



INDRAPRASTHA INSTITUTE of
INFORMATION TECHNOLOGY
DELHI

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI (IIIT-DELHI)

(A State University established by Govt. of NCT of Delhi)

**Notice Inviting Tender For Conducting
Post Graduate Computer Science & Engineering Admission Test (PGCAT-IIITD)
On Pan-India Level**

(IIIT-D/Acad./Test/004/2025-26)

Okhla Industrial Estate, Phase III (near Govindpuri Metro Station), New Delhi - 110020, India

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1. INVITATION FOR BIDS

Indraprastha Institute of Information Technology -Delhi (IIITD), a State University created by an Act of Govt. of NCT of Delhi, invites sealed bids for **Conducting Post Graduate Computer Science & Engineering Admission Test (PGCAT-IIITD) on Pan-India Level** (as per specifications mentioned under Scope of Work below) for its campus at Okhla Phase-III New Delhi-110020.

1. An amount of Rs.50,000/- (Fifty thousand Only) towards earnest money (EMD) must be deposited in the form of demand draft in favour of **“IIIT-Delhi Collections”** account, payable at New Delhi. No interest will be paid on the earnest money deposited by the bidder. Tender Document without earnest money will be summarily rejected. EMD is exempted for MSMEs/NSIC registered suppliers
2. The tender document can be downloaded from the Institute's website. Those wishing to get the copy of the document from the Institute may please deposit a non-refundable Tender Document Fee of Rs.1, 180/- (Rupees One Thousand One Hundred Eighty Only) in the form of Demand draft drawn in favour of **IIIT-Delhi Collections"**, payable at New Delhi or may deposit Rs.1, 180/-with the F&A division of the Institute and enclose the receipt with the filled up tender document. The tender fee is exempted for MSMEs/NSIC registered suppliers.
3. The last date for submission of Bid is 4th April 2025 up to 12:00 Noon. The Technical Bids shall be opened on the same day, i.e., on 4th April 2025 at 3.00 P.M. The Tender Document should be addressed to:

**Registrar,
Indraprastha Institute of Information Technology-Delhi
Okhla Phase-III
(Behind Govind Puri Metro Station)
New Delhi-110020.**

The document should be deposited in the Tender Box kept in the Store & Purchase department in Room no. A 108, First Floor, Old Academic Block of the Institute. Bids received after 12:00 Noon will not be accepted or considered under any circumstances.

2. BIDDING PROCEDURE:

1. Bids are invited in Two Bids System, i.e. (1) Technical and (2) Financial.

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for " **Post Graduate Computer Science & Engineering Admission Test** " and Financial Bid for " **Post Graduate Computer Science & Engineering Admission Test** " addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.

2. Sealed quotations shall be received no later than 12.00 Noon on 4th April 2025. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and reasons beyond the Institute's control.

Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on pre scheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later. The EMD is exempted for MSMEs/NSIC registered suppliers.

3. FACT SHEET

| S. No. | Particulars | Details |
|--------|--|---|
| 1. | Tender ID | IIIT-D/Acad./Test/001/2025-26 |
| 2. | Tender date | 25 – 03 - 2025 |
| 3. | Selection Method | Tender will be awarded to the Bidder with the highest score based on the QCBS Evaluation Method |
| 4. | RFP issued by | IIIT-Delhi |
| 5. | Availability of RFP | https://www.iiitd.ac.in/tenders |
| 6. | Tender Cost | Rs.1,000/-+18% GST extra i.e. (Rs. 1,180/-) (Rupees One Thousand one Hundred Eighty only) |
| 7. | EMD | Earnest Money Deposit of Rs.50,000/- only to be submitted in shape of Demand draft drawn in favour of IIIT-Delhi Collections”. |
| 8. | Performance Bank Guarantee (PBG) | Five percent (5%) of contract value within 15 days from the date of the award of the work and PBG should be in favour of “IIIT- D Collections” payable at New Delhi |
| 9. | Nodal Officer for correspondence and Clarification | Sanjana Soni Email: admin-mtech@iiitd.ac.in |
| 10. | Last date of bid submission | 4 – 04- 2025 12.00 Noon |
| 11. | Opening of Technical bid | 4 – 04- 2025 3.00 P.M. |
| 12. | Opening of Financial bid | To be communicated later |

Note: The tender document fee, EMD & Bank Guarantee are exempted for MSMEs/NSIC (Certificate to be submitted for exemption).

