

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH, SECTOR-26, CHANDIGARH - 160019

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e-TENDER NOTICE



E-Tender response invited from experienced agencies for empanelment to provide Auxiliary Examination Services during recruitment examination being conducted by NITTTR, Chandigarh

I	Downloading of e-tender document	Start Date: 14.04.2022 at 3.00 P.M End Date : 06.05.2022 at 5.00 P.M.
II	Date of submission of e-tender	Start Date: 14.04.2022 at 3.00 P.M End Date : 06.05.2022 at 5.00 P.M.
III	Physical submission of eligibility documents	Start Date: 14.04.2022 at 3.00 P.M End Date : 06.05.2022 at 1.00 P.M.

Detailed Terms and Conditions are available in e-tender document.

The bid document can be downloaded from the website of Chandigarh Administration <https://etenders.chd.nic.in> and Institute website www.nitttrchd.ac.in

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DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to BIDDERS, whether verbally or in documentary or any other form by or on behalf of the NITTTR Chandigarh or any of its employees or advisers, is provided to BIDDERS on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by NITTTR Chandigarh to the prospective BIDDERS or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by NITTTR Chandigarh in relation to the services. Such assumptions, assessments and statements do not support to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for NITTTR Chandigarh, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the BIDDERS is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. NITTTR Chandigarh accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

NITTTR Chandigarh, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

NITTTR Chandigarh also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.

NITTTR Chandigarh may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the NITTTR Chandigarh is bound to select an Bidder or to appoint the Selected Bidder, as the case may be, for the desired services and NITTTR Chandigarh reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

Time and Quality is of essence. It is also not bound to accept the lowest financial offer and may negotiate with the most technically qualified bidder.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by NITTTR Chandigarh or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the Bidder and NITTTR Chandigarh shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or in submission of the Proposal, regardless of the conduct or outcome of the selection process.

NOTICE INVITING TENDER

1. ABOUT NITTTR CHANDIGARH

In realization of the need for training better quality technicians to meet the large scale industrialization of the country, the Ministry of Education, Government of India established four Regional Technical Teachers' Training Institutes (now National Institute of Technical Teachers Training & Research, NITTTR at Bhopal, Chandigarh, Chennai and Kolkata in 1967. The Institute at Chandigarh is one of these four NITTTRs, started in collaboration with Royal Netherlands Government (upto 1974). It was designed to meet the requirements of developing polytechnic education in the northern region covering the states of Jammu and Kashmir, Himachal Pradesh, Punjab, Haryana, Rajasthan, Uttar Pradesh, Uttarakhand, Delhi and Union Territory of Chandigarh. The Institute is registered under the Societies Registration Act, 1860 and is managed by a Board of Governors.

The institute started with long term teachers' training programmes for polytechnic teachers in 1967 and was also entrusted with the responsibility of promoting curriculum development work for the states in the region. To improve the competence of teachers for implementing new curricula designed by this institute, short term courses have been offered since 1967. The institute established a Media Centre in 1981 for preparing print & non-print instructional materials.

The institute also set up the department of Rural Development and the department of Entrepreneurship Development to assist technical institutions in directing their efforts towards training manpower and disseminating information in these areas.

2. ABOUT TENDER

E-Tender response invited from experienced agencies for Empanelment to provide Security Ancillary services during multiple examination being conducted by NITTTR Chandigarh throughout the State.

- A. Biometric Authentication and Attendance Marking service
- B. CCTV surveillance service
- C. Frisking of candidates through HHMD
- D. Videography Service
- E. Security Manpower Service
- F. Jammer Service

3. IMPORTANT SCHEDULE AND DETAILS

1	Mode of Submission	Online only
2	Website for Bid Submission	etenders.chd.nic.in/nicgep/app
3	EMD	INR 50,000/- only
4	Tender Fee	INR 5,000 only
5	Last date & time of Bid Submission	06 /05 /2022 up to 05:00 PM
6	Technical Bid Opening Date & Time	09 /05 /2022 at 11:00 AM
7	Financial Bid Opening Date <i>(Only for those Bidders who will be able to qualify the scrutiny of the Technical Bids)</i>	13 /05 /2022 at 11:00 AM
8	Contact Details of Intending Officer	Name: Chief Project Coordinator Email: cprecruit@nitttrchd.ac.in Phone: 91-172-2759552
9	Address for Communication	National Institute of Technical Teachers Training & Research, Sector-26, Chandigarh-160019, India

4. CONTRACT PERIOD

The contract shall be for a period of two years, extendable for another one year on satisfactory performance, from the date of award of work.

NOTE: NITTTR Chandigarh may, at its discretion, extend the date for the submission of tender by amending the Tender documents in which case all rights and obligations of the NITTTR, Chandigarh and the Bidder previously subject to the original date shall thereafter be subject to the new deadline as extended. If such nominated date for submission of tender is subsequently declared as a Public Holiday by the NITTTR Chandigarh / Government, the next official working day shall be deemed as the date for submission of tender.

5. GENERAL CONDITION OF THE CONTRACT

- i. Maintenance of confidentiality, punctuality and accuracy of entries will have to be ensured by the service provider on top priority.
- ii. Cost of hardware, software, computer stationery used in the services shall be borne by the service provider.
- iii. The Bidder should have an office in Chandigarh/Mohali/Panchkula for execution of the work at the time of examination and work allotment.
- iv. The bidder should participate as a single entity; no consortium or group companies will be allowed.
- v. Maintenance of confidentiality is of paramount important. The service provider shall be required to undertake full responsibility of the safe custody of all documents/record which comes to its possession and it shall maintain secrecy of documents. Each document and data given by the NITTTR or otherwise shall be kept strictly confidential and no part of it shall be divulged to any person at any time except NITTTR. In case of any lapse, the service provider shall be fully responsible for the consequences.
- vi. The service provider shall take steps to ensure the safety and security of all the candidates data received from the NITTTR. It should be ensured by the vendor that data is secured from damage/ tempering by water or fire or any other natural hazard. Means.

