



Tender Notice

INVITATION OF TENDER FOR SCANNING AND DATA CAPTURING FROM OMR SHEET OF ANSWER SCRIPT

The Institute of Cost Accountants of India (ICMAI) invites sealed tenders from reputed, experienced, and financially sound agencies for the comprehensive services of Scanning and Data Capturing from OMR Sheets of Answer Scripts.

Scope of Work

The scope of work includes, but is not limited to:

- Scanning and digitizing the data of OMR Sheets from Answer Scripts according to specified quality standards and technical parameters.
- Data capturing from scanned documents with high accuracy.
- Generation of reports and process MCQ results as required by ICMAI.
- Compliance with all data privacy and confidentiality policies

Tender Document

Bidders must meet the eligibility requirements as detailed in the comprehensive tender document, available for download from the Institute's official website www.icmai.in.

Key Dates

- Tender Document availability: From **05.08.2025**
- Last Date of Submission of Proposal: **25.08.2025 till 5.00 pm**
- Proposals must be dropped in the Tender Box of the Institute at 12, Sudder Street, Kolkata – 700 016, in a sealed envelope.
- Date and Time of Opening of Technical Bids: **26.08.2025**

Important Notes

- Interested bidders are advised to carefully read and understand the entire tender document, including all terms and conditions, before submitting their proposals.
- ICMAI reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- Conditional and incomplete tenders are liable to be summarily rejected.

For further details and to download the complete tender document, please visit the website www.icmai.in



The Institute of Cost Accountants of India

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Table of Contents

Disclaimer	3
What we are looking for	4
We are inviting your proposal for the following activities	4
Bidding Procedure... ..	4
Instruction to Bidders	5
Conditions of Contract	6
Scope of Work	9
Process overview	9
Non Disclosure Policy	10
Vendor Representations	10
Rejection clause	10
SLA (Service Level Agreement)	10
Scanning timeline	10
Technical bid	11
Technical Evaluation criteria	12
Financial bid	13
Selection process	14

*The recipient of this request hereby agrees that the material contained herein is "Confidential Information" of the **Institute of Cost Accountants of India (ICMAI)**. The recipient agrees that it shall only use the Confidential Information for the purposes of responding to the request contained in this package, and for no other purpose whatsoever. Recipient further agrees that it shall not disclose any such Confidential Information to any third party and that it shall use the same degree of care to avoid disclosure or non-permitted use of such information as it would employ with respect to its own extremely important confidential information, but in no event less than a reasonable degree of care. Recipient agrees that in the event of a threatened or actual disclosure or non-permitted use of any Confidential Information in violation of these terms and conditions, The Institute of Cost Accountants of India shall be at liberty to take any action in accordance with Law.*

Disclaimer

The Institute of Cost Accountants of India is not obligated to proceed with the project described in this request or to negotiate with any vendor that has received this request. Each prospective Vendor shall be responsible for bearing all its own costs associated with preparing



response to this request, and in no event shall ICMAI be responsible for payment of any such expenses.

What we are looking for

The Institute of Cost Accountants of India has implemented **OMR technology** for its examinations to enabling digital evaluation and vice versa. In this context the Institute is searching for a reliable experienced service provider who will be scanning the **30 pages answer scripts OMR front page without tearing**, capture the OMR MCQ response by the students, students details along with MCQ question response, match with candidate masters and process the result of MCQ questions and providing final data ready for result processing purpose to the Institute as per required format. ICMAI is searching for a suitable vendor who will be responsible for doing these activities as mentioned elsewhere in this document at ICMAI office to operate and execute the same with maintaining sanctity, security and confidentiality.

We are inviting your proposal for the following activities

Part 1. Scanning and data capturing of answer sheet front page- roll number / subject code / medium/ Barcode of answer script and Part-B MCQ OMR response capture with QC checking by putting the whole 30 pages answer script (without tearing 1st page) in the scanner with **FIRE EYE technology**, (capturing image, data capture, a single pass) and matching answer script with attendance and process the result of MCQ part as per answer key.

Part 2. Capturing and matching the data (both through OMR and ICR technology) directly from answer scripts and process the marks compatible to the Institute's exam processing system. Provide customized report as and when require.

The contract will be initially for three years and we may extend the contact further 2 more years based on satisfactory performance and other terms, conditions remaining same.

DETAILS OF THE BID:

ICMAI Invites sealed bids for **Scanning, Data Capturing of Answer sheet, Data Processing and other including MCQ result finalized data** related activities.

