

Short Dated Tender

For

Hiring of Experienced Agencies/Firms to provide Ancillary security services on turnkey basis during Offline (Pen-Paper based) examination being conducted by National Testing Agency in Centres in Gujarat State (on Pilot Basis)



NATIONAL TESTING AGENCY

Excellence in Assessment

NATIONAL TESTING AGENCY

(An autonomous organization under the Department of Higher Education,
Ministry of Education, Government of India)

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INDEX

Sr. No.	Particulars	Page No
1.	Disclaimer	3
2.	Introduction	3
3.	Aims & Objectives of the tender	3
4.	Important Events and Dates	3
5.	Scope of Work	4-6
6.	Qualification/Eligibility Criteria	7
7.	Evaluation of Bids	8
8.	Other terms and conditions of Tender	8-9
9.	Important Instructions	9-10
10.	General Information	10
11.	Appointment of Successful Bidder 11.1 Award Criteria 11.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s) 11.3 Notification of Award 11.4 Period of Contract 11.5 Signing of Contract 11.6 Payment Terms 11.7 Time Frame	11
ANNEXURE		
A	Basic Detail of the Bidder (Annexure-A)	12
B	Financial Information (Annexure-B)	13
C	Details of Similar work executed (Annexure-C)	14
D	List of Cities (Annexure-D)	15
E	Technical Bid Form (Annexure-E)	16
F	Financial Bid (Annexure-F)	17

SHORT DATED TENDER

Sealed Envelope Quotations are invited on single stage single envelope systems to select a reputed and experienced bidder for “**Hiring of Experienced Agencies/Firms to provide Ancillary security services on turnkey basis during Offline (Pen-Paper based) examination being conducted by National Testing Agency in Centres in Gujarat State (on Pilot Basis)**” which includes:

- A. CCTV Surveillance service during examination
- B. Impersonation control through Biometric authentication
- C. Frisking of candidates through HHMD

Documents may be downloaded from NTA website www.nta.ac.in

1. Disclaimer

This process is not an offer by the **National Testing Agency (NTA)**, but an invitation to receive offers from agencies. No contractual obligation whatsoever shall arise from the process until and unless a formal contract is signed and executed by a duly authorized officer of the National Testing Agency.

2. Introduction

The Ministry of Education (MoE), Government of India (GOI) has established National Testing Agency (NTA) as an independent autonomous organization under Society Registration Act 1860 for conducting efficient, transparent and international standards tests in order to assess the competency of candidates for admissions to premier higher education institutions.

The NTA shall conduct various examinations across the country in Offline mode i.e., pen and paper exam.

3. Aims & Objectives of the BID

Ancillary security services are to be provided for approximately 159 examination centers in 12 Cities of Gujarat State. The main aim for having the service in each of the exam rooms of these examination centers is to curb malpractices and prevent Unfair Means in the examinations so as to ensure smooth conduct of examinations.

The NTA shall conduct various entrance examinations through “Pen and Paper-Examination in offline mode” in various selected Cities spread across the country in India.

NTA reserves the right to award the contract to any bidder.

Note:

- (a) The BID has been invited from Companies / Agencies for selection of “Service Provider”
- (b) BID must be submitted not later than the time, date at the venue mentioned under Important Events and Dates
BID received after the deadline will not be considered.
- (c) Bidders are advised to study the document carefully. Submission of BID shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.

4. Important Events and Dates

S. No.	Particulars	Details
1.	Mode of Test	Offline Mode (Pen and paper exam)
2.	Services required at Exam Centres	1. CCTV Surveillance service during examination 2. Impersonation control through Biometric authentication 3. Frisking of candidates through HHMD
3.	Tender Form/Bid issued by	National Testing Agency (NTA) Okhla
4.	Authorized Officer for Clarifications	Director General, NTA
5.	Availability of Documents	Bid documents shall be downloaded from NTA website www.nta.ac.in
6.	Sale of Document	From 15 October 2024
7.	(a) Last date for submission	16 October 2024 at 12:00 Noon
	(b) Opening of Technical & Financial bid	On 16 October 2024 at 01:00 PM

5. Scope of Work

5(A) SOW – CCTV SURVEILLANCE SERVICE

NTA Okhla is keen to implement CCTV surveillance system to monitor various activities of the candidates and other persons deployed to conduct examinations at the sub-centres in Gujarat State. Examination dates and list of examination centres will be provided to the successful Bidder by the NTA Okhla.