- vii. The service provider shall take all necessary precautions to ensure that the computerized data including data stored in hardware and software is virus free and adequate back-up measures are taken to protect such data including antivirus solutions.
- viii. In case of any legal dispute, the jurisdiction shall be Chandigarh only but it can be done only after resorting to arbitration as provided in this agreement.
- ix. NITTTR also reserves the right to introduce/modify and process the activity left inadvertently or as suggested by the competent authority/agency like Investigation Agency, Audit & Accounts etc. In case there are additional resources required by the service provider for the request then additional compensation for that effort may be requested to the Director, NITTTR and decision in this regard shall be taken by the NITTTR.
- x. The Service provider has to maintain a very high degree of accuracy and confidentiality to avoid any legal and vigilance cases as well as any inconvenience to candidates.
- xi. Work has to be completed within time frame laid down by the NITTTR. This work has to be done to the satisfaction of the NITTTR.
- xii. In case the service provider is not able to execute the job in time or to the entire satisfaction of the NITTTR, the contractor (NITTTR) may allot the work to any other agency at any time and even during/in between the examinations. The difference between the rates agreed to between the NITTTR and the third party, which would undertake such work shall be liable to be paid by vendor along with the penalty, if imposed by the NITTTR.
- xiii. Each examination shall be treated as a separate entity and a complete work process is to be carried out at each centre. NITTTR, Chandigarh reserves the right to engage parallel agency/agencies or divide the work depending upon the work load and the efficiency shown by the service provider. Decision of Director/Chief Project Coordinator in this regard shall be final and no request/claim in this regard shall be entertained.
- xiv. In the event of any difficulty, doubt etc. the service provider must immediately contact NITTTR, Chandigarh to sort out problem. Plea about its inability to do any part of the work correctly and within the target dates specified on the ground of some doubts or some difficulties encountered will not be acceptable and shall not be the ground for not imposing the penalty.
If NITTTR decides to take any additional examination(s) at any stage, the service provider shall carry out work associated with the same rates agreed between the parties.

6. DETAILED SCOPE OF WORK

6.1 SOW – IMPERSONATION CONTROL THROUGH BIOMETRIC AUTHENTICATION AND ATTENDANCE MARKING SERVICE (Category-A)

NITTTR Chandigarh is keen to implement Biometric authentication system to make the examination process robust by implementing one of the mechanism from below such as

6.1.1 Touchless IRIS capturing and Facial recognition of candidate by verifying Candidate's identity on real-time basis **OR,**

6.1.2 Digital Finger-print capturing and Facial recognition of candidate by verifying Candidate's identity on real-time basis

to monitor various activities of the candidates at the sub-centres spread over the state of Punjab & Tricity.

- i. NITTTR Chandigarh will provide centre-wise data (Roll numbers, Photos, Name, Exam date/shift etc.) of all registered candidates to the Bidder. Bidder will then use this data for Face recognition device & IRIS/ Finger-print capturing, and shall enable respective mechanism and candidate verification during the subsequent stages of the process.
- ii. Entire data will be provided to the service provider well in advance (atleast 8 days before Exam scheduled date) so that they get enough time for preparation and mobilization of resources for the concerned activity.
- iii. Bidder will have to install QR code scanner integrated hand-held device of Touchless IRIS / Fingerprint scanner & Face recognition, along with manpower at each & every Examination centre at the time of examination.
- iv. Solution should have provision of real-time attendance monitoring system through secured web server.
- v. QR code / Bar code containing roll number on the Admit card of the candidate should be scanned/read to auto-fetch the candidate details from Application Database (provided by NITTTR Chandigarh) and incase, QR/Bar code is missing on admit card, then manual entry of roll number with candidate information has to be made. Thereafter, Fingerprint/IRIS capturing of candidate's and Face recognition by the Hand-held device shall be done at the Security gate before the beginning of examination. All activities should be completed before conclusion of examination. In case of some candidates left due to technical reasons, all data/activities should be captured/completed before conclusion of examination.
- vi. Bidder should deploy de-duplication algorithm across the database to avoid the duplicity of enrollment records.
- vii. Bidder should deploy IRIS scanners having functionality of On-Device encryption of data, if required.
- viii. The facial recognition should be performed in a completely stateless transaction of two images (one image provided during the online registration and the other capture on the day of the exam).
- ix. Image requirements for facial recognition
 - a. GIF, PNG, JPEG, TIFF RGB24 bpp
 - b. Face size: at least 60 pixels between eyes and a sharp image.
- x. The Bidder has to perform physical verification of Candidate photo with application database (provided by NITTTR Chandigarh) at the time of security gate entry.
- xi. 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.
- xii. 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 NITTTR Chandigarh, on the day of examination(soft copy through email) and within week (hardcopy).

- xiii. 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.
- xiv. The Bidder must verify identity of the candidates from the captured data taken during the examination at the time of verification process as scheduled by NITTTR Chandigarh. The Agency shall have to do the verifications at the time of subsequent examination/counseling/Interview with the data captured at various examination centres.
- xv. The Bidder will depute atleast One Hand-held Fingerprint scanner / touchless IRIS / Face recognition device per manpower on every **80 candidates** during different Examination stages as & when scheduled by NITTTR Chandigarh. Additional Hand-held devices should be made available as per normal practice in case of emergency.
- xvi. The Bidder will have to ensure that the all the devices must be functional and has captured Fingerprint/IRIS & Photographs of each and every candidate who have appeared in the examination at each centre.
- xvii. If the examination is conducted in two or more shifts in a day at a centre, the activity should be performed separately in all the shifts during the duration of examination.
- xviii. After completion of work, the Bidder has to submit self-attested centre-wise work completion certificate to the NITTTR Chandigarh.
- xix. Since every time the assignment will be time bound, the tenderer shall give proper attention for successful completion of examination process and the service shall be available for successful implementation and completion of assignment.
- xx. The agency should be capable of deploying adequate number of Touchless STQC Certified IRIS scanners and Facial Recognition devices capable of capturing IRIS impression, barcode (where applicable) and photographs and sufficient trained manpower.

6.2 SOW – CCTV SURVEILLANCE SERVICE (Category-B)

NITTTR, Chandigarh is keen to implement recording and /or CCTV surveillance system to monitor various activities of the candidates and other persons deployed to conduct examinations at the sub-centres spread all over the agreed domain. The Bidder will be informed about the details about the quantum of work and its locations in advance adequately. However, the list of examination centres will be shared only 3 days in advance and/or depending upon no. of exam centres selected for each examination assignment, the period of such notice may be relaxed.

- i. Installation of CCTV Color cameras should be made at least one day in advance from the scheduled date of examination and/or in such a way that the CCTV are required to be functional for two hour before the scheduled time of commencement of the examination and 0.5 hour after the completion of the examination.
- ii. To organize and provide required manpower to install the CCTV devices at the Centers.
- iii. To control the redundancy, bidder has to 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).
- iv. CCTV feed data should travel through secured VPN Tunnel and one copy should be maintained at Cloud based storage.
- v. In case of Live CCTV surveillance, Cameras should be connected to Internet and Control room need to be setup at NITTTR, Chandigarh Headquarter and District Headquarter. Bidder has to ensure that atleast 90% live camera feed is made available at HQ control room at all times during the entire duration of examination.

