



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33-2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Adv Studies/Online Exam/2023-24(2)

08.08.2023

Tender for procurement of services for conduct of Online examinations from home location

The Institute of Cost Accountants of India (Statutory Body under an Act of Parliament) (herein after referred as "Institute") intends to conduct a Computer Based Test for its Advance Studies Level Course from May 2023 onwards. The Institute for the above purpose intends to engage a Professional Agency to provide the respective services.

Process:

The bid shall be submitted in two separate emails namely Technical bid (Annexure -1) and commercial bid (Annexure-2). Proposal is liable to be rejected for the following reasons –

1. Absence of E.M.D of Rs. 5,000/- (Rupee Five Thousand only)
2. Rate quoted are not as per the Prescribed Format. (annexure 2)
3. Incomplete, unsigned, unstamped, illegible or mutilated.
4. Void for ambiguity/uncertainty.
5. Containing incorrect/unsubstantiated information.
6. The Institute may waive any minor informality or no-conformity or irregularity in a Bid, which does not constitute a material deviation. The decisions of the Institute in regard to the deviation being material or not shall be final and binding.

For the EMD, the bidder has to send a demand draft of Rs 5,000/- in favour of 'The Institute of Cost Accountants of India' payable in Kolkata.

DISCLAIMER:

- 1) All information contained in this RFP subsequently provided are in good faith. This RFP is not an agreement or an offer by The Institute of Cost Accountants of India to the prospective applicants 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 and submission of their applications pursuant to this RFP.
- 2) This RFP includes statements, which reflect various assumptions and assessments arrived at by The Institute of Cost Accountants of India in relation to the selection of the agency. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require.
- 3) The Institute of Cost Accountants of India accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP.
- 4) The Institute of Cost Accountants of India may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained



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in this RFP, without assigning any reason or providing any notice and without accepting any liability for the same.

- 5) The issue of this RFP does not imply that The Institute of Cost Accountants of India is bound to select an applicant or to appoint the selected applicant, as the case may be. The Institute of Cost Accountants of India reserves the right to cancel this request for RFP and/ or invite afresh with or without amendments to this request for RFP, without any liability or any obligation for such request for RFP and without assigning any reason. Information provided at this stage is merely indicative.

About the Institute:

The Institute of Cost Accountants of India (erstwhile The Institute of Cost and Works Accountants of India) was first established in 1944 as a registered company under the Companies Act with the objects of promoting, regulating and developing the profession of Cost Accountancy. The Institute of Cost Accountants of India is a premier, dynamic, vibrant professional Institution actively associating itself in the industrial and economic development of the nation. The Institute of Cost Accountants of India set up by an Act of Parliament to develop and regulate the profession of Cost Accountancy in the country. The INSTITUTE OF COST ACCOUNTANTS OF INDIA, as a National Accounting body, is founder member of International Federation of Accountants (IFAC), Confederation of Asian and Pacific Accountants (CAPA) and South Asian Federation of Accountants (SAFA).

Basic Requirements

- TFH (Test from Home) online exam platform with exam application integrated with payment gateway, release of admit card and conduct exam.
- The Contract is to commence from the date of signing the Contract with the Agency and shall continue initially for a period of one year unless it is curtailed or terminated by the Institute owing to deficiency of service, substandard of quality, breach of contract, reduction or cessation of the requirement of work. However, the Contract may be extended for another two years on an annual basis with the same terms and conditions if the Institute is satisfied with the performance of the Agency. The Agency should hand over all the documents in whatever format pertaining to the Institute upon completion/termination of the contract.
- The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Agency/Contractor without the prior written consent of this Institute.
- The Agency will be bound by the details furnished by it to the Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.
- Financial bids of only those bidders who are technically qualified shall be evaluated. At the time of opening of financial bids, the shortlisted bidders may be called at the meeting by the concerned tender committee.
- The agreement can be terminated by either party giving 3 (three) months' notice in advance. If the service provider fails to give three months' notice in writing for termination of the agreement, performance guarantee submitted by the service provider shall be forfeited in favour of the Institute.