- i. Installation of CCTV Camera for a group of 24 Candidates in a Class Room.
- ii. The resolution of CCTV Camera should be minimum 2 Mega Pixel.
- iii. The recording facilities of all the CCTV Camera should be in place.
- iv. Live Streaming be provided at 02 Locations i.e., One at Ahmedabad and One at NTA Office, Delhi.
- v. Bidder has to provide services of live CCTV surveillance on turnkey basis (For remote live viewing through internet) in examination conducted by NTA in 159 centres approx. in 12 Cities as per NTA requirement for examinations during the contract as per specifications and conditions specified in the document.
- vi. The list of examination cities is enclosed at Annexure-D.
- vii. The successful Bidder shall carry out the work strictly before due date indicated by NTA for the exam as per specifications mentioned in the document.
- viii. Workmanship and material used should be of the best quality.
- ix. The successful bidder shall have to make arrangement for remote live viewing, and recording CCTVs Systems of all examination centres, at control room situated in the NTA, Fifth Floor, NSIC-MDBP Building, Okhla Phase-III, New Delhi-110020. Without uninterrupted viewing facility at control room set up at NTA, Fifth Floor, NSIC-MDBP Building, Okhla Phase-III, New Delhi-110020, the work will not be considered complete.
- x. The examination centres may be changed at any time.
- xi. The quality of video shall not be compromised under any circumstances.
- xii. Sub-standard/poor quality of work in terms of infrastructure/technical manpower shall not be acceptable.
- xiii. The bidder will have to provide the internet connectivity & uplinking facility without interruption for live viewing of conduct of examination centres. Bidder has to ensure that atleast 100% live camera feed would be made available at HQ control room at all times during the entire duration of examination.
- xiv. The successful bidder will retain the Exam recording and handover the complete data after the examination to NTA. The bidder shall not keep any data related to the examination in any form.
- xv. The installation of CCTV should be made at least two days in advance from the scheduled date of examination and/or in such a way that the CCTV are functional at least one day before the scheduled time of commencement of the examination and after the completion of the examination based on the instructions from NTA.
- xvi. During the period of examination, CCTV facility shall not be interrupted due to any technical fault, etc., and the service provider shall take due care of functioning of CCTV with adequate backup of CCTV during the conduct of examination and as per the time period mentioned in the Work Order.
- xvii. Power arrangement would come under the scope of NTA. In addition to this, Bidder has to arrange 15 minutes backup at each exam centre for their CCTV infrastructure.
- xviii. The hardware required for the job shall be provided and maintained by the service provider/agency and Training/sensitization of staff deployed at the examination Centres shall be imparted by the service provider.
- xix. The liability of NTA will only be limited up to payment of the hiring charges as per the contract of the connected cameras & hardware provided and required for the delivery of the live CCTV service.
- xx. Integrated Command control centre has to be setup by bidder at NTA HQ for live monitoring of the examination centres. Computer/ Laptop and manpower will be provided by the bidder in Main Control Room, NTA Okhla. The internet facility for Control Room at Okhla will be provided by bidder.
- xxi. Internet, Power backup of 15 minutes and other arrangements at each examination center would be in the scope of bidder.
- xxii. The bidder will have to ensure that the CCTV Cameras provided work properly, during the entire duration of the examination in the Centres or as ordered.