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4. INTRODUCTION

4.1. About IIITD and Request for Proposal

Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) was created by an Act of Delhi legislature empowering it to carry out R&D, conduct educational programs, and grant degrees. IIIT-Delhi is accelerating on the path to becoming one of the leading comprehensive research-led teaching institutes in India and has proven to be consistently responsive to the evolving needs of society. The faculty members at IIIT-Delhi are among the finest in the country and are internationally recognized. Carrying out cutting-edge research is part of the institutional DNA of IIIT-Delhi.

Tenders are invited from eligible, reputed and qualified IT Firms with sound technical and financial capabilities for implementation and maintenance of Computer Based System for conducting Post Graduate Computer Science & Engineering Admission Test (PGCAT-IIITD) on Pan-India Level as per the detailed out in the Scope of Work of this RFP Document. This invitation to bid is open to all Bidders meeting the pre-qualification criteria as mentioned in this RFP Document.

5. SCOPE OF THE WORK

5.1. About PGCAT

IIITD administers the Post Graduate Computer Science & Engineering Admission Test (PGCAT-IIITD) Entrance examination specifically designed for both GATE and NON-GATE candidates applying for M.Tech. CSE and M.Tech. Research in CSE. Programs. The PGCAT Exam comprises two segments:

- a. PGCAT-IIITD Part I - Computer-Based Multiple Choice Questions (MCQs) Test
- b. PGCAT-IIITD Part II - Computer-Based Programming Test

5.2. Scope of Work

The Scope of Work would include providing of infrastructure (Human Resources-Machine) for the conduct of entrance examination to the following courses as per the time frame tabulated (Tentative) below:

| S. No | Availability of Prospectus | Month Of Exam | No. of Cities in India (*) | Expected No. of Candidates | No. of Shifts |
|-------|-------------------------------|----------------------|----------------------------|----------------------------|---------------|
| 1. | M.Tech CSE and CSE - Research | Sunday, May 4th 2025 | 9 | 1500 | Two |

5.2.1. PGCAT-IIITD Part-1 & Part-II General Requirements:

- The physically secure and located test Centres.
- Ensuring requisite Computer Lab infrastructure including power backup infrastructure, software, adequate software and Security software for the smooth conduct of the examination
- By deploying technically qualified, experienced, adequate manpower to manage the entire examination process. There should be at least 2 experienced technical persons directly from the agency managing the LAN (Local area network) and 1 experienced person as Centre head at the test center.
- To obtain connectivity and provide Examination center across the India as per the schemes of different Entrance Examination for different courses as tabulated above and manage them as per requirement.
- To develop, host and manage examination web pages for different Entrance Examinations for different courses and other related links.
- To address the security issues- Providing security software and securing the network systems to establish a highly secured and sanitized system for the entire process.
- Verification of the candidate's identity with the Hall ticket
- Invigilation duty in examination hall.
- Identity check with photo ID card (Govt. of India approved) to avoid impersonation.
- Signature of the candidate in the attendance sheet.
- Verification of the signature in the attendance sheet vis-à-vis the signature in the admit card.

- To complete the registration process of the candidates before the start of the examination (digital photo and bio-metric fingerprint capture, etc.) and allow candidates to appear for a test at the Test Centre.
- No books, mobile phones etc. will be allowed inside the center.
- To conduct Computer-Based MCQ Test in a smooth and fair manner in a shortest span of time.
- To authenticate and evaluate the answer responses of the candidates.

5.2.2. PGCAT-IIITD Part-I Specific Requirements:

The PGCAT-IIITD Part-I is a Computer-Based MCQ Test. The below activities are involved in the administration of the test at each test center.

Specific Requirement:

- The duration of PGCAT-IIITD (Part-I) will be 02 hours.
- Supply of stationery to the candidates.
- Allotment of a computer terminal to the candidate on successful verification.
- Candidates can start the terminal with a specific user ID and password.
- Attendance sheets containing the photographs and signatures at each center.

Note: The test center Head, along with at least one technical person per LAN (Server), should be from the bidder's end for each test center.

5.2.3. PGCAT-IIITD Part II Specific Requirements:

The PGCAT-IIITD Part-II is a Computer Based Programming Test. The below activities are involved in the administration of the test at each test center.