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- Institute may ask the documentary evidence in respect of payment of statutory liabilities as and when required to be furnished.
- The quoted rates of offer will be valid for a period of 90 days.
- Before award of contract, all original documents may be checked by the Institute and at that time attested photo copies are required to be furnished.
- The shortlisted vendors may have to make a presentation before the concerned committee before their final selection and signing of the contract.
- The Cost of Tender Document is NIL. The tender document may be downloaded from the website for use.
- Selecting vendor with a suitable Test Engine software along with scientific proctoring tool to conduct of Computer Based Test (CBT) to conduct online examinations for 100 (min.) - 2000 (max.) students per year on monthly/quarterly/bi-annual basis in one/multiple slot(s) in single/multiple days for different courses having one/multiple subjects/modules through TFH (Test from Home) online exam platform.
- In each day there may be 3 sessions / slots of Examinations of 2 hrs. / 3 hrs. duration each. E.g. 11 am – 1 pm; 2 pm – 5 pm. Exams may be continued till 9 pm.
- Examination can be held on multiple days as per the above mentioned slots.
- Vendor should have software application to manual proctors along with scientific systematic AI based auto proctoring tool for auto and manual proctoring, IT Support, etc.
- Vendor should have to conduct online exams in a manual proctored (monitored) as well as auto proctored manner. Vendor has to deploy manpower in 25:1 ratio to proctor and monitor and guide the exam.
- MCQ based question paper having both objective and case studies. There may be certain portion of descriptive questions also.
- Vendor system & manpower should support and provide help to upload the question bank as per their requirement.
- Vendor's exam application system needs to be integrated in the system starting from exam application with payment gateway, uploading of applicant's photo, signature along with a GOVT identity card for exam time validation. System should also host the students' admit card / hall ticket with student's photo with their link based on the clearance received from the Institute.
- Before hosting of the application Institute will provide the bank detail for payment gateway integration along with registered student's details may be on real-time basis to upload the application.
- The application needs to be user friendly to creating mock and actual tests, student authentication facility etc.
- The platform needs to have student authentication facility before start of the examination
- Students can conveniently take the exam from anywhere using laptop / computer, or even mobile phone.
- A normal internet connection should be enough for this exam platform. If the student is not able to appear examination by any technical reason, have to arrange some alternative arrangement.
- System would have the facility to take exam online exam from home of any number of students concurrently, from anywhere. The Institute will provide the list of the students those will appear the examination.
- All users (Institute staff as well as students) should get empathetic tech support as and when required from the vendor on all aspects of taking the exams online.



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- All live examinations should have video recording and system audit trail recording facility to handle RTI issues.
- Vendor system should have the facility to capture match student's ID with Institute application details.
- Exam should be conducted with secure browser after system sanitization. The vendor should ensure the proper software security measures so that nothing untoward happens at the users' end.
- Question paper should be under control of the Institute before starting of the examination.
- Examination will be conducted tentatively on quarterly basis: April, July, October and January during some particular pre-defined dates. If it is bi annual, dates will be tentatively fixed in – October and April.
- The quarterly/bi-annual batch sizes may not be uniform.
- Raw result should be handed over to the Institute after exam is over as per the Institute required format for further processing.
- Institute would provide confirmed exam registration details to vendor 15 days before planned exam date. Students can appear examination with their PC / Laptop or Mobile by using credentials.

Scope of work

1. The Exam will be delivered through secured server hosted in at least Tier III Data Center or above for exam application, admit card release along with TFH (Test from Home) online exam platform software and trained manpower to conduct the CBT on the given time and date.
2. The data center along with the vendor should be ISO 27001 certified for maintaining confidentiality and security for high-stake exam.
3. The vendor should have suitable Test Engine Software for conducting Advanced Studies Course Examination with suitable customization if required.
4. Students will be located anywhere in India along with overseas with remote location.
5. Selected vendor will provide the MOCK Test provision before the examination.
6. Vendor should have the facility to provide the question banks as well.
7. The vendor will also be responsible for providing the services with high element of integrity and confidentiality. The Institute has been maintaining a very high standard in the conduct of its Examination and the Bidder is expected to provide its services without causing any damage to the reputation of the Institute.
8. The vendor would be responsible for assisting the Institute in question bank upload, management, training of users and provide **mock test prior** to actual conduct of exam.
9. The Institute reserves the right to change any date/time mentioned in the schedule above under intimation to all concerned.
10. Any other tasks related to the above.