- xxiii. The bidder will have to install approximately 7,000 cameras of 2 megapixel or higher resolution IP based CCTV camera in the Centre. One camera per room covering 24 candidates shall be installed by the bidder at each center.
- xxiv. To control the redundancy, bidder must maintain the entire database and application server at two different seismic zones within India, making one site as DC (Data centre- Cloud based) and other site as DR (Disaster recovery- Cloud based).
- xxv. CCTV feed data should travel through secured VPN Tunnel and one copy should be maintained at Cloud based storage.
- xxvi. Bidder has to provide a solution which should stream all CCTV feed videos through media streaming server so that multiple viewers could view it at single instance.
- xxvii. To organize and provide required manpower to install the CCTV Color Cameras at the Examination Centers. Live streaming / Recording must be with centre code, name, Room No. date & time.
- xxviii. During the period of examination streaming facility shall not be interrupted due to any technical fault, etc., and the Service Provider shall take due care of functioning of CCTV Color Cameras with adequate backup during the conduct of examination in the time period mentioned in the Work Order.
- xxix. One Computer screen with one manpower at every Examination Center should be provided for Center In-charge and sufficient Computer Screens / manpower at Main Control Room, Okhla. No extra payment will be made for this.
- xxx. Bidder has to arrange any additional quantity of Color Cameras, if required.
- xxxi. The bidder will have to ensure that the CCTV Cameras installed at the Centers are working properly during the entire duration of the examination.
- xxxii. The bidder will have to ensure clarity and good condition CCTV Color Cameras at the Centres.
- xxxiii. Bidder will give Live demo one day before examination at the selected centers.
- xxxiv. The service provider will also install one CCTV Color Camera at each center in-charge room of concerned examination centres.
- xxxv. CCTV Cameras installed at the centre in-charge room will work fulltime upto the completion of all work.
- xxxvi. The examination will be conducted in Three Shifts and shall be of 2-3 hours duration per shift per day.
- xxxvii. Installation report regarding installation of CCTV Cameras to be given by Center Incharge on the same day of installation.

5(B) SOW – IMPERSONATION CONTROL THROUGH BIOMETRIC AUTHENTICATION AND ATTENDANCE MARKING SERVICE

NTA Okhla is keen to implement Biometric authentication system to make the examination process robust by implementing one of the mechanisms from below such as:

5.B.1 Digital Finger-print capturing of candidate

- i. The Bidder shall provide the Biometric Capturing (thumb-based attendance) Services. The Bidder shall ensure the gross mismatch, if any and will report the matter to the Examining Authority
- ii. NTA will provide centre-wise data (Roll numbers, Photos, Name, Exam date/shift etc.) of all registered candidates to the bidder.
- iii. Bidder will have to install QR code scanner integrated hand-held device of Fingerprint scanner, along with manpower at each and every Examination centre at the time of examination.
- iv. The solution should have provision of real-time attendance monitoring system through secured web server.
- v. Bidder has to maintain the entire database and application server at two different seismic zones within India, making one site as DC (Data centre) and other site as DR (Disaster recovery).
- vi. The bidder has to perform physical verification of Candidate photo with application database (provided by NTA) at the time of security gate entry.
- vii. Biometric activity shall not be stopped on any ground and data capturing /identification work must be completed during the stipulated time period of the examination.

- viii. After the completion of activity as per scope, the Bidder will hand-over the entire captured data in HDD in a sealed manner with super scribing Exam Name along with report and forwarding letter duly signed by the bidder to the NTA, on the day of examination.
- ix. The Bidder shall not be allowed to take away any data either in hard copy or soft copy and the work is to be carried out in the designated exam centres.
- x. The Bidder will depute atleast One Hand-held Fingerprint scanner device per manpower on every 100 candidates during different Examination stages as & when scheduled by NTA. Additional Hand-held devices should be made available as per normal practice in case of emergency.
- xi. The Bidder will have to ensure that the all the devices must be functional and has captured Fingerprint of each and every candidate who have appeared in the examination at each center.
- xii. If the examination is conducted in two or more shifts in a day at a center, the activity should be performed separately in all the shifts during the duration of examination.
- xiii. After completion of work, the bidder has to submit self-attested center-wise work completion certificate to the NTA.
- xiv. Solution should not be Laptop/PC based. It should be Hand-held device integrated Handheld touchless scanner only. Weight of the machine should not be more than 1 kg.