BIDDING PROCEDURE

The tenderer should read the instructions to bidders in Section-1 and then submit the following four items

1. Technical Bid (may refer Section-3)
2. Financial Bid (may refer Section-4)
3. An **Earnest Money Deposit of Rs. 1,44,000/-** with Demand Draft drawn in favour of "The Institute of Cost Accountants of India" payable at Kolkata (**to be enclosed with the technical bid**).



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All the above should be sealed separately in **two different envelopes**, subscribing “Technical Bid” and “Financial Bid”, these envelopes to be placed in a **duly sealed big single envelope** subscribing “**Bid for Scanning, Data Capturing of OMR Answer sheet and Data Processing for Examination Department**” dropped in the Tender Box addressed to

**The Convener – (Advertised Tender Enquiry – above Rs25 Lakhs)
The Institute of Cost Accountants of India
12, Sudder Street
Kolkata – 700016.**

The bids shall contain authorized signature of the tenderer with seal

Note:

- 1) Bids received not fulfilling the prescribed conditions will be summarily rejected and decision of the Institute in this regard shall be final and binding.
- 2) Fax/Telex/email and incomplete offers will be rejected.
- 3) The Institute of Cost Accountants of India reserves the right to accept or reject any or all bids in part or full, at its absolute discretion without assigning any reason, whatsoever or any notice.
- 4) No tender document would be accepted after the date and time given above.

Section-1

Instructions to Bidders

- 1) The tender documents can be downloaded from Institute’s website www.icmai.in
- 2) The contract will be for **December 2025 to June 2028**. The Institute reserves the right to terminate the contract at any point of time without assigning any reason thereof.
- 3) No editing, addition/deletion of matter is permitted. If such action is observed at any stage, such tenders are liable for outright rejection.
- 4) Only enclosed formats as provided in original should be used. All sheets need to be submitted after affixing seal of the Company and signature of the authorized signatory.
- 5) Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify the specific issues.
- 6) The prescribed tender document consisting of (i) Technical Bid and (ii) Financial Bid, **sealed separately in two different envelopes**, super scribing “Technical Bid” and “Financial Bids”, and placed in a duly sealed big **single envelope super scribing “Bid for Scanning, Data Capturing of OMR Answer sheet and Data Processing for Examination Department”**, may be dropped at the tender box at The Institute of Cost Accountants of India, 12, Sudder Street, Kolkata – 700016.
- 7) Financial bid will be opened only for those bidders who qualify on the basis of technical Bids.
- 8) Tender document should be **signed and stamped by the bidder on each page** accepting tender terms and conditions.



The Institute of Cost Accountants of India

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- 9) The bidder shall quote the price of the complete project inclusive of all the Applicable Taxes, if any.
- 10) No price revision/alteration will be allowed after the receipt of the Bid.
- 11) All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form.
- 12) Any conditions/terms given in the bid by vendors shall not be binding on the Institute of Cost Accountants of India. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
- 13) Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.
- 14) All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. The tenderers are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Scope of the Work. The tenderers are required to deposit the Earnest Money Deposit of Rs.1,44,000/- in the form of Demand Draft drawn in favour of The Institute Cost Accountants of India payable at Kolkata and the same is to be enclosed with the Technical Proposal. **The Technical and Financial proposal will be rejected if the EMD of Rs.1,44,000/- not attached.** The Proposal will be the basis for a signed Contract with the selected tenderer.
- 15) The EMDs of the unsuccessful bidders would be returned, without interest, after completion of the tendering process and issuance of the work order to the selected bidder.
- 16) The EMD of the selected bidder of Rs.1,44,000/- would be retained by the Institute and would be part of the Security Deposit.
- 17) The selected bidder has to provide a security deposit with the Institute to the amount of **Rs.3,60,000/- (Rupees three lakhs sixty thousand only)** that would be returned to the bidder without interest therein on completion of the job/contract.
- 18) On receiving the communication from the Institute before the issuance of the work order, remaining amount of Rs.2,16,000/- (Rupees two lakhs sixteen thousand only) has to be submitted in form of bank demand draft in favour of “The Institute of Cost Accountants of India” payable at Kolkata. Hence a total of Rs.3,60,000/- would remain as security deposit with the Institute.
- 19) Tenderers shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Institute is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the tenderers.



