	187		JAIPUR
148		PUNE	188		JODHPUR
149		RAIGAD/ALIBAUG	189		KOTA
150		RATNAGIRI	190		SIKAR
151		SANGALI	191		UDAIPUR
152		SATARA	192	SIKKIM	GANGTOK
153		SOLAPUR	193	TAMIL NADU	CHENNAI
154		THANE	194		COIMBATORE
155		WARDHA	195		CUDDALORE
156		WASHIM	196		DINDIGUL
157		YAVATMAL	197		KANYAKUMARI
158		IMPHAL	198		KARUR
159		SHILLONG	199		MADURAI
160	MIZORAM	AIZAWL	200		NAMAKKAL
161	NAGALAND	DIMAPUR	201		SALEM
162	ODISHA	KOHIMA	202		TANJORE
163	PUDUCHERRY	ANGUL	203		THIRUVANNAMALAI
164		BALASORE	204		THOOTHUKUDI
165		BERHAMPUR	205		TIRUCHIRAPPALLI
166		BHUBANESWAR	206		TIRUNELVELI
167		CUTTACK	207		VELLORE
168		JEYPORE	208		VILLIPURAM
169		ROURKELA	209		VIRUDHUNAGAR
170		SAMBALPUR	210	TELANGANA	HYDERABAD
171		PUDUCHERRY	211		KARIMNAGAR
172		AMRITSAR	212		KHAMMAM
173		BHATINDA	213		MAHABUBNAGAR
174		FATHEGARH SAHIB	214		NALGONDA
175		JALANDHAR	215		WARANGAL
176		LUDHIANA	216	TRIPURA	AGARTALA

Request for Proposal

217		AGRA			
218		ALIGARH			
219		ALLAHABAD			
220		BAREILLY			
221		BULANDSHARAR			
222		GHAZIABAD			
223		GORAKHPUR			
224		GREATER NOIDA/NOIDA			
225		FAIZABAD			
226		JHANSI			
227		KANPUR			
228		LUCKNOW			
229		MATHURA			
230		MEERUT			
231		MORADABAD			
232		MUZAFFARNAGAR			
233		SITAPUR			
234		VARANASI			
235	UTTARAKHAND	DEHRADUN			
236	WEST BENGAL	HALDWANI			
237		HARIDWAR			
238		PANTNAGAR			
239		ROORKEE			
240		ASANSOL			
241		BARDHMAN			
242		DURGAPUR			
243		HALDIA			
244		HOOGHLY			
245		HOWRAH			
246		KALYANI			
247		KOLKATA			
248		SILIGURI			

Note : Actual number of cities may increase/decrease on the basis of number of applicants.

3. SCOPE OF THE WORK:

1. Infrastructure Audit of 600 (approx.) centers in 248 cities:-

- Physical & Environment Security Audit at each Centre which includes audit of surveillance such as CCTV, Availability of Standby Electric Supply (UPS & DG sets), check the availability of 20% additional desktops & standby server, Availability of sufficient illumination and air-conditioning, Access Control arrangements to prevent any unauthorized entry etc.
- Network Connectivity & Security Audit of desktops & server at each centre.

Deliverables: Audit Report on Physical, Environment & Network Security Audit of each Centre.

2. Examination Software Application Security Audit & Process Audit

- Security Audit as per OWASP standard
- Process audit of entire conduct of the examination from registration to compilation of results.
- Verification of encryption and decryption technology being used for uploading of question paper & other examination related Data at CBSE premises & Central Server location

Deliverables: Examination Software Audit Report & Report on Encryption/ Decryption & Process Audit.

3. Review of Process on the days of Examination

- Report on Process Review on the days of examinations

4. Provision of Encrypted Messaging Service for transmission of Password to the examination Center directly from the CBSE HQ through Mobile phone on the day of Examination

- Provision of Encrypted Messaging Service software having key length as per FIPS-140-2 and using Advanced Encryption

4. Performance Penalty

The successful bidder is expected to perform satisfactorily throughout the scope of work as defined above. In case of unsatisfactory performance, appropriate penalty shall be imposed on the successful bidder as given below. The penalty will be deducted from the amount due to the bidder and/or from the performance bank guarantee.

S. No.	Description	Amount of Penalty
1.	Non Submission of audit report within 5 calendar days of stipulated due date for audit.	100% audit fees for that centre.
2.	Non Submission of audit report beyond 5 calendar days and within 10 days of stipulated due date for audit.	150% audit fees for that centre.
3.	Failure to deliver encrypted password to the examination centre on the day of examination as per stipulated time.	Rs 45000/- per centre

Note:

CBSE shall have an option to appoint an alternate agency in case the audit reports are not submitted within 10 days of the stipulated date of audit. In such cases all the expenses involved with respect to the alternate agency shall be charged to the successful bidder in addition to the penalty as mentioned in serial number 2.