5(C) SOW – FRISKING OF CANDIDATES THROUGH HHMD

- i. The Bidder shall provide the Services for Frisking of the Candidates ensuring that the genuine candidate is entering the Centre and he/she is not in the possession of any barred item.
- ii. To Frisk the Candidates/ staff at the entry point of the examination center by employing trained manpower for male and female candidate along with HHMD by having separate enclosure for women candidates from the start of entry of staff to end of examination.
- iii. No person to be allowed entry without identification including candidates, staff or flying Squad' inspection.
- iv. The bidder should have adequate infrastructure for providing services for metal detector and manpower to be made available at all the Examination venues.
- v. The Bidder shall be responsible to take all clearances, certificates, licenses and should comply with all statutory obligations required for undertaking/providing services.
- vi. Bidder shall maintain strict secrecy and confidentiality and will not divulge any information relating to assignment or examination to any third party, person, individual or corporate.
- vii. The Bidder is advised to visit all the centers well in advance of the examination date to get acquainted with the available facilities at the Center.
- viii. The Bidder will check all admit cards and then only allow entry to candidates.
- ix. Separate frisking for female candidates. Only female staff will frisk the female candidates in enclosures.
- x. The Metal Detector provided for Frisking should be able to detect any prohibited metallic ornaments/electronic devices at examination centers on the day of examination except (pen & admit card).
- xi. At every center, minimum, one frisking enclosure, 1 female & 1 male staff with metal detector has to be deployed.

Male Frisking Personnel	One per 100 Male Candidates (Minimum 1 per Centre)
Female Frisking Personnel	One per 100 Female Candidates (Minimum 1 per Centre)

- xii. Installation of HHMD, Frisking Enclosure at each & every Examination center at the time of examination conducted by NTA.
- xiii. The Bidder has to submit work completion certificate along with the center details to NTA.

6. Qualification / Eligibility Criteria

The following will be the minimum qualification/eligibility criteria. Each eligible bidder should possess all the following qualification criteria. All the documents submitted with Technical bid should contain the name and designation of authorized signatory with company seal. Responses not meeting the minimum qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The Bidder shall be a firm/ company/ proprietorship firm/ partnership firm registered under the Indian Companies Act or any other statutory Act of GOI and should be into existence in India for last 2 years.	Copy of relevant Certificates along with <ul style="list-style-type: none">• GST Registration certificate• PAN card• Incorporation certificate
2.	The Bidder has to be profitable with average annual turnover of INR 1.5 Crores during the last three financial years i.e. 2021-22, 2022-23, 2023-24.	Audited balance sheets and Profit and loss statements certified by Chartered Accountant (CA) of the bidder's organization
3.	Bidder must have a valid certification of ISO 9001:2015 and ISO 27001:2013 for at least last one year as on day of submission.	Copy of valid certificates must be enclosed
4.	Bidder should have working experience of Similar Works in India for the provision of Live CCTV Surveillance of candidates in Examination based projects, for any Government/Private department directly, during the last 3 years as on day of submission.	Copies of Work Order need to be enclosed for the provision of Live CCTV Surveillance of candidates in Examination based projects.
5.	Bidder should have working experience of Frisking of candidates through HHMD devices Examination based projects for Government/private department directly during last 3 years as on day of bidding.	Copies of Work Order need to be enclosed for the provision of Frisking of candidates through HHMD devices.
6.	The Bidder should not have been debarred / blacklisted by Govt. of India.	Undertaking to be submitted on Company's Letterhead
7.	Bidder has to bid for all the required services as part of Scope of work of this tender. Conditional / Partial bid will be rejected out rightly.	Undertaking on Bidder's Letter head

7. Evaluation of Bids

- **Technical Evaluation (Annexure-E):** The technical envelope will be evaluated on submission of Annexures in compliance of the terms and conditions of the document, compliance of pre-qualification/eligibility criteria and technical form. The BID of any bidder not fulfilling the above will be rejected. The decision of DG, NTA will be final for selection of the Bidder. The SHORT-DATED TENDER fulfilling the technical evaluation process will be declared substantially responsive.
- **Financial Evaluation (Annexure-F)** of all substantially technically responsive (technically suitable) will thereafter be opened as per due process.
- The lowest technically suitable bidder will be considered for empanelment subject to rate reasonability and other requirements like Performance security etc.