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Section-2

Conditions of Contract

- 1) Entire activity needs to be **carried out from Institute premises only.**
- 2) To assist the examination, evaluation and comparison of bids, ICMAI, may at its discretion ask the bidder for clarification of its bid including price. The request for clarification and the response shall be in writing.
- 3) Tenderer should enclose all copies of the documents like:
 - The tenderer should be a registered company incorporated in India, registered under Company Act 1956.
 - Tax registration and clearance
 - i) Registered number of GST where its business is located.
 - ii) PAN number.
 - iii) Copy audited balance sheet or ITR for A.Y 2024-2025, 2023-2024, 2022-2023.
- 4) ICMAI has the right to visit the service provider's office including before opening the financial bid. In that case the visit report of ICMAI team will form a part of the technical evaluation apart from the credentials given in the technical bid. ICMAI has full right to accept/reject any proposal based on the above evaluations. In those cases, Financial Bids of those rejected service providers will not be opened. Financial Bids will be opened for those tenderer whose Technical Bids are qualified for the purpose of opening the Financial Bids by ICMAI in technical evaluation.
- 5) The service provider must be in its legal existence for a minimum period of 10 years out of which at least 5 years' experience with FIRE EYE process through OMR, OCR (Answer sheet scanning, data capturing and matching) in examination and result processing related activities of National Level Professional Institute.
- 6) The Service Provider must show proof of ownership of FIRE EYE scanners.
- 7) For Scanning, the Tenderer should employ sufficient persons who are technically qualified in the process of scanning & compilation of data.
- 8) The bidder must have executed similar post examination assignments for at least two clients (National level Professional Institute) for last three consecutive years of at least 5lakhs answer scripts. Proof must be enclosed.
- 9) Tenderer/bidder should have a valid ISO 9001:2015 and/or ISO 270001:2022 certificates in related area.
- 10) The successful Tenderer is expected to maintain highest standard of accuracy while scanning and compilation of data.
- 11) The Service Provider has to submit all the certificates as a proof of its credentials and satisfactory performance from earlier clients, to the ICMAI as a part of Technical Bid.
- 12) Shortlisted Bidders may be called for a presentation of their project plan with timeline at the Institute's office at Kolkata at any stage after opening the Technical Bid and before assigning the work order. A notice of minimum three days will be given for this purpose.



The Institute of Cost Accountants of India

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- 13) The Service Provider/Bidder must have a turnover of at least Rs. 8 crore in each of the last three financial years. The Service Provider/Bidder has to submit audited balance sheets or IT return for the last three years along with the Technical Bid.
- 14) The Service Provider/Bidder must have registered themselves under all the statutes of the law required for undertaking this type of activities and attach photocopies of such registration along with the Technical Bid.
- 15) The Service Provider/Bidder must submit photocopies of the last three years submitted returns and challan showing the last payment of GST, Service Tax, and Income Tax etc.
- 16) The rates should be quoted inclusive of all taxes and charges.
- 17) As the entire project is of utmost confidential in nature, the Service Provider/Bidder should take all sorts of measures and precautions to maintain the confidentiality of the documents, data, information and activities covered or related directly or indirectly with the project. The Service Provider/Bidder should not disclose any information relating to the activity to anyone other than the designated persons by the Institute. The Institute may impose any financial penalty and/or take any other legal action, as deemed fit, in case of breach of confidentiality in part or in whole during any stage of the project. Such action taken by the Institute shall be binding on the Service Provider.
- 18) The processing activities or any part thereof cannot be sub contracted or outsourced to anyone without prior written permission of the Institute.
- 19) The Institute has right to terminate the Contract with an advance notice of one month without showing any reason. The Contract can be terminated by the Service Provider by giving 3 month advance notice failing which a demurrage of an amount of 10% of the entire project cost will charged by the Institute and the entire security deposit amount will be forfeited.
- 20) The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.
- 21) All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Secretary of The Institute of cost Accountants of India. The award of the sole Arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Kolkata.
- 22) In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between amount written in figure and words then the amount in words shall be taken into consideration.
- 23) Successful tenderer will have to adhere to the delivery schedule strictly. ICMAI reserves the right to cancel the work order if project is not executed within the stipulated time and to place the order with other party.
- 24) **Payment terms:**
 - No advance payment will be given.