5. Terms and Conditions

1. *Pre Qualification Bid*

- The Bidder must have been empanelled with CERT-In as an auditing organization, having valid empanelment certificate and located in Delhi/NCR. A valid Empanelment certificate on the date of the bid is to be submitted as part of the bid.
- The Bidder should be ISO 9001:2008 certified organization.
- Annual turnover of the bidder should be more than one crore in last 03 years. Audited balance sheets to be submitted.
- The Bidder must have experience of auditing at least one online examination with more than 150 examination centres. Proof of the same should be submitted.
- The Bidder should have done at least 20 Network Security Audits for Government/PSU Organisations. Details are to be submitted.
- The bidder should be a company registered under Indian Companies Act, 1956.
- Bidder shall not have been blacklisted by any of the State or Central Government organizations. Undertaking letter on the same to be attached.

2. *Technical Bid*

Technical Proposal including audit Standard, methodology, procedure, project plan to be submitted in the Technical Bid.

3. *Price Bid*

Price bid is to be submitted as per BoQ format.

6. Brief Description of the Bidding Process

Central Board of Secondary Education invites detailed proposals (Qualification Proposal, Implementation Proposal and Price Proposal, together referred to as "Proposal") for undertaking the Project.

Based on the submissions made in the Proposal and any other submissions requested by CBSE and in line with the terms and conditions of this TENDER, CBSE may select one of the Bidders as the Successful Bidder. The Successful Bidder would have to enter into an Agreement and all other documents attendant or ancillary thereto and carry out its responsibilities as stipulated therein.

Before the deadline for submission of Proposal, CBSE may modify the TENDER by issuing an addendum. Any addendum thus issued shall be part of the TENDER and shall be uploaded on CBSE website. To give prospective Bidders reasonable time in which to take addendum into account in preparing their Proposals, CBSE may, at its sole discretion, extend the Proposal Due

Request for Proposal

Date.

The Proposal and related documents and correspondence shall be in the English language. Supporting documents and printed literature furnished by Bidder along with the Proposal may be in any other language provided that they are accompanied by translations in the English language.

Proposals would need to be accompanied by an EMD for an amount of Rs 1,00,000/- (Rupees One Lakh only) deposited online. **The tenders without EMD shall be summarily rejected.** No exemption for EMD will be entertained. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period. The successful bidder shall be required to deposit performance security in form of bank guarantee in favor of **Secretary CBSE**, valid for a year, equal to ten percent (10%) of contract value within 15 days from the date of the award of the work. The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The EMD of the successful bidder shall be returned only after the signing of the contract and submission of performance security deposit. The EMD stands forfeited in case the bidder withdraws or does not honor his bid after submission of tender document.

Proposal shall remain valid for a period not less than 180 days from the Proposal Due Date and any extensions thereof (Proposal Validity Period). CBSE reserves the right to reject any Proposal, which does not meet this requirement.

To clarify and discuss issues with respect to the Project and the TENDER, CBSE shall hold Pre-Proposal Meeting on the date specified in the Schedule of Bidding Process. Attendance of Bidders at the Pre-Proposal Meeting is not mandatory. However, subsequent to the meeting, CBSE may not respond to any queries from Bidders.

All correspondence/ enquiry in this regard should be submitted to the following in writing by fax/ post/ courier:

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Central Board of Secondary Education
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Ph. 0120-2427771, E-mail- rajbir.cbse@nic.in**

SUBMISSION OF BID

The Proposal should be submitted in two parts (Technical and Financial) as described below:-

- **“Part 1: Technical Proposal”** which will consist of the proof for meeting eligibility Criteria, receipt of online payment of Tender Fee and EMD.

“Part 2: Financial Proposal” which will consist of the details of financial matters.

- i. The Proposal submitted in online mode comply with instructions issued by CBSE.
- ii. CBSE reserves the right to reject any proposal which is not substantially responsive.

Any Proposal received after the time stipulated will not be accepted by CBSE.

Part 1- Technical Proposal

- i) Scanned copy of Tender fee and EMD.
- ii) Scanned copy of Appendix I,II.
- iii) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in Terms & Conditions.
- iv) Scanned copy of Tender Acceptance Letter.
- v) Scanned copy of Technical Proposal including audit Standard, methodology, procedure, project plan etc.

Part 2- Financial Proposal

- a) Schedule of price bid in the form of BOQ_XXXX .xls

Proposal Evaluation

CBSE will evaluate the technical bid as per the eligibility criteria mentioned in the TENDER and Financial bid of those qualified technically will only be opened online.

Technical Bid

A. Details of Bidder:

Following details shall be given in respect of the bidding company:

1. General
 - i. Name
 - ii. Address of the corporate headquarters and its branch office(s), if any, in India.
 - iii. Date of incorporation and / or commencement of business.
2. Brief description, including details of main lines of business
3. Details of individual or individuals who will serve as the point of contact / communication for CBSE within the Company, with following information:
 - i. Name
 - ii. Designation
 - iii. Company
 - iv. Address
 - v. Telephone Number
 - vi. E-mail address
 - vii. Fax Number
4. Name, Designation, Address, Phone Numbers and Fax Number of Authorized signatory of the Bidder:

Audited Financial Statements of the Company for the last three (3) Financial Years.

B. Details of Past Experience of Bidder:

A brief description of the project (separately for each project in case the bidder has experience in more than one project) in which the Bidder has conducted security audits.