Specific Requirement:

- The duration of PGCAT-IIITD (Part-II) will be 40 minutes.
- The programming platform should support the compilation and execution of the C, C++, Java, Python programs.
- Evaluation of test cases should be supported.
- Establishment of the Server and software for test delivery centers.
- Candidate can start the terminal with a specific user ID and password.
- Well, protected from any threats through the firewall.
- Instant connectivity.
- Minimum server configuration must include a parallel online backup server such that the backup.
- The server continues to function normally in the event the first server fails.

5.2.4. Result Declaration

- This module should offer the following features and facilities to carry out the post-examination activities effectively.
- The candidate's result is to be linked with the main database.
- The candidate may be able to see his/her mark by entering the credentials in their respective domain.
- Provide the raw data of the result.

5.2.5. Other Information

5.2.5.1. Transfer and Data Retention Period

The bidder must ensure the handover of all data upon the completion of PGCAT Exam and declaration of result. Additionally, the bidder is obligated to retain this data for a comprehensive period of six months from the date of result declaration.

5.2.5.2. Exam Centre Cities

| State | City |
|----------------|-----------|
| Assam | Guwahati |
| Delhi | Delhi |
| Gujarat | Ahmedabad |
| Karnataka | Bangalore |
| Madhya Pradesh | Bhopal |
| Maharashtra | Pune |
| Telangana | Hyderabad |
| Uttarakhand | Dehradun |
| West Bengal | Kolkata |

5.2.5.3. Minimum System Requirements

| | |
|------------------|---|
| Processor | CPU Speed: 4 core processor with minimum 2.0 Ghz or above |
| RAM | 4 GB or above |
| Operating System | Windows |

5.2.5.4. Manpower Required at Each Exam Centre

| | |
|----------------------------|-----------------------------|
| Test Centre Administrator | 1 (One for each centre) |
| IT Manager | 1 for each 100 candidates |
| IT Support Staff | 2 per 100 candidates |
| Invigilators | 2 per 25 systems or per lab |
| Support Staff | 2 per 100 candidates |
| Security Guard | 2 per 100 candidates |
| Peons/Multi-Purpose Worker | 2 per 100 candidates |

Each Exam Centre with a capacity of 100 + 20 buffer should have the minimum following personnel to be deployed by the bidder. Above requirement should be increased proportionately on the basis of candidates allotted to that center.

5.2.5.5. Service Level Agreement (SLA)

| Title | Date | Responsibility |
|---|------------------------|----------------|
| Last Date and Time of Online Application | Monday, April 14, 2025 | IIIT-Delhi |
| Release Admit Card | Monday, April 21, 2025 | Bidder |
| PGCAT-IIITD Exam for CSE and CSE-Research | Sunday, May 4, 2025 | Bidder |
| Sharing of Result (Raw data) | Sunday, May 4, 2025 | Bidder |
| Sharing of Result (Final) | Monday, May 5, 2025 | Bidder |

1. Support in Release of Admit Cards: The bidder has to support in generation of admit cards & notify applicants via Email & SMS within two days of providing the applicant data by IIIT-Delhi.
2. Sharing the Result: The bidder must share the result raw data on the same days of completion of the PGCAT-IIITD Exam and the final result after a day.
3. The Bidder should designate a dedicated person as a single point of contact, supported by a minimum of three relevant support staff members. A self-certified document confirming this arrangement must be enclosed.

6. Eligibility & Evaluation

6.1. Eligibility/Qualification Criteria

| S.No | Basic Requirement | Specific Requirements | Documents Required | Compliance (Yes/No) |
|------|-------------------|---|---|---------------------|
| 1. | Bidder Entity | Joint ventures or Consortiums are NOT allowed to bid or meet the eligibility criterion. Bidder should bid on their own strength and meet all eligibility criteria. | The bidder is required to furnish a self-declaration on letterhead. | |
| 2. | Legal Entity | The bidder should be registered in India. The registered bidder should be operating in India for a minimum of 5 years with an objective of offering relevant IT solutions and | I. Certificates of incorporation II. Registration Certificates | |