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- 100% payment after successful processing and publishing result of the term.
- 100% payment will be made through RTGS to the account of the supplier within 60 working days on receipt of the Invoice/Bill and certificate of receipt of the item as per the Order for Supply. Income Tax, if applicable, will be deducted from the Bills of the supplier as per the law. Payment shall be made subject to recoveries, if any. [Please provide Bank Details – (1) Name of the A/c., (2) A/c. No., (3) Bank Name, (4) Branch name with Address, (5) IFS Code and (6) MICR Code]

25) Non adherence of Schedule

Penalty will be imposed to vendor as deemed fit by the Institute for:

- (a) Violating delivery schedule
 - (b) The delivery schedule is essence of the contract. If there is any delay attributing to the vendor, the penalty of 1% per day will be attracted on the total order value subject to maximum of 10% of the contract value.
 - (c) Violating 100% accuracy in data compilation and any other data sanitation work as may be required.
- 26) The supplier's request for payment shall be made in writing accompanied by relevant document such as proper invoice and data and system handover reports duly signed by ICMAI's representative.
- 27) ICMAI reserves the right to accept or reject any offers without assigning any reason thereof, and to amend the terms and conditions before award of the work.
- 28) Any disputes arising out of this tender will be under the jurisdiction of court of Kolkata.

Scope of work of the Service Provider (SP) mainly are:

- 1) Scanning and data capturing of answer sheet front page- roll number / subject code / medium/ Barcode of answer script and Part-B MCQ OMR marks capture with QC through FIRE EYE technology.
- 2) Matching answer script with attendance after providing the attendance data by the Institute and process the MCQ marks.

Note:

1. The entire operation of scanning and data capturing has to be done from Institute's office only.
2. The SP will send the technical and commercial part in separate sealed envelope labelling the same on top of the envelope.
3. The sample format of the OMR sheets can be collected from Sri Kamalesh Pattanayak (Dy. Director – Examination) from the Institute within the duty hours.
4. SP may be called to give a demonstration if required.



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Detailed Process:

1. SP should scan the answer scripts, capture relevant data, OMR response, process data and marks and generate reports based on the requirement and specification of the Institute.
2. SP has to collate the attendance data with scanned data and match the same.
3. SP has to capture MCQ OMR response and process MCQ marks.
4. SP should compare and match the data captured from answer script through ICR and OMR with the data captured from OMR Marks roll sheets.
5. Final data, after all necessary matching and validation, to be handed over to the Institute as per Institute's specification.
6. SP to eradicate all the mismatches, if any, between the attendance data and marks data.
7. All the software required for the scanning, data capture, validation and report will be provided by the SP which should be compatible with the Institute's Examination Processing software.
8. The entire operation is to be carried out from the Institute's office only (Kolkata or Noida).

Destruction

SP should not destroy/tamper any physical documents unless directed by the Institute.

Non-Disclosure Policy

SP needs to sign a NDA (Non-Disclosure Agreement) before starting the job. SP should destroy all the images and data after handing over the same to the Institute. This process will happen in presence of Institute's officials.

Service Provider (SP) Representations

The Service Provider representations to the Institute will be relied on by the Institute in its evaluation of potential vendors. The SP proposal will be attached or incorporated into any, and all, formal agreements between the parties. The Institute will evaluate a Supplier's 'confidence in its ability to perform' based on its willingness to provide the Institute with meaningful contractual assurances and remedies that the Institute may exercise in the event of that Supplier's non-performance

Right to Reject

The Institute reserves the right to reject any tender submission, without reason or cause. Additionally, the Institute reserves the right to stop, at any time, the Tender process or discussions relating to the

RFP process, in part or in whole. Any shortlist derived from this tender process will be based on the evaluation of all responses, across all criteria developed for this Tender.

The short-listed Service Providers will, as solely determined by the Institute, be the best qualified to perform the requested services. Such selection by the Institute shall not impose any obligation on the Institute to award any work to such Service Provider. The Institute reserves all rights to change its requirements at any time.

SLA (Service Level Agreement)

Detailed SLA will be formulated after finalizing the vendor.



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Scanning of OMR Sheet

- OMR sheet scanning to be done by the SP by their own device and software at Institute premises.
- Assigning dummy number to the answer sheet should be an automated process and not to be done manually.
- Phase wise captured data and physical document to be handed over to the examination department personnel according to the existing examination system data structure.

Scanning timeline

Particulars	Timelines	Start Point	Capacity
Scanning and data capturing of answer sheet front page- roll number / subject code / medium/ Barcode of answer script and Part-B MCQ OMR marks capture with QC checking.	7 days	Just after receiving answer sheet from exam center.	4,50,000
Collation of attendance data and matching with answer script scanning data and process the MCQ marks as per answer key	24 Hrs.	From completion of scan and receiving the attendance data	

As the result declaration date is fixed, the bidder has to maintain the timeline so that the results can be declared as per the scheduled date.