- vi. For multiple streaming/viewing of live CCTV Feed in HQ control room, the LED screens set up by the bidder should be able to identify state, city, exam centre and exam room.
- vii. Bidder has to make available 10x12 feet video wall or 2 LED's of 55" and 2 manpower with laptop at HQ Control room and all District Nodal Offices.
- viii. During the period of examination, CCTV facility shall not be interrupted due to any technical fault, etc., and the Bidder 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 of respective assignments.
- ix. The Bidder is required to submit complete recording of the entire examination duration within 7 days of successful completion of the examination.
- x. Power backup and other arrangements on every Exam center would be done by the Bidder.
- xi. The hardware required for the job shall be procured and maintained by the Bidder and Training/ sensitization of staff deployed at the examination Centres shall be imparted by the Bidder.
- xii. The liability of the NITTTR Chandigarh will only be limited up to payment of the rental/Lease value of the cameras/ hardware provided.
- xiii. Computer/ Laptop and manpower will be provided by Bidder in HQ Control Room.
- xiv. Internet and other arrangements on every Exam center would be in the scope of Bidder.
- xv. Bidder should have adequate number of Color CCTV cameras available (as backup) in case of emergency.

Scope of work – CCTV at Entry/Exit Gates & Control room

- i. Installation and commissioning of CCTV at the time of examination or the venue of interviews or physical Test conducted by NITTTR, Chandigarh, as per requirement on turnkey basis for close observation of activities of the candidates.
- ii. Installation of 2 CCTV camera on Entry/Exit gate and 1 in Control room of each & every Examination Centre.

Scope of work – CCTV at Classrooms, Entry Gates and Control Room

- i. Installation and commissioning of CCTV at every Examination center at the time of examination or the venue of interviews or physical Test conducted by NITTTR, Chandigarh, as per requirement on turnkey basis for close observation of activities of the candidates.
- ii. Installing 1 CCTV camera in Every Class Room, 2 on Entry/Exit Gate and 1 in Control Room of every Examination center.

6.3 SOW – FRISKING OF CANDIDATES THROUGH HHMD (Category-C)

- i. 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.
- ii. No person to be allowed entry without identifications including candidates, staff or flying Squad' inspection.
- iii. The Bidder should have adequate infrastructure for providing services for metal detector and manpower to make available at all the Examination venues.
- iv. The Bidder shall be responsible to take all clearances, certificates, licenses and should comply with all statutory obligations required for undertaking/providing services.
- v. 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 boy corporate.
- vi. The Bidder will be informed about the details about the quantum of work and its locations in advance adequately. However, the list of examination centres will be shared only 3 days in advance and/or depending

upon no. of exam centres selected for each examination assignment, the period of such notice may be relaxed.

- vii. No advance payment shall be made to the Bidder, however, whole payment shall be released after submission of satisfactory completion report by the Bidder.
- viii. 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.
- ix. The Bidder will check all admit cards and then only allow entry to candidates.
- x. Separate frisking for female candidates. Only female staff will frisk the female candidates in enclosures.
- xi. 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 admit card and government approved valid identity card.
- xii. At every center, minimum, one frisking enclosure, 1 female & 1 male staff with metal detector has to be deployed.

Male Frisking Personnel	One per 60 Male Candidates (Minimum 1 per Centre)
Female Frisking Personnel	One per 60 Female Candidates (Minimum 1 per Centre)

- xiii. Installation of HHMD, Frisking Enclosure at each & every Examination center at the time of examination conducted by NITTTR Chandigarh.
- xiv. Plank size of minimum 1x1 feet should be made available at the frisking gate by Bidder so that a candidate could stand on the same for frisking checking.
- xv. Banner size of 5x4 feet should be placed at the Entry gate with details on 'Things not to carry in Exam'.
- xvi. The Bidder has to submit work completion certificate along with the center details to NITTTR, Chandigarh.
- xvii. The Bidder has to ensure that Frisking Personnel should wear high-gloss jacket for ease of visibility.

6.4 SOW – VIDEOGRAPHY OF EXAM CENTERS (Category-D)

To Provide Videography (with date and time) of candidates (Manpower with Video Camera of minimum 24 MP and accessories) at the entry point, running/still videography of each candidate at Examination Centre and Examination hall during the written examination to ascertain the identity of each candidate, to cover the opening/closing and vehicle of question papers, to cover the examination process etc.

- i. The Bidder/Service Provider to provide Videography services in the Examination Centres on the day of examination, as per the requirement to prevent cheating practise.
- ii. The videography is required to be functional for one hour before the scheduled time of commencement of the examination and half hour after the completion of the examination.
- iii. To organize required manpower to provide the Videography services at the centres.
- iv. To provide uninterrupted service of Videography and ensure proper working of Videography Cameras during the conduct of Examination.
- v. The Service provider will have to ensure that the Video Devices are working smoothly without any technical fault/ battery failure, during the entire duration of the examination at the centres. In case any technical problem erupts, there should be sufficient provision of battery back up and its expert technical team to monitor the smooth functionality of the videography during the examination period.
- vi. The service provider shall ensure that there is no shortage of device/ equipment of Videography during the examination. Ten percent Extra manpower with devices/equipments in examination centres would be kept available in case of emergency.
- vii. The service provider will have to provide industry standard device/equipment in the Examination centres.
- viii. The services of the Bidder may be required in any part of Punjab and Tricity.