8. Other Terms & conditions of the Tender

1. **AGENCIES MUST QUOTE RATES ONLY IN THE ENCLOSED FINANCIAL FORMAT.**
2. The document is not transferable, and its cost is not refundable under any circumstances.
3. The SHORT TENDERS shall be valid for 30 days from the date of opening.
4. The firm so selected would be required to carry out NTA work as per job description. No TA/DA/conveyance/transportation/postage charges, etc. will be admissible for execution of the work.
5. The payment will be made on submission of bill in duplicate, complete in all respects with copy(ies) of challan bearing details of work executed.
6. Counter conditions in matters concerning payment of bills shall not be acceptable.
7. Time schedule for various activities should be strictly adhered to by the firm/agency.
8. Penalty Terms:
 - (i) In case of CCTV Camera(s) not being deployed by bidder at required examination centres, Bidder would be penalized by NTA authorities as per below:
 - Candidates admitted for that specific Exam centre would not be paid.
 - 100% amount would be penalized as of Candidates admitted for that specific Exam centre (number of candidates*per candidate rate)
 - (ii) In case of any candidate being leftover (*5% exempted per particular exam*), intentionally or unintentionally, during Live CCTV Surveillance stage at the time of examination, Bidder would be penalized by NTA as per below.
 - Amount of leftover candidates would not be paid
 - 100% amount would be penalized as of leftover (number of candidates*per candidate rate)
 - (iii) In case of any candidate being leftover, intentionally or unintentionally, during Impersonation control through Biometric authentication stage at the time of Examination, Bidder would be penalized by NTA as per below.
 - Amount of leftover candidates would not be paid
 - 100% amount would be penalized as of leftover (number of candidates*per candidate rate)
 - (iv) In case of any candidate being leftover, intentionally or unintentionally, during Frisking stage at the time of Examination, Bidder would be penalized by NTA as per below.
 - Amount of leftover candidates would not be paid
 - 100% amount would be penalized as of leftover (number of candidates*per candidate rate)
 - (v) In case the successful bidder fails to complete the job, the remaining portion of the job will be got done from the market at the risk & cost of the contractor in addition to the penalty as mentioned above and the security deposit money will also be forfeited.
9. The bidder will have to bear the cost of damage to the CCTV Cameras and Accessories that may occur due to storm, fire, rain, natural calamities, and any other unforeseen circumstances and under no circumstances any claim for compensation will be entertained by NTA.
10. The Agency will depute representatives, who will remain present to ensure proper working of the system, till the completion of examination and the Agency has to provide two operators in control room situated at the office of NTA, Okhla.
11. Any dispute arising out in relation between the parties, will be subject to the jurisdiction of Delhi/Noida Courts only.
12. A Committee duly constituted and authorized by NTA may inspect the site of the agency/firm to assess and verify the manpower, infrastructure available with them.
13. NTA reserves the right to accept or reject any or all SHORT DATED TENDER without assigning any reason whatsoever.
14. Price schedule (to be utilized by the agencies for quoting their lowest rates)

15. The bidder must quote their lowest rates in the financial form appended at **Annexure- F**.
16. NTA reserves the right to restrict and deny the entry of any staff member of the bidder, if so, deemed appropriate by it, in examination centre.
17. Continuance of the contract and payment of the work done shall be subject to satisfactory performance and fulfilling of all the terms and conditions of the contract duly certified by concerned officer/ in- charge. The contract may be cancelled at any time without assigning any reason for the same. The decision of the DG/NTA in this regard shall be final and binding.
18. Time is the essence of the contract, and the bidder shall adhere to the time schedule as prescribed by the NTA for execution of the work.
19. If it is found at any time that the CCTV is not functioning in accordance with the agreed terms and conditions, the NTA shall be entitled to withhold all payment of the bidder forfeit the Security Deposit.
20. The bidder will ensure that the space provided at the centre by NTA is not misused in any manner.
21. An appropriate agreement will be executed by the successful bidder with the NTA, on the agreed terms and conditions..
22. The NTA, in its discretion, reserves the right to reject or accept any BID without assigning any reason thereof.
23. If work gets stopped due to fault of the bidder, then penalty shall be levied for such stoppage at such rate as given in penalty clause above.
24. The service provider is advised to visit all the Centers well in advance of the examination date to get acquainted with the available facilities at the center.
25. In centers Jammer will be already installed. Agencies must ensure smooth execution of ancillary services.
26. Service provider will also ensure confidentiality of the Examination. If any person deployed by the service provider in connection with the work is found guilty and misbehaves with person deployed at examination centers or found indulging in activities harmful to smooth conduct of the examination, the service provider will also be held responsible for his act in addition to the individual. No payment shall be made by the NTA for such a Centre and a penalty of 100% will be imposed.
27. Service provider will be responsible for any kind of accident/ loss caused during the entire duration of work.