| | | | | |
|----|------------------------------------|---|--|--|
| | | <p>Service that are subject matter of Bid document.</p> <p>The Bidder must provide their firm's registration number along with valid GST and PAN numbers issued by the competent authorities. A self-certified document verifying this information must be provided.</p> | | |
| 3. | Turn Over | The Bidder must have an average annual turnover of Rs. 10 Lakhs in the last three financial years. | Certificate from the Chartered Accountant based on Extracts from the audited Balance sheet and Copy of Profit & Loss Account | |
| 4. | ISO certificate | ISO 9001-2012 or better | Copy of certificate to be submitted | |
| 5. | Bidder's Supply/ Work Experience | <p>The bidder must have successfully executed similar project(s) on all India basis in last 3 financial years. The proof in form of work/contract/satisfactory client report shall be enclosed.</p> <p>Note: Similar nature of work means conduct & processing of CBT online examination.</p> | As per Annexure 5 | |
| 6. | Tax registration | <p>The Bidder should have a registered number of</p> <p>a. GST Registration</p> <p>b. Income Tax/ Pan Number</p> | Copies of relevant(s) Certificates of registration. | |
| 8. | Non-Blacklisting | <p>The bidder should not have been blacklisted in the past by any Govt. Agency. An undertaking to the effect that "the bidder should not have been banned/blacklisted by any Govt. Department, Central Govt. Unit/PSU/Financial Institutions/Court</p> | <p>The bidder is required to furnish a self-declaration on stamp paper.</p> <p>(Format as per Annexure 2)</p> | |
| 9. | Support Center/Office in Delhi/NCR | The bidder must have a full-fledged service and support centre at Delhi/ NCR. The bidder must submit details of their office and also the responsible | The bidder is required to furnish a self-declaration on letterhead. | |

| | | | | |
|--|--|--|--|--|
| | | officer. An independent technical person must support installation and post-maintenance. | | |
|--|--|--|--|--|

6.2. Quality and Cost Based Selection (QCBS)

1. EVALUATION CRITERIA

Introduction:

The following Quality and Cost Based Selection (QCBS) methodology will be employed to evaluate proposals submitted in response to the tender for providing infrastructure and services for the PAN-INDIA PGCAT exam conducted by IIITD.

Evaluation Criteria:

A. Technical Proposal (70%):

- **Proposed Plan for Smooth Exam Conduction:** The proposed plan for smooth exam conduction includes a detailed schedule, logistics arrangements, and contingency measures. It also focuses on identifying potential risks and implementing strategies to mitigate them, along with a robust communication plan to coordinate effectively with IIITD and candidates throughout the entire process.
- **Demonstration of Exam Platform:** The demonstration of the exam platform showcases its features, usability, and interactivity, while also assessing its technical stability, including responsiveness and system performance.
- **Presentation in In-person:** The vendor should present a presentation in the IIIT-Delhi campus. Evaluation of the presenter's ability to effectively demonstrate the proposed exam platform and server architecture, showcasing key features and functionalities.
- **Experience and Expertise:** Vendor's track record and experience in conducting similar exams, especially on a PAN-INDIA scale.

B. Financial Proposal (30%):

- **Reasonableness of Cost:** Evaluation of the proposed cost vis-à-vis the services and infrastructure offered.
- **Value for Money:** Assessment of the cost-effectiveness of the proposal in delivering the required services.
- **Transparency and Accountability:** Clarity and transparency in the cost breakdown and any additional charges.
- **The Financial Bid should be valid for a period of not less than 60 days from the date of opening of Bid.**

2. EVALUATION PROCESS:

- **Initial Screening:** Ensure that all proposals meet the minimum eligibility criteria outlined in this tender document. Disqualify any proposals that fail to meet these criteria.

- **Technical Evaluation:** A technical evaluation committee will assess the technical proposals based on the predefined evaluation criteria. Each criterion will be scored individually, and the cumulative score will determine the technical merit of each proposal.
- **Financial Evaluation:** The financial proposals of technically qualified bidders will be opened and evaluated after the technical evaluation. The financial proposals will be scored based on the reasonableness of cost, value for money, and transparency.
- **Composite Score Calculation:** The composite score for each proposal will be calculated by combining the weighted scores from the technical and financial evaluations. The weightage for the technical proposal will be 70%, and for the financial proposal, it will be 30%.
- **Selection:** The bidder with the highest composite score will be selected for awarding the contract, subject to meeting all other terms and conditions specified in the document.

Important Note:

- IIITD may conduct negotiations with the selected