- ix. The service provider shall maintain strict secrecy and confidentiality with the given assignment and shall not conceal any information/data to anybody/ Third Party at any point of time. Further agency shall not sublet the work to other agency.
- x. Since every time, the assignment will be time bound, the agency shall give proper attention for successful completion of activity and the services shall be available for any assistance relating to the assignment.
- xi. The Service provider will be informed about the details about the quantum of and its locations in advance adequately. However, the list of examination centres will be shared only 3 days in advance and/or depending upon no. of exam centres selected for each examination assignment, the period of such notice may be relaxed.
- xii. All kind of work related to subject assignment and as mentioned in the scope of work and Terms & Conditions of Tender Document will also be applicable to service provider.
- xiii. The service provider shall ensure the Videography in the examination centre will lie with the firm only. The service provider will also submit a certificate regarding proper videography during the examination after completing of the examination duly signed by the Chief Centre Superintendent/ Centre Superintendent.
- xiv. The service provider shall appoint/nominate one person as Nodal Officer for each city/district and provide his name and contact number with the details of all staff appointed on each centre to NITTTR seven days before the examination.
- xv. The manpower which is deputed at each examination centre shall carry Identity card issued by NITTTR, Chandigarh and shall report to Centre Incharge before starting the activity. They should also possess ONE ORIGINAL PHOTO ID SUCH AS PAN CARD/AADHAAR CARD/DRIVING LICENSE ETC ISSUED BY ANY GOVERNMENT AGENCY while on duty.
- xvi. Examinations are held in both single and double shifts/sessions. Video coverage of examination starts from the very start of the examination process till the end must include :
 - 1. The general atmosphere at the venue with the candidates entering the main gate and exam centre.
 - 2. Coverage of the Notice Boards near the gate of the Examination Centre, where the details of the candidates would be displayed.
 - 3. Security arrangements and personnel on security duty at the examination Centre.
 - 4. Receipt of the Examination materials from the Coordinator/Observers/Supervisors from NITTTR, Chandigarh.
 - 5. Seals on the boxes/trunks and the overall condition of the boxes/trunks received from the Coordinator/Observers/Supervisors from NITTTR, Chandigarh..
 - 6. Opening process of the boxes/trunks and its distribution to the Invigilators or other officials (for further distribution to the Invigilators in the room/hall);
 - 7. Footage of the Centre Supervisor, Inspecting Officers, officials and other staff present in the room.
 - 8. Video shot of the list of candidates allotted to a particular room.
 - 9. Videography of each and every candidate present during the written examination, hall-wise and preferably in serial order. During videography, it should be ensured that the full frontal view of the candidates face is captured. Candidates should be advised to hold their open Admit Cards close to their chest so that their Roll Number/Photo printed thereon is clearly visible in the Video shot. Each candidates are to be video graphed.
 - 10. Special coverage of any activity that may be noticed unusual in the examination hall, like usage of mobile phones, copying, candidates talking with each other, etc.
 - 11. Filling up of the OMR Sheets and writing of the examination.
 - 12. Arranging, packing and sealing of the OMR Sheets/Answer Booklets after the examination, etc.
 - 13. Any other unusual incident which may arise at a particular venue or any other event as per the direction of the Centre Supervisor/Inspecting Officer/NITTTR Official.
 - 14. Retention and Submission of Videography records.
 - 15. The complete record of the videography, session-wise and venue-wise should be handed over to the Director, NITTTR (as the case may be) within seven days after completion of the Written Examination in

external hard-discs or in DVDs as instructed. Adequate Back-up should be taken and kept in readiness for use, if required.

16. All videography records are to be kept by the bidder till three month from the Exam Date.

17. The videographers engaged for each venue should be of good character, experienced and should possess Identity Cards/ Authority Letters signed by the authorized signatory of the contractor/NITTTR, Chandigarh.

6.5 SOW – SECURITY SERVICE (Category-E)

- i. The Security Agency/Service Provider shall be responsible to accompany the NITTTR officials with examination material. He will be responsible to safe guard the examination material in transit from NITTTR, Chandigarh/District headquarters to various centres and back to District Headquarters.
- ii. The Security Agency/Service Provider shall provide Security service by providing Security Guards at different places according to the requirement to be intimated to the Security Agency/Service Provider in writing or otherwise by various authorized officer(s) of NITTTR from time to time.
- iii. The Security Agency/Service Provider shall provide adequately trained and well-disciplined security guards with proper uniform.
- iv. The Security Agency/Service Provider shall ensure safety of exam material, personnel and vehicles of the NITTTR by deploying Security guards as per the requirement.
- v. The security personnel shall be available in different geographic regions of Punjab and Tricity.
- vi. The deployed security personnel shall be very punctual while reporting to NITTTR, Chandigarh/District headquarters.
- vii. The service provider should be able to provide Licensed Security Guard with Gun and ordinary security guard as per the requirement of NITTTR.

6.6 SOW – JAMMER SERVICE (Category-F)

To install, commission and operationalise the required Number of Cell Phone Jamming Devices to block all the transmissions (sending and receiving) of Mobile/ Cell Phone/Bluetooth/Spy Camera/Electronic Devices and associated accessories in the Examination Centres to be allocated by NITTTR, Chandigarh for various Examinations on the day of examination, as per the requirement:

- i. The installation of jammers should be made at least one day in advance from the scheduled date of examination and or in such a way that the Jammers are required to be functional for 1 hour before the scheduled time of commencement of the examination and ½ hour after the completion of the examination.
- ii. To organize and provide required manpower to install and manage the Jamming Devices at the Centres.
- iii. To provide uninterrupted service of Jammers along with back-up solution/ buffer stock and ensure proper working of Jammers during the conduct of examination at each examination centre.
- iv. During the period of examination, Jammer facility shall not be interrupted due to any technical fault/power failure etc. and the Agency shall take due care of proper functioning of Jammers with adequate power backup during the conduct of Online/Offline examination and as per the time period mentioned in the Work Order of respective assignments.
- v. The Bidder should have a valid license for possession and use of jammers.
- vi. The Bidder will be solely responsible to fulfill all the legal requirements, to get NOC/clearance from all the concerned Government departments what so ever to provide mobile jamming services for the examination. The above scope of work also includes the following in addition: -

- a. The bidder will have to ensure that sufficient no. of Jammers are supplied to block inward and outward communication from Mobile phone / Spy Camera/ Wi-Fi & Bluetooth devices etc. in the examination centre i.e. CDMA / GSM /2G / 3G / 4G / 5G / Spy Camera / Wi-Fi / Bluetooth etc.
Isolated Signal bandwidth to jam/block:
 1. 851-894 Mhz
 2. 925-965 Mhz
 3. 1800-1990 Mhz
 4. 3G: 2100-2170 Mhz
 5. Wi-Fi/Bluetooth: 2345-2400 Mhz
 6. 4G: 725-770 Mhz
 7. 5G: 3300-3600 Mhz
- b. The bidder will have to ensure that the jammers function during the entire duration of the examination at the Centres.
- c. The bidder will have to install industry standard Mobile / Cell Phone (including spy- Camera) Jammers at the Examination Centre.
- d. The bidder shall ensure up-gradation of jammer service to include additional spectrum or technologies during contract period at no extra cost. The bidder will have to ensure to block the required band widths / signals without fail.
- e. If the examination is conducted in two or more shifts in a day at a centre, the jammers will have to be installed for the entire day and their performance will have to be ensured during the duration of examination.