Volume of work

- The Institute is expecting 100 (minimum) candidates per term to conduct the Advanced Studies Course examinations. Maximum annual requirement may be 2,000 (approx.). Presently, the Board of Advanced Studies & Research is offering 8 Courses and planning to introduce another 4 Courses soon. All the Courses are having single/several modules.



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Phases

The entire examination process shall be divided into the following phases: -

- (a) Pre-Examination Phase.
- (b) Examination Phase
- (c) Post Examination Phase

Pre-Examination Phase

Designing the online examination plan and examination process under consultation with Advance Studies Department, following will be the responsibility of the Bidder:

- The Bidder will provide a SPOC for the project who will be responsible to coordinate & manage the entire project with the Institute
- Selected vendor will provide the MOCK Test provision.
- Vendor should have the facility to provide the question bank.
- Central Test Engine Software should be installed at least Tier III Data Center or above.
- Conduct Trial runs across all user to ensure that all examination parameters match the requirement (1-2 days Prior to Exam date)
- Ensure DR Servers configuration and testing for contingency.
- Provide a detailed Site Readiness Check list Report to the Institute before the actual Examination date.
- Preparing Online Hall ticket
- The Bidder is responsible for the following activities during the Exam day:
 - Server/Network Monitoring during conduct of examination
 - Assist in case of any IT failures to the Institute and students as well.
 - Securing Server Data Pre/Post Examination
 - To prepare and provide documentary manuals for all processes for safe and secure conduct of examination to be followed along with rules for contingency and exception handling/ emergency procedures.
 - Assisting the Institute Staff in uploading the Question bank on the Test Engine Server
 - Provide Mock test facility to candidates via the Institute Website

Test Engine Technical Pre-requisites

The essential Test Engine prerequisites are as follows: -

- The Test Engine Exam Software must be owned by the Bidder (copyright of the Software source code)
- The Software must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster-Recovery
- The Test Engine Software should deliver the exams in a de-centralized (CBT) delivery model
- Should have the capability to deliver exams through a secure browser
- Test Engine Software should support different types of MCQ's along with case studies/Descriptive questions with question and answer option randomization.
- The Bidder should have the required Software authoring tool for the Institute SME's (Subject Matter Experts) to design, develop & Upload the Questions/Question Bank in a secure manner (Encryption 128 bit SSL Based)



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- Software should provide randomized test items & response
- Software should provide summary of every question providing information on, i.e. Questions attempted, Questions yet to be attempted, and Bookmarked Questions etc.
- Software should provide Auto-Save functionality & Auto Submit if exam duration is over
- Software should provide Candidate Photo and signature to be displayed on the screen

Examination Phase

Manpower

The bidder should deploy the following manpower to conduct and monitor exam with scientific automatic and manual remote proctoring tool: -

- (a) Coordinating officer.
- (b) 24 X 7 IT support for the students.
- (c) Invigilators (25:1) to monitor through remote proctoring tool.

Note: The above staff should be proportionate to the No of candidates per venue

- Soft copies of encrypted Question Paper sets will be uploaded 1 Hour prior to the start of examination in prescribed format
- Validate student's ID with register students.
- Strictly monitor with remote invigilator as per ratio through remote scientific proctoring tool.
- To maintain complete log of all activities of candidate during the course of examination to enable complete audit ability of the examination process.
- To obtain feedback from candidates post examination via Online Feed Back Form
- To devise system for monitoring and supervision of exam at designated office via a dashboard.

Post Examination Phase

- To provide the Institute with the Post examinations marks obtained by each candidate in the desired/mutually agreed reporting format.
- To provide documented inputs and support for handling: -
 - Students queries
 - RTI queries
 - Court Cases
- To make available all the required report & data in soft copy to the Institutes Examination section after the whole process has been completed.