Section-3

Documents to be submitted with technical bid:

Interested vendors eligible shall furnish the following documents:

- a. Company Profile / Registration certificate
- b. The service provider must be in its legal existence for a minimum period of 10 years out of which at least 5 years' experience with FIRE EYE process through OMR, OCR based data captured, process marks and matching in examination and result processing related activities.**
- c. The Service Provider must show the proof of ownership of fire eye scanners and to process the result vice versa.
- d. For Scanning, the Tenderer should employ sufficient persons who are technically qualified in the process of scanning & compilation of data.
- e. The bidder must have executed similar post examination assignments for National level Professional Institute for last three consecutive years. Proof must be enclosed with certificates as a proof of its credentials ownership FIRE EYE scanners and satisfactory performance from earlier clients.**
- f. Write up on company's experience as a provider for software solutions, along with qualification and experience.
- g. Audited financial statement / ITR to show turnover in last three years.
- h. Certificate of work undertaken from the agency or department.
- i. GST/ others registration certificate of firm as per Govt. norms.



The Institute of Cost Accountants of India

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- j. Financial bid should be enclosed in a separate sealed envelope.
- k. **Tenderer should have a valid ISO 9001:2015 and/or ISO 270001:2022 certificate in related area.**
- l. List of their clients/customers (with complete name, address of the firms and telephone no. of the contact person therein)
- m. Declaration that the company possess sufficient technical manpower for this kind of project.



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Technical Evaluation Criteria and Points

Sl. No.	Requirements	Details	Points
1	Number of years as registered company	At least 15 years and more	10
		10-15 years	5
2	Existence and ownership of FIRE EYE scanner with experience in OMR bubble capturing	More than 10 years	15
		5 – 10 years	10
		5 years only	5
3	Presence of sufficient technical manpower for such similar projects	More than 15	5
		Less than 15	3
4	Existence of credentials for experience on such projects at National Level Professional Institute in last 3 consecutive years for similar project with the same client yearly at least 5 lakhs answer scripts	2 or more clients	10
		Less than 2 clients	5
5	Presence of valid ISO 9001:2015 and ISO 270001:2022 certificates	Having both certificates	10
		Having any one of these	5
		None of these	0
6	Has a turnover of Rs.10 crore or more per annum (proof to be submitted)	Yes	10
	Has a turnover of Rs.8-10crore per annum (proof to be submitted)	Yes	5
Total			60
The bidder must obtain at least 80% to be considered for further process			

Documents to be compulsorily submitted for assessment:

- Proof of ownership of FIRE EYE scanners (proprietary rights)
- Company Registration Certificate
- Valid ISO 9001:2015
- Valid ISO 270001:2022
- Testimonials of at least two clients (National Level Professional Institutes) for last 3 consecutive years for result processing of examinations.
- Declaration of number of technical manpower for such projects.
- Submitted copies of ITR/audited balance sheet for A.Y 2024-2025, 2023-2024, 2022-2023



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Section-4

Financial Bid (Price Schedule)

- Prices should be quoted in INR inclusive of all taxes, installation charges etc.
- Price should be quoted keeping in consideration that the processing activities will be carried out on-site at the Institute

Scanning, Data Capturing of OMR Answer sheet & Data Processing (including delivery charges)

Sl. No.	Item Name	Quantity (Approx.)	Price Per Unit
1	Scanning and data capturing of answer sheet front page- roll number / subject code / medium/ Barcode of answer script and Part-B MCQ OMR marks capture with QC checking.	4,50,000 per term	
Total Price (Rs. in words)			

Taxes will be charged extra

Note: Quantity may go upward or downward based on appearance of student at the examinations.

- a. Signature of Bidder with seal _____
- b. Name _____
- c. Business address _____
- _____
- d. Tel. No. & Mobile No. _____
- e. Email: _____
- f. Place: _____
- g. Date _____



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Section-5

Selection process:

The Institute will select the service provider as per the following processes:

1. Technical Evaluation from the facts and data mentioned in the Technical Bid.
2. Visit Report of the Institute's team (optional if the Institute deems fit).
3. Presentation given by the prospective service providers to the Institute (optional if the Institute deems fit).
4. Based on the above three, a technical evaluation report will be prepared and Financial Bids will be opened for those who qualify the technical evaluation.

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