7. INSTRUCTION TO BIDDERS

7.1 Sale of Tender documents

The bidder has to submit Tender fees of INR 5000/- (Five Thousand Only) in form of Demand Draft only drawn in favour of the "Director, National Institute of Technical Teachers Training & Research" payable at "Chandigarh" towards the cost of Tender document along with the Technical Bid, failing which the Tender will be summarily rejected.

7.2 Submission of Tender

Bidders shall submit the bid through Online mode only, on or before the closing date. NITTTR, Chandigarh will not be responsible for any delay in receipt of bids. Any bid received after the closing date and time shall not be entertained. In case, closing date of submission of bid happens to be a holiday due to some unforeseen circumstances, the bids will be received on the next working day at the same time. Technical bid and Financial bid should be submitted separately.

7.3 Period of Contract

7.3.1 The contract shall be done for a period of two years, from the date of award of work. However, the contract may be renewed for another one year on the basis of performance of work provided that both parties agree on mutual terms and conditions as specified in the contract.

7.3.2 In case the performance is not found to be satisfactory or not in conformity with the terms and conditions of the Tender document, the contract shall be terminated even before the scheduled time.

7.3.3 Keeping in view the sensitivity involved, the NITTTR reserves the right to terminate the contract without prior notice and without assigning any reason at any time if any lapse comes to its notice in the execution of this agreement and if it is terminated during the holding of examination then the other empanelled Agency shall be allotted the work at his risk and cost.

7.3.4 In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be absolutely forfeited along with penalty as decided by the Tendering Authority of NITTTR, Chandigarh.

7.4 Earnest Money Deposit:

7.4.1 Earnest Money of INR 50,000/- (Fifty Thousand only) only shall be deposited in the form of Demand Draft only drawn in favour of the "Director, National Institute of Technical Teachers Training & Research" payable at "Chandigarh" with the Technical Bid.

7.4.2 Any Tender without EMD in a manner other than what is mentioned above is liable to be rejected at the discretion of NITTTR, Chandigarh authorities. EMD should be valid for at least 90 days.

7.4.3 If for any reason, whatsoever, any Bidder withdraws or amends the Bid in any respect within the validity period or fails to enter into a contract for award of work, the entire EMD amount will be forfeited.

7.4.4 Refund of EMD: Earnest Money Deposit will not carry any interest. Earnest Money so deposited by unsuccessful Bidders will be refunded after the signing of contract agreement with successful bidder. EMD of successful Bidder will be refunded after the successful Bidder furnishes the Security Deposit cum Performance Guarantee.

7.4.5 Bidder has to **submit EMD Demand Draft or receipt of successful submission of EMD to the NITTTR, Chandigarh in Hard copy, atleast a day or 24 hours before the closing of Last date/time of Bid Submission. If not complied, bid will not be considered for opening and rejected out rightly.**

7.5 Validity of Bids

The Bidder shall keep the "Financial Bid" valid for acceptance for a minimum period of 120 days after the last date of receipt of the Bids.

7.6 Security Deposit cum Performance Guarantee

Security Deposit for proper and timely fulfilment of the contract has to be furnished by the successful Bidder within 07 working days from the date of Agreement cum receipt of work order and also required to furnish a guarantee on a stamp paper of 100/- duly attested by a Notary Public to the effect that he shall maintain Secrecy and Confidentiality of the documents.

No exemption will be made.

The Security Deposit cum Performance Guarantee of INR 5 Lac only by furnishing a Bank guarantee or Demand Draft or Fixed Deposit Receipt issued by a Nationalized/ Scheduled Bank approved by RBI drawn in favour of favour of the "Director, National Institute of Technical Teachers Training & Research" payable at "Chandigarh" for a period of One year initially and has to be renewed every year till the completion of contract period. The Security Deposit can also be made in the shape of Guarantee Bond executed by a Nationalized/ Scheduled Bank.

Security Deposit will be retained by the NITTTR, Chandigarh till satisfactory completion of the work. It should be clearly understood that in the event of the Contract not being executed and completed as per the quality and time schedule laid down, the same is liable to be forfeited. This will be in addition to the penalty, if any, which may be imposed as specified in the delivery schedule.

7.7 Delivery Schedule

The bidder whose bid is accepted shall arrange to start the services after receipt of Letter of Acceptance / Work Order in a time bound manner as indicated by NITTTR, Chandigarh for each job/ project/ examination.

It may be kept in mind that time is the essence of this contract, Bidders may note that award of work will be on a project to project basis – one project being one examination. There may be overlapping of projects in

which case the Bidder will have to ensure that there is no shortage of required infrastructure and related accessories or delay in respect of multiple examinations.

7.8 Payment Terms

- i. No advance payment shall be made under any circumstances to the successful bidder.
- ii. Rate quoted by the bidder shall be exclusive of all incidental cost of Bidder including transportation, Boarding and Lodging charges of Manpower, handling, installation power backup facility and other incidental/misc. expenses, if any.
- iii. No extra costs shall be paid by NITTTR, Chandigarh on any additional account to the successful bidder.
- iv. The payment shall be in Indian Rupees and shall be paid only as per following terms of payment.
 - a. Payment will be made as per our institute norms after submission of final Invoice complete in all respects.
 - b. Category A, C : Candidates will be applicable as per Admit card generated/issued.
 - c. Category A, C : Formula for Invoice derivation would be:
(Number of candidates as per Admit card generated x Per candidate rate).
 - d. Category B: Formula for Invoice derivation would be:
(Number of estimated CCTV cameras x Per camera rate).
 - e. Category D: Formula for Invoice derivation would be:
(Number of estimated Videographer x Per Videographer rate)
 - f. Category E: Formula for Invoice derivation would be:
(Number of estimated Security Personnel x Per Security Personnel rate)
 - g. Category F: Formula for Invoice derivation would be:
(Number of estimated Jammers x Per Jammer rate)
- v. Payment will be made after the receipt of work completion certificate, along with Invoice complete in all respects. The successful bidder has to sign a detailed agreement within 7 days of receipt of Letter of Agreement on non-judicial stamp paper which shall contain all clauses including those related to liquidated damages on account of delays, errors, cost and time over-run etc.
- vi. Performance bank guarantee needs to be submitted by successful bidder before signing of agreement between NITTTR, Chandigarh and successful bidder.
- vii. In case the bidder fails to execute the Agreement within 15 days from issue of Letter of Agreement, NITTTR, Chandigarh shall have liberty to withdraw the bid.
- viii. All payments shall be subject to deduction of applicable TDS.
- ix. The rate quoted should be firm.