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Eligibility Criterion for the Bidder

The bidder should meet the following basic eligibility criterion: -

- Bidder Incorporated in India Under Companies Act 2013. Bidder must be Registered on or Before 01/04/2015.
- The Tenderer/Applicant should not have been blacklisted by any Government/ Government Agency during its entire period of existence. The Tenderer/Applicant shall submit a certificate in this regard.
- The Bidders Annual Turnover for each year of the last 3 years should be above Rs.5 Crores of which a minimum of 50% of the turnover should be from online examination business for each year of last 3 years (Group turnover will not be accepted) (Attach Balance Sheet & P&L Statement)
- Bidder should have experience of conducting Online Examination since last 5 years of operation with experience of handling a minimum of 1000 exams per year at Pan India level for each year in the last 3 years
- Bidder must not be making loss in last 3 years of operations (CA Certified proof of profitability)
- The Online Exam Software must be IPR owned by the Bidder (copyright of the Software source code) (Self Certified letter)
- Bidder should have in-house software development division and an in-house quality assurance and product testing team with a robust quality management processes that are followed to test and certify the system used to conduct the exam
- Bidder should have at least 5 software developers & technical employees on permanent payroll (Attach Certificate from HR – Head of Department)
- Bidder should have at least 5 full-time Test Administrators / Chief invigilators on permanent payroll (Attach Certificate from HR – Head of Department)
- Bidder should provide a minimum of 3 client references where similar examination services have been provided (Attach Client Project Brief & Proof of Project Completion)
- The Bidder should have the following Certifications
 - (a) Information Security Standards ISO/IEC 27001:2005 Certified (Mandatory)
 - (b) ISO 9001:2008 Certified for service delivery of the examination process (Mandatory)
- Should have experience of conducting end-to-end examination process in the Education /Government sector to cover activities like computer based application processing, payment, gateway, admit card upload, question paper setting & computer based test delivery & administration and result processing.
- Should not have been blacklisted by any Firm/Organization/School/Board/University/ Institution or any Government organization and no legal case pending in the court of law against the agency and an undertaking in this regard should be submitted along with the bid.

Important Points for Selection:

- Data Security Measures
- Technical Infrastructure of Tenderer
- Membership of Professional Bodies
- Experience with Government Bodies and Educational Institutes
- Audit Trail of candidate keystrokes during exam



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- Experience of conducting home based online examination with remote proctoring in MCQ mode along with case studies for Universities and Educational Institute.
- Presentation of the Tenderer
- Past feedback regarding performance in conducting online examinations
- Max no of candidates for whom online test conducted concurrently
- Students will be located in anywhere in India along with overseas with remote location
- Selected vendor will provide the MOCK Test provision before the examination
- Vendor should have the facility to provide the question bank
- Past experience with Govt/Educational organization



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SUBMISSION OF REQUIRED DOCUMENTS IN SUPPORT OF ELIGIBILITY:

With response to your RFP hosted on your website, the technical bid of our firm for this assignment is submitted herewith along with the following mandatory documents as mentioned in the RFP documents.

Sr. No.	Documents Need to be Submitted	Whether Submitted (Tick YES/NO)		Relevant Details	Remarks
		YES	NO		
1	Earnest Money Deposit (EMD) Demand draft number	YES	NO		
2	Documentary evidence in support of being a Company registered on or before 01/04/2018 under Companies Act	YES	NO		
3	Documentary evidence in support of having Annual Turnover for each year of the last 3 years should be above Rs.5 Crores of which a minimum of 50% of the turn over should be from online examination business for each year of last 3 years (Group turnover will not be accepted) (Attach Audited Balance Sheet and P&L Statement).	YES	NO		
4	Documentary evidence in support of having experience of conducting online examinations since last 5 years of operation with experience of handling a minimum of 1,000 examinees per year at a Pan India level for each year in the last 3 years.	YES	NO		
5	Documentary evidence in support of having its own Regional Branch Office located in Kolkata at the time of participating in the tender.	YES	NO		
6	Documentary evidence in support of having full-time Test Administrators on permanent (Attach Certificate from HR – Head of Department).	YES	NO		
7	PAN Card-Details should be submitted	YES	NO		
8	GST Registration copy	YES	NO		
9	TIN-Details should be submitted	YES	NO		
10	Documentary evidence in support of having quality certification such as ISO 9001:2015 or equivalent	YES	NO		



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11	Provide a minimum of 3 client references where similar examination services have been provided (Attach Client Project Brief & proof of project Completion	YES	NO		
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Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm:

Address:

Mail Id:

Phone No:

Mobile no:

Company / firm seal:

Confidentiality

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary, Examination related or confidential information relating to the services, agreement or the Institute's operations without the prior consent of the Institute. The legal liability for breach of confidentiality by the bidder and its employees solely lies with the bidder.