9. General Information

1. The BID is a "**Single Packet**" document. The **technical part** should contain all the relevant information and desired enclosures in the prescribed format.
2. The **financial part** only should contain commercials.
3. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However, the agencies are cautioned that not giving complete information called for in the forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. **SHORT TENDERS** made by fax and those received late will not be entertained.
4. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head.
5. Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. NTA may also independently seek information regarding the performance from the clients.
6. The bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after document is submitted, unless NTA calls it for.
7. Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.

8. Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. NTA may also independently seek information regarding the performance from the clients. The bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information. No further information will be entertained after document is submitted, unless NTA calls it for.
9. Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.
10. Prospective agencies may seek clarification regarding the project and/ or the requirements for prequalification, in writing through mail within a reasonable time.
11. The document can be viewed at NTA's web site: **www.nta.ac.in**. Late/delayed SHORT TENDERS shall not be accepted, under any circumstances. The technical part shall be opened at designated day/time at NTA Office, Okhla in the presence of bidders who may like to be present.
12. All disputes arising with respect to the document shall be subject to the jurisdiction of appropriate court of Delhi, India alone and shall be governed by the law of India. NTA reserves right to award the work/cancel the award without assigning any reason. In case of differences with regard to the document, if any, the decision of NTA shall be final.
13. The successful Bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over runs etc. In case the bidder fails to execute the contract, NTA shall have liberty to get it done through any other bidder at the risk and cost of the bidder in addition to damages and penalty.
14. **The successful bidder shall submit a performance Bank Guarantee will be 3% on project cost at the time of Agreement .**
15. **Bidders are neither allowed to join hands to participate in the BID nor allowed to submit multiple documents. Any such act will make the BID liable for rejection.**
16. **Even though agencies may satisfy the above requirements, they may be disqualified for the following reasons:**
 - If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.
 - If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
 - If confidential inquiry reveals facts contrary to the information provided by the bidder.
 - If confidential inquiry reveals unsatisfactory performance in any of the eligibility criteria.
 - If bidder is engaged in any activity which can influence the conduct of exam such as conducting of coaching classes etc.

In such cases, NTA has the right to cancel or modify the tender.

10. Submission of tender

The BID shall be submitted offline in One Envelope, viz., technical part and financial part.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

The bid shall consist of –

- Technical information as desired in prescribed format
- Basic detail of the bidder as per **Annexure-A**
- The financial information as per **Annexure –B**
- The details of similar works as per **Annexure – C**
- List of Examination Centers/Cities **Annexure – D**
- Technical Bid as per **Annexure-E**
- The financial bid as per **Annexure –F**.

11. Appointment of Successful Bidder

11.1 Award Criteria

NTA will award the Contract to the successful Bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive BIDs per the process outlined above.

11.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

NTA reserves the right to accept or reject any proposal, and to annul the process and reject all proposals at any time prior to award of contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder or agencies of the grounds for NTA action.

11.3 Notification of Award

Prior to the expiration of the validity period, NTA will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the process has not been completed within the stipulated period, NTA may request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract and shall be binding on both the parties. Upon the selected successful bidder's furnishing of Performance Bank Guarantee, NTA will notify each unsuccessful bidder.

11.4 Period of Contract

The contract shall be valid for this exam project

In case the performance is not found to be satisfactory or not in conformity with the terms and conditions of the document, the contract shall be terminated even before the scheduled time as per due process. The decision of DG, NTA will be final and binding.