7.9 Penalty Term

- i. In case of biometric capturing or authentication of any candidate is not covered or is delayed beyond the examination timing, intentionally or unintentionally, Bidder would be penalized by NITTTR, Chandigarh as per below
 - 25 % of the total amount payable for the said examination centre, if the number of candidates not captured or authenticated is upto 5% of the total number of candidates appearing in the examination (as decided by the NITTTR, Chandigarh).
 - 100 % amount would be penalized, if the number of candidates not captured or authenticated is more than 5% of the total number of candidates appearing in the examination.

- The process of blacklisting the firm shall be undertaken if the reason for inappropriate services are beyond the satisfaction of NITTTR, Chandigarh and in that case, no payment shall be made to the bidder.
- ii. In case of CCTV Camera(s) not being deployed or in non-working condition by bidder at required examination centres, Bidder would be penalized by NITTTR, Chandigarh authorities as per below:
 - 25 % of the total amount payable shall be deducted for the said examination centre, if upto 5% of the total CCTV Camera(s) are not being deployed or in non-working condition at the examination centres (as decided by the NITTTR, Chandigarh).
 - 100% amount would be penalized if more than 5 % of the CCTV Camera(s) are not being deployed or in non-working condition at the examination centres.
- iii. In case of bidder's staff not being present at Exam venue for Frisking stage at the time of Examination, Bidder would be penalized by NITTTR, Chandigarh as per below
 - In case of upto 5% of the total candidates appearing being leftover or not frisked properly, intentionally or unintentionally, 25% of the total amount payable for the said examination shall be deducted (as decided by the NITTTR, Chandigarh).
 - 100% amount would be penalized if the number of candidates not frisked are more than 5% of the total number of candidates appearing in the examination.
 - Payment against absent frisking staff would not be paid (60 candidates = 1 Frisking staff)
- iv. In case of Videography service not being deployed by bidder at required examination centres, Bidder would be penalized by NITTTR, Chandigarh authorities as per below:
 - 100% amount would be penalized if number of leftover exam centre(s)/classroom(s) are more than 5 % of the total exam centre(s)/classroom(s).
 - If captured video is not done (upto 5%) as per given scope of work, intentionally or unintentionally, 25% would be penalized of the total amount payable for the said examination centre (as decided by the NITTTR, Chandigarh).
- v. In case of Security Services, if bidder's staff not being present at NITTTR, Chandigarh/District Headquarter/Exam venue at the time of Examination, Bidder would be penalized by NITTTR, Chandigarh as per below
 - 200% amount of security person payable would be penalized for not being present for duty.
- vi. In case of Jammers not being deployed or in non-working condition by bidder at required examination centres, Bidder would be penalized by NITTTR, Chandigarh authorities as per below:
 - 25 % of the total amount payable shall be deducted for the said examination centre, if upto 10 % of the total Jammer(s) are not being deployed or in non-working condition at the examination centres (as decided by the NITTTR, Chandigarh).
 - 100% amount would be penalized if more than 10 % of the Jammers are not being deployed or in non-working condition at the examination centres.
- vii. If there is delay in delivery/installation of the services or delay in reporting of staff deployed for services as per work order, then no payment for that centre will be made.
- viii. Wrong reporting shall entail penalty of 5% of total bill as and when it comes to notice and penalties shall be deducted from pending bills/Security/Bank Guarantee/Earnest Money.
- ix. Penalties for delay in submission of requisite data (for Category A, B, C, D) beyond the scheduled time of 7 days to the NITTTR shall be 3% of the total bill preferred by the agency. Delay in submission of requisite data beyond 10 days, the penalty shall be 5% of the total bill preferred by the agency and if

the service provider does not submit the data within further one week, notice will be given to the vendor and if vendor does not comply with the said notice, NITTTR shall have the right to pass any orders for filing the FIR against the vendor or any other Legal remedy as per law such as cancellation of agreement, forfeiture of security and blacklisting the firm as it deem appropriate.

- x. NITTTR, Chandigarh reserves complete right to stop any payment or part thereof, if the services are not provided to the satisfaction of NITTTR or for any of reasons considered inappropriate by the NITTTR for taking this action.
- xi. It will be the sole responsibility of the Service provider if there is any discrepancy or failure to comply with the requirement of the NITTTR in the assignment and any lapse will lead to penal/legal action against the Agency, besides appropriate compensation towards loss accruing to the NITTTR because of not providing satisfactory services.
- xii. The final payment after deducting the penalty amount will be made when the bidder firm submits the acceptance letter for penalty.

7.10 Other Terms & Conditions

- i. Consortium and Joint venture bid won't be allowed and, would be liable for rejection out rightly.
- ii. Hypothetical and conditional Tenders will not be entertained and will be rejected summarily.
- iii. NITTTR, Chandigarh reserves the right to accept or reject all or any of the Tenders without assigning any reason.
- iv. There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Supply orders shall be placed on the Bidder against the Contract for such quantities as may be decided by the NITTTR, Chandigarh.
- v. All disputes concerning in any way with this tender are subject to State High Court's Jurisdiction only.
- vi. **Bidder can bid for single service or multiple services as indicated above under item no. 6 (Category A to F).**

7.11 Amendment to the Bid Document

- i. At any time prior to the last time and date for submission of bids, NITTTR, Chandigarh, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.
- ii. The amendment will be notified by NITTTR, Chandigarh and will be binding on all bidders.
- iii. In order to provide prospective Bidder reasonable time in which to take the amendment into account in preparing their bids, NITTTR, Chandigarh may, at its discretion, extend the last date for the submission of Bids.
- iv. The Corrigendum (if any) & clarifications to the queries from all bidders will be uploaded on NITTTR, Chandigarh website.

7.12 Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and NITTTR, Chandigarh, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall prevail.

7.13 Clarification

When deemed necessary, NITTTR, Chandigarh may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid submitted or value quoted.

7.14 Ambiguity of the Terms and Conditions

The decision of Director, NITTTR shall be final, conclusive and binding on the parties in case of any ambiguity in any of the terms and conditions and the same will not be challenged/questioned under any circumstances before any Authority/Forum and will not be open to litigation.