Financial terms and conditions

1. Financial Evaluation would be made on lowest (L1) basis on the basis of service charges quoted by the Tenderer/Applicant.
2. In case, tie is observed in the price bid, the applicant with greater experience since commencement of the entity will be considered for the award of contract, if otherwise eligible.
3. Earnest Money amounting to Rs. **5,000/-** (Rupees Five Thousand only) in the form of demand draft in favour of 'The Institute of Cost Accountants of India' payable in Kolkata has to be submitted in envelop



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- no 1. with the technical bid.
4. The EMD of the successful bidder will be converted into security deposit and it would be part of the performance security as mentioned in point no.5 below. The performance security would be retained by the Institute for a minimum period of 6 month (s) after expiry /termination of the contract. The Institute reserves the right to deduct appropriate amount from the security deposited in case of any dispute arising out of the contract.
 5. Performance security in form of Bank guarantee to the extent of Rs. 10,000 from any Commercial Bank has to be provided by the successful tenderer to the Institute on signing of the contract. This Bank guarantee is revocable by the Institute in case of any dispute arising from major deviation from mutually agreed delivery parameters.
 6. If at any point of time during the period of contact, it is observed by the Institute that the service rendered by the Contracting Agency are not to the satisfaction of the Institute or any terms of contract are violated, the Institute reserves the right to terminate the contract with immediate effect without any notice or compensation thereof.
 7. In case of breach of any of terms and conditions mentioned in this tender document or contract, the concerned Committee will have the right to cancel the work order without assigning any reason thereof and to impose penalty to the tune of 50% of the tender value and the security deposit shall also stand forfeited. An agreement between the Institute and the vendor shall be signed in this regard.
 8. The Technical Proposals will, in the first instance, be examined by the INSTITUTE to ascertain fulfillment of eligibility criteria and submission of required documents in support thereof. Bidders who fulfill the eligibility criteria and have submitted all required documents in their Technical Proposal may be invited to make presentations on their Technical Proposal on a date/time to be specified and conveyed by the INSTITUTE. The INSTITUTE / Evaluation Committee may seek clarifications from the bidders and the bidders are expected to respond / provide the information / clarifications within the stipulated time. The failure to provide the information may lead to disqualification of the bidder.
 9. Financial Evaluation would be made on lowest (L1) basis on the basis of service charges quoted by the Tenderer /Applicant.
 10. ONLY TECHNICALLY QUALIFIED BIDDERS CAN PARTICIPATE IN THE FINANCIAL BIDS

Settlement of Dispute

1. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the Agency and The Institute of Cost Accountants of India.
2. This Agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Delhi/Kolkata.



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Submission of Bids

Envelope No. I – TECHNICAL BID:

Seal and signed page of filled in **Annexure-1**. (along with necessary copies of documents) and the demand draft.

Envelope No. II – FINANCIAL BID:

Filled in Financial bid of **Annexure-2**.

The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Financial Bid. These two envelopes need to be sealed super subscribing – Technical Bid & Financial Bid with the name, address and contact number of the Bidder.

Envelope No. III

Then pre-sealed envelope no. I & II need to be inserted in an another envelop i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:

“Tender for procurement of services for conduct of Online examinations from home location” (Bid Reference – LPC/Adv Studies/Online Exam/2023-24(2))

The final envelope (III) has to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 3:00pm, August 29th 2023.