In the event of premature closure of contract for reasons mentioned herein above, the Performance Security Deposit shall be forfeited along with penalty as decided by DG, NTA.

11.5 Signing of Contract

After NTA notifies the successful bidder that its proposal has been accepted, NTA shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the successful bidder between NTA and the successful bidder with mutually agreed terms and conditions.

11.6 Payment Terms

1. No advance payment shall be made under any circumstances to the successful bidder.
2. Rate quote by the bidder shall be inclusive of all incidental cost of service provider including transportation, handling, and installation.
3. The payment shall be in Indian Rupees and shall be paid only as per term & condition of payment.
4. The payment will be made after receipt of satisfactory completion certificate of Centre In-charge of each exam centre.
5. 100% payment will be made within 30 days of receipt of work completion certificate, along with Invoice complete in all respects.
6. In case, NTA cancels any of the exam after assigning the work order to the bidder, NTA will bear the operational cost @50% of the project value or will be decided mutually by the committee formed between NTA authorities and the bidder.
7. Performance bank guarantee (of **3% of the Project Cost**) needs to be submitted by successful bidder for a period of **6 Months** from the date of signing of agreement between NTA and successful bidder.
8. All Payment shall be subject to deduction of applicable TDS.
9. No interest will be paid to the successful bidder on the security deposit.

11.7 Time Frame

The selected bidder should be ready to provide their services immediately on signing the contract to NTA and on receipt of work order for a specific exam.

BASIC DETAILS OF THE BIDDER

S. No.	Bidder Details	To be filled by the Bidder or Firm	For use of Technical Evaluation Committee
i.	Name and Address of the Bidder		
1.	Registered Firm/ Company		
1a.	Date of Registration		
2.	Average Annual Turnover in India during last three financial years		
2a.	2021-22		
2b.	2022-23		
2c.	2023-24		
3.	Permanent Account Number		
	Quality Certification No.		
	GST Number		
4.	Number of Projects executed as on day of bidding		
5.	Contact Person Name Phone No. Mobile No. Email Id.		

The information given above is correct. In case, at any stage, any information is found to be false, my bid/ offer stands rejected.

Signature of the Bidder with Seal

Name of the Authorized Signatory
Designation
Phone Number
Email ID

FINANCIAL INFORMATION

- I Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three years i.e. 2021-22, 2022-23 & 2023-24 and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

Table-1: Total Turnover

S. No.	Details	(1) 2021-22	(2) 2022-23	(3) 2023-24
i)	Gross annual turnover			
ii)	Profit/Loss			
iii)	Net Worth			

- II Please attach - Up to date Income Tax Clearance Certificate
- Audited Balance Sheet.
- Profit / Loss statement
- III Note: Attach additional sheets, if necessary.

(Signature of Chartered Accountant)

Name:

Membership No.:

Date of sign:

Stamp:

DETAILS OF SIMILAR WORK EXECUTED

S No.	Name of work/ Project & Location	Owner/ Sponsoring organization	Total No. of Candidates Handled	Total No. of Shifts taken for completion	Date of commencement as per contract	Actual Date of completion	Litigation/ Arbitration pending in progress with details	Remarks
1	2	3	4	5	6	7	8	9

(Signature with date and Seal of Bidder)

Annexure-D

Table-1: List of Cities in Gujarat where NTA shall conduct the Test

Bids are invited on emergency basis for providing services of CCTV Surveillance/Live Streaming (Live Webcasting and recording of Examination, Frisking of the Candidates and Capturing of Biometric Attendance. The details are as under:

Date of Examination	No. of Venues	Location
20 Oct 2024	06	Ahmedabad
26 Oct 2024	15	Ahmedabad
27 Oct 2024	137	12 Cities of Gujarat

City wise count of venue, candidates and venue wise count of Shifts

Date	Name of City	No. of Venues	No. of Candidates	No. of Shifts
20.10.2024	AHMEDABAD	6	7655	03 Shifts at each Venue