7.15 Arbitration

All dispute and difference of any kind whatsoever arising out of or in connection with the contract, whether during progress of work or after its completion and whether before or after determination of the contract shall be determined by the Director, NITTTR, Chandigarh or Arbitrator appointed by him, as per the requirements of the Arbitration and Conciliation Act.

7.16 Late Bids

Bids received by NITTTR, Chandigarh after the specified time on Bid Due Date (BDD) shall not be eligible for consideration and shall be summarily rejected.

8. QUALIFICATION CRITERIA (Documentary evidence to be submitted)

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 & 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 registered under the Indian Companies Act or any other statutory Act of GOI. Consortium / Joint venture bid not allowed.	Copy of relevant Certificates along with <ul style="list-style-type: none">Name(s) and addresses of the Director(s) and Registration Number may be statedGST Registration certificatePAN card
2.	The Average Annual turnover of the bidder during the last three financial years i.e. 2018-19, 2019-20, and 2020-21 should be a minimum of INR 1 Crore.	Audited balance sheets, ITR and Chartered Accountant (CA) certificate of the bidder's organization As per Annexure-III
3.	Bidder should have valid ESI and EPF Number valid as on 1st April 2021	ESI and EPF registration certificate along with last 3 month(s) Challan slip
4.	The bidder should not have been debarred/ blacklisted by any Organization/ Board/ Council/ University/ Commission and any other Government/ PSU / Government undertaking organization in the last five years.	Undertaking to be submitted on Notary affidavit on INR 100 as per Annexure-II
5.	The bidder should also submit a satisfactory performance certificate from the organization where they have rendered their services in the last 3 years.	Copies of Certificate need to be enclosed
6.	for 'Category-A' : Bidder should have executed atleast 3 work orders from any two different Government Organization/ PSU/ Central/state Govt. for the provision of Biometric capture & verification and at least 1 work	Copies of Govt. Work Orders directly on the name of bidder need to be enclosed

	order of at least 50,000 candidates or more in a single assignment/work order during any one of the last 3 years as on day of bidding.	
7.	for 'Category-A' : Bidder should have executed at least 1 work order of any Government department of at least 20,000 candidates in single shift for the provision of Touchless IRIS capture-verification and Facial recognition during last 3 years on day of bidding.	Copies of Govt. Work Orders directly on the name of bidder need to be enclosed.
8.	for 'Category-A' : The bidder should have necessary trained technical manpower to handle the job and proper infrastructure to carry out the work smoothly and efficiently.	Necessary details and documents to be provided.
9.	for 'Category-B' : Bidder should have executed at least 3 work orders with any two different Government Organization/ PSU/ Central/state Govt. for the provision of live CCTV Surveillance of candidates during the last 3 years as on day of bidding and at least 1 work order of atleast 100 venues during any one of the last 3 years as on day of bidding.	Copies of Work Order need to be enclosed for the provision of Live CCTV Surveillance of candidates.
10.	for 'Category-C' : Bidder should have executed at least 3 work orders with any two different Government Organization/ PSU/ Central/state Govt. for the provision of Frisking of candidates through HHMD devices and at least 1 work order for at least 50,000 candidates or more in single shift 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.
11.	for 'Category-D' : Bidder should have executed at least 3 work order with any two different Government Organization/ PSU/ Central/state Govt. for the provision of Videography of candidates in Examination projects during last 3 years as on day of bidding.	Copies of Work Order need to be enclosed for the provision of Videography of candidates.
12.	for 'Category-E' : Bidder should have executed at least 3 work order with any two different Government Organization/ PSU/ Central/state Govt. for the provision of Security Services in Examination projects during last 3 years as on day of bidding.	Copies of Work Order need to be enclosed for the provision of Security Services.
13.	for 'Category-F' : Bidder should have executed at least 3 work orders with any two different Government Organization/ PSU/ Central/state Govt. for the provision of Jammer services during the last 3 years as on day of bidding and at least 1 work order of atleast 100 venues during any one of the last 3 years as on day of bidding.	Copies of Work Order need to be enclosed for the provision of Jammer Services.
14.	IRIS scanners should have provision of On-Device encryption of real-time data for highest security standards.	Self-Declaration on letter

15.	<p>To make the examination process transparent, the bidder would not be allowed to engage themselves for Exam conduction activities with NITTR Chandigarh through their own-self or any of their consortium partner during the validity of this contract.</p> <p>The firm who have been engaged for Exam conduction activities (CBT or OMR or Type-writing or Online assessment based exam) with any State/PSU/Central Govt. bodies in India in the last 5 years as on day of bidding through their own-self or any of their consortium partner would not be eligible to participate in this bid process.</p> <p>This would be limited to exam conduction (both Offline/Online) only, except services as part of SOW asked in this tender.</p>	Undertaking to be submitted on Notary affidavit of INR 100 and shall remain valid for next 3 years.
16.	Letter of undertaking	As per Annexure-I
17.	Tender Acceptance Letter	As per Annexure-IV

9. PROFORMA FOR FINANCIAL BID

To
 The Director
 National Institute of Technical Teachers Training & Research
 Sector-26, Chandigarh
 Sir,

CATEGORY - A	
Service Description	Price Per Candidate Per Shift
Touchless IRIS capturing and Facial recognition of candidate as per Scope of Work	
Digital Finger-print capturing and Facial recognition of candidate as per Scope of Work	

CATEGORY - B		
Service Description	Price Per Camera Per Shift	
	Live with Recording	Only Recording
2 CCTV Cameras on Entry/Exit Gate and 1 Camera in Control room	(P1)	(P3)
2 CCTV Cameras on Entry/Exit Gate, 1 Camera in Control Room and 1 Camera in Each Classroom across Exam centers	(P2)	(P4)

CATEGORY - C	
Service Description	Price Per Candidate Per Shift
Frisking with HHMD (Hand Held Metal Detector) device as per Scope of Work	

CATEGORY - D		
Service Description	Price Per Videographer Per centre* Per Shift	
	Within Tricity (Chandigarh, SAS Nagar, Panchkula)	Outside Tricity
Videography of Candidates as per Scope of Work		

* One centre comprises of 500 candidates or less.