**CONVENER
LOCAL PURCHASE COMMITTEE**



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Annexure -1 (Part – I)

INFORMATION SHEET

(To be filled in and submitted by the Applicant along with copies of documents in support of the information furnished by the applicant)

INFORMATION SHEET			
Sl.	Particulars	Information to be furnished by the Applicant	For use By Institute
1	Name of the Tenderer/Applicant Relation with Company		
2	Address of Head Office/Regd. Office with telephone no. Fax no. E-Mail. etc.	Address: Tel No. with STD code: Fax no. with STD Code: E-mail address: Contact Persons with designation & also Mobile Number (i) (ii)	
3	Address of the other offices/branches with Telephone no. fax no. E -Mail address etc.	Address: Tel No. with STD code: Fax no. with STD Code: E-mail address: Contact Persons with designation: (i) (ii)	



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4	Ownership pattern (i.e. proprietary concern/ Partnership firm / Pvt. Ltd. Co. / Public Ltd Co. etc. (with documentary evidence)		
5	Detailed profile of the organization		
6	Certified copies of all statutory compliance certificates		
7	Professional Tax R C No		
8	Shops & Establishment Registration No.		
9	Income Tax PAN		
10	GST no.		
11	CIN No. In case of limited company		
12	Bank Details		
13	Full-fledged office and infrastructure at Kolkata equipped with all modern		
14	Whether agreeable to at least 45 days' credit payment		
15	Separate self-declaration as to the authenticity of the		
16	Setup Time required		

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm:

Seal of Firm / agency / company:



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Annexure -1 (Part – II)

SELECTION CRITERIA (POINT ALLOCATION) WILL BE AS FOLLOWS:

Sr. No	Eligibility Criteria	Maximum Marks	Parameters	
1	Having experience of conducting end-to-end examination process in the Education /Government sector	10	Having	10
			Not having	0
2	Experience of conducting Online Examination since last 5 years of operation with experience of handling a minimum of 1,000 examinees per year at Pan India level for each year in the last 3 years.	15	Up to 1,000 Candidates	5
			1,001 to 5000 Candidates	10
			Above 5000 Candidates	15
3	Certification	20	CMMi Level 5 in Development	5
			CMMi Level 5 in Services	5
			ISO 20000	3
			ISO 9001	2
			ISO 27001	2
			STQC	3
4	Annual Turnover for each year of the last 3 years should be above Rs.5 Crores of from online examination business for each year of last 3 years	20	Upto 5 Crores	10
			Above Rs.5 Crores to Rs.15 Crores	15
			Above Rs.15 Crores	20
5	Provide a minimum of 3 client references where similar examination services have been provided	10	For 3 clients	5
			For 4 to 6 Clients	7
			Above 6	10
6	Legal Structure	5	Partnership/Proprietary	1
			Private Limited Co	3
			Public Ltd Co	5
7	Security Measures/infrastructure for conducting on- line test.	5	Having	5
			If not having	0
8	The Bidder should be the owner of the application for conducting online examinations and own the complete Source code.	10	Owner of Source Code	10
			License User	5
9	Own Data Center or Data Center with a partner which should be Cert-in, ISO 27001 certified and Tier III	5	Own Data Center	5
			Partner Data Center	2
Total		100		



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Website: www.icmai.in

Local Purchase Committee

**** The minimum score to be obtained is 65 for opening Financial Bid.**

Note:

1. **Self-attested copies of certificates / documents in support of the information provided above are must and shall have to be annexed with the Expression of Interest.**
2. The Institute reserves the right to reject any incomplete application without showing any reason.
3. The Institute reserves the right not to empanel any party even on fulfilling the eligibility criteria or postpone or cancel the process of empanelment or terminate the empanelment of any party at any time for the Institute without assigning any reasons in this regard.

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm:

Seal of Firm / agency / company:



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Annexure -2

FINANCIAL PROPOSAL - STANDARD FORM

Financial Proposal Standard Form shall be used for the preparation of the Financial Proposal according to the instructions provided under Section 2.

Sl. No	Activity	Rate per hour per candidate for the Online Test	
		Particulars	Rs
1	Conducting Computer Based Exams from home location. Rate per hour	Test Fees	
		Add: GST	
		Total	

Declaration: We /our Company have understood the job involved. We agree to all the terms and conditions as indicated in this EOI/Tender Notice. We are not debarred by any other Department of the Institute.

Authorized Signature [In full and initials]	
Name and Title of Signatory	
Name of Firm	
Address	
Mail Id	
Phone No	
Seal of the company / firm	