Date	Name of City	No. of Centres	No. of Candidates	No. of Shifts
26.10.2024	AHMEDABAD	15	15539	03 Shifts at 03 Venues and 02 Shifts at 12 Venues

Date	Name of City	No. of Centres	No. of Candidates	No. of Shifts
27.10.2024	AHMEDABAD	23	40634	03 Shifts at 22 Venues, 02 Shifts at 01 Venue
27.10.2024	ANAND	8	5844	03 Shifts at 4 Venues, 02 Shifts at 01 Venue, 01 Shift at 03 Venue
27.10.2024	BANASKANTHA	11	7174	03 Shifts at 7 Venues, 02 Shifts at 02 Venue, 01 Shift at 02 Venues
27.10.2024	BHAVNAGAR	19	13323	03 Shifts at 9 Venues, 02 Shifts at 05 Venue, 01 Shift at 05 Venues
27.10.2024	GANDHINAGAR	11	15091	03 Shifts at 8 Venues, 02 Shifts at 01 Venue, 01 Shift at 02 Venues
27.10.2024	JAMNAGAR	6	5345	03 Shifts at 4 Venues, 02 Shifts at 1 Venue, 01 Shift at 1 Venue
27.10.2024	JUNAGADH	16	11127	03 Shifts at 9 Venues, 02 Shifts at 4 Venue, 01 Shift at 3 Venue
27.10.2024	NAVSARI	4	4769	03 Shifts at 4 Venues
27.10.2024	RAJKOT	11	7993	03 Shifts at 8 Venues, 02 Shifts at 2 Venue, 01 Shift at 1 Venue
27.10.2024	SURAT	6	6223	03 Shifts at 4 Venues, 02 Shifts at 2 Venues
27.10.2024	SURENDRANAGAR	12	6037	03 Shifts at 6 Venues, 02 Shifts at 3 Venue, 01 Shift at 3 Venue
27.10.2024	VADODARA	10	8848	03 Shifts at 7 Venues, 02 Shifts at 1 Venue, 01 Shift at 2 Venues

*No. of candidates mention above are distributed in three shifts per day

*No. of candidates per center shall be 1/3rd of total no. mention above.

TECHNICAL FORM

Empanelment of Experienced Agencies/Firms to provide Ancillary security services on turnkey basis during Offline (Pen-Paper based) examination being conducted by National Testing Agency in Gujarat State (Pilot Basis).

Sl. No.	Particulars	Information to be furnished by the firm/bidder along with documentary proof
1	Name of the firm/Bidder with Complete Address, Phone nos., Mobile nos. & email IDs.	
2	Year of incorporation of the Firm (Copy be enclosed)	
3	GST Registration No./PAN No. (Copy be enclosed)	
4	Total Experience (Copies to be enclosed)	
5	Annual Turnover (Financial year) duly certified by a Chartered Accountants firm 2021-22 2022-23 2023-24	

(Signature with date and Seal of Bidder)

FINANCIAL FORM

Date: _____

To

The Director General
National Testing Agency
First Floor, NSIC-MDBP Building,
Okhla Phase-III, New
Delhi-110020

BID No.: _____

Company Name: _____

After having gone through the terms and conditions as enlisted in the tender document for **Empanelment of experienced agencies/firms to provide Ancillary security services on turnkey basis during Pen and paper-based examination being conducted by National Testing Agency in Gujarat State**. I/We accept all the terms and conditions of the tender document and quote our lowest rates.

Our lowest offered rates for the required job are as under:

For Pen-Paper based Examination	
Service Description	Price Per Candidate (excluding GST or other TAX)
CCTV SURVEILLANCE SERVICE	
Live Webcasting & recording of Examination Hall, Entry/Exit gate and Control room management with supply of recording. 1 CCTV camera: 24 candidates	(A)
IMPERSONATION CONTROL THROUGH BIOMETRIC SERVICE	
Digital Finger-print capturing and Facial recognition of candidate by verifying Candidate's identity on real-time basis	(B)
FRISKING SERVICE	
Candidate's Frisking through HHMD as per scope of work	(C)

**Signature of owner/authorized Officer of the firm/bidder
Complete Name and Address with seal of the Firm**

Place: _____