1. Details of the Client/Agency on whose behalf/for whom the audits were conducted:
 - Name
 - Address of the corporate headquarters and its branch office(s), if any, in India
 - Nature of Business
 - Name, title and contact details of the client's person who can be contacted for any related information
2. Information relating to the specific project
 - i. Title of the project and detailed scope thereof
 - ii. Start Date
 - iii. Completion date (expected completion in case project is not completed)
3. Information relating to bidder's/sponsored entity's role in the project,
 - Scope of work/service (as per the contractual arrangement between the client and the bidder) for the bidder
 - Location where the services were/are being provided by the bidder
 - Whether the project was undertaken in a consortium/joint venture arrangement, if yes, then name, contact address and scope of work for each of such consortium members of joint venture partners
 - Whether any associate firm was also employed, if yes, then name, contact address and scope of work for each of such associate member

Instruction :

- i. Details of only Eligible Experience to be provided.
- ii. Annual figures may be provided for the last three completed years of operation only. Year 1 refers to the latest completed financial year; Year 2 refers to the financial year before Year 1, and Year 3 refers to the financial before Year 2.

Financial Bid

Sl. no.	Specified Service	Charges Service (Rs.)
1.	Infrastructure Audit for per center	
2.	Examination Software Application Security Audit & Process Audit	
3.	Process review on the days of Examination	
4.	Provision of Encrypted Messaging Service for transmission of Password to the examination Center directly from the CBSE HQ through Mobile phone on the day of Examination	
5	Travelling, Boarding & Lodging Charges, if any	
	Net Total	

* The Service Charges quoted above shall remain firm throughout the Concession Period.

Note: The above mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CBSE.

REPORT FORMAT FOR AUDITING THE COMPUTER BASED EXAMINATION CENTRES

Information	Auditor Remarks	Accepted / Rejected
TC Code		
Center Name		
Center Address		
City		
State		
Contact Person of the Center with name, email and mobile number		
Invigilation staff with names & designation (2 per 20 system with minimum of 2 in a room)		
Technical staff details : Networking, Computer hardware/software and Electrician		
Support staff details (minimum 2 per 100 student)		
Group D staff details (minimum 2 per 100 student)		
Security Guards details (minimum 2 per 100 student)		
Contact Person of M/s TCS Ltd.(in charge at the center) with email and mobile number		
Distance from nearest public bus stoppage to centre in KM		
Name of the nearest railway station and distance from centre in KM		
Name of the nearest Airport and distance from centre in KM		
Name of the National Level Online examination conducted by the centre in 2015		
Number of PCs		
PCs configuration: dual core, minimum 1GB RAM & Hard disk should be minimum 60GB		
PCs Screen Resolution (1024x768)		
PCs OS (Windows 7-SP2 or above)		
Up-to-date Antivirus Software		
IE Version 10 or above as supported by OS		
Browser Settings- Java Script enabled, pop-up blocker disabled, under 'settings' of 'temporary internet files', set 'check for newer version of store pages' to 'every visit to the page' proxy disabled(Direct Internet)		

Request for Proposal

Number of labs, size(in square meter), breakup of PC's per lab (lab, size, Nos.)		
Whether the partitions for all PCs exist and enough for conducting JEE (Main) 2017, If No, is there a space to place a partition of size Height: 60cm; 2 sides each of 70 cm and width of side joining these 2 sides: 65 cm (optional)		
Is there a separate server room with network connections and is it separate from labs where the examinations conducted?		
Server CPU Speed 2GHz or above		
Server RAM 8GB or higher or above		
Server Screen 1024x768		
OS compatible for candidates' systems as clients		
Lan Speed 100Mbps or 1Gbps		
Quality of wiring		
Whether all the labs are connected on a single LAN ?		
Whether multiple main servers can be places in a single room or different buildings/rooms ? (With 250 PCs per server, we may require number of servers depending on the number on the number of nodes available/alloted)		
Are blocks for all labs closely located in the same building(rooms) ?		
Does the labs accessible and suitable enough to PwD candidates ?		
UPS availability and UPS-Time for which it will support the systems All clients @0.5 Kva per computer with one hour backup)		
DG Set availability and capacity (75 Kva for 150 desktops)		
Wiring readiness (Availability of AMF Panel)		
Auditor details(Name, Number & email)		
Is college suitable for conduct of CBT of JEE(Main)-2017? (Auditor review)		
Is college suitable for conduct of CBT of JEE(Main)-2017? (Final Approval)		
Photograph of the Center		

Remarks – about suitability of infrastructure for conduct of CBT of JEE (Main):

Final Recommendation :

Recommended :

Wait listed :

Not recommended :

If recommended, total number of nodes suitable for JEE (Main) 2018

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Request for Proposal

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

**Executive Director, JAB
CBSE, H-149, Sec-63
Noida- 201309, UP**

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: CBSE/JEE/SA/2018

**Name of Tender / Work: - INFRASTRUCTURE, PROCESS & SECURITY AUDIT OF
JOINT ENTRANCE EXAMINATION (MAIN)-2018**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:
<https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 21 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)