CATEGORY - E		
Service Description	Price Per Security Personnel Per centre Per Shift	
	Within Tricity (Chandigarh, SAS Nagar, Panchkula)	Outside Tricity
Security Services as per Scope of Work		
Security Guard without Arms		
Security Guard with Arms		

CATEGORY - F	
Service Description	Price Per Jammer Per Shift
Jamming Devices as per Scope of Work	

NOTE:

- Price should be quoted as Exclusive of GST only
- **Category A, C, D, E, F:** Bidder with lowest quote (L1) will be awarded the work
- **Category B:** Bidder with lowest Fs (*overall score of agency*), will be awarded work
$$Fs = \{(0.20 * P1) + (0.50 * P2) + (0.10 * P3) + (0.20 * P4)\}$$
- GST will be applicable as per Central / State Govt. rules / regulations
- Candidates will be applicable as per Admit card generated

Yours faithfully,

Name of the Bidder:

Name and Designation of Authorized Signatory:

Signature of Authorized Signatory

Seal of the Organization:

Date & Place:

10. PROFORMA FOR TECHNICAL BID

(To be put inside the cover for Technical Bid)

i)	Name and Address of the Bidder		
ii)	Contact Person Name Phone No. Mobile No. Email Id.		
iii)	Month & Year of establishment		
iv)	Type of firm / organization (Proprietary / Private / Public / Govt.)		
v)	Copy of Registration, if applicable		
vi)	Total Annual Financial Turnover (Attach photocopies of Audited Balance Sheet & Profit & Loss Account)	FY 2018-19	
		FY 2019-20	
		FY 2020-21	
vii)	PAN No. / TIN No. / TAN No.		
	GST Registration No.		
	(attach photocopies of Income Tax Return certificate)		
viii)	Quality Certification No / License if any		
	Details of Issuing Authority		
	Validity of Certificate		
ix)	Activities of the organization		
x)	Since when engaged in providing related services		
xi)	Details of Earnest Money Deposit (EMD) (DD No., Date, Bank, Amount etc.)		
xii)	Details of Tender Fee (DD No., Date, Bank, Amount etc.)		

Date:

Signature:

Name of Bidder:

- Annexure-I

Letter of undertaking

(ON THE LETTER HEAD OF THE BIDDER)

To

The Director
National Institute of Technical Teachers Training & Research
Sector-26, Chandigarh

Sir,

This bears reference to _____ dated ___/___/2022. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid document.

We hereby certify that no terms and conditions have been restricted by us in the Financial Bid.

We warrant that the services do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall not prevent NITTTR, Chandigarh from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

We agree with all the terms and conditions of the tender documents for the services for which our firm is quoting.

The above document is executed on ___/___/2022 at (place) _____ and we accept that if anything out of the information provided by us is found wrong, our bid/ work order shall be liable for rejection.

Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

- Annexure-II

SELF-DECLARATION – NON BLACKLISTING

(On Non-Judicial Stamp Paper of INR 100/- duly attested by the Notary Public)

To

The Director
National Institute of Technical Teachers Training & Research
Sector-26, Chandigarh

Sir,

In response to the Bid _____ dated _____ 2022, I/we hereby declare that presently our Company/Firm_____ is having unblemished record and is not declared ineligible or blacklisted for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central Govt. /State Govt. / Semi-Govt. / PSU/ University/ Educational Institutions/ Organization/ or Court of Law or by CVC as on date of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the bid if any, to the extent accepted may be cancelled.

Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

- Annexure-III

FINANCIAL INFORMATION

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

S. No.	Details	(1) 2018-19	(2) 2019-20	(3) 2020-21
i)	Gross annual turnover			
ii)	Profit/Loss			
iii)	Net Worth			

Please attach - Up to date Income Tax Clearance Certificate

- Audited Balance Sheet.

- Profit / Loss statement

Note: Attach additional sheets, if necessary.

(Signature of Bidder)

Name:

Date of sign:

Stamp:

- Annexure-IV

TENDER ACCEPTANCE LETTER

Date: _____

To
The Director
National Institute of Technical Teachers Training & Research
Sector-26, Chandigarh

Sir / Madam,

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely _____ as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (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.

The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

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)

• Annexure-V

PROFORMA FOR PERFORMANCE BANK GUARANTEE OR SECURITY DEPOSIT

To

The Director
National Institute of Technical Teachers Training & Research
Sector-26, Chandigarh

I. Against Price Agreement concluded by the advice acceptance of the Tender No. Dated /.... /20..... Covering supply of..... (Hereinafter called the said contract), entered between the Director, NITTTR Chandigarh.

And

..... (Hereinafter called the "Agency"), this is to certify that at the request of the Agency, We (Bank) are holding in trust in favour of the Director, NITTTR Chandigarh the amount of Rs. 5,00,000/- (5 Lac only) to indemnify and keep indemnified the Director, NITTTR Chandigarh against any loss or damage that may be caused to or suffered by the Director, NITTTR Chandigarh by reason of any breach by the Agency or any of the terms and conditions of the said contract and/or the performance thereof. We agree that the decision of the Director, NITTTR Chandigarh whether any breach of any of the terms and conditions of the said contract and / or in the performance thereof has been committed by the Agency and the amount of loss or damage that has been caused or suffered by the Director, NITTTR Chandigarh shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Director, NITTTR Chandigarh.

II. We, (Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Agency, i.e., till (for a period of one year from date of Price agreement) hereinafter called the "said date" and that if any claim accrues or arises against us(Bank) by virtue of this guarantee before the said date, the same shall be enforceable against us (Bank) not with standing the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us..... (Bank) by the Director, NITTTR Chandigarh before the said date. Payment under this letter of guarantee shall be made promptly upon receipt of notice of that effect from Director, NITTTR Chandigarh.

III. It is fully understood that this guarantee is effective from the date of the said contract and that we..... (Bank) undertake not to revoke this guarantee during its currency without the consent in writing of the Director, NITTTR Chandigarh.

IV. We undertake to pay to the Government any money so demanded notwithstanding any dispute raised by the Agency in any suit or proceedings pending before any court of tribunal thereto, our liability under this present being absolute and unequivocal.

V. We(Bank) further agree that the Director, NITTTR Chandigarh shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and

conditions of the said contract or to extend time of performance by the Agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the Director, NITTTR Chandigarh against the said contract and to forbear or enforce any of the terms and conditions relating to the said contract and we (Bank) shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Agency or for any forbearance and / or omission on the part of the Director, NITTTR Chandigarh or any indulgence by the Director, NITTTR Chandigarh to the said Agency or by any other matter or thin what-so-ever, which under the law relating us from our liability in the constitution of the bank or Agency.

Date:

Signature

Place:

Printed Name

(Designation)

(Bank's Common Seal)

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://etenders.chd.nic.in/nicgep/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.chd.nic.in/nicgep/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 II or 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.
- 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 opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. 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.
- 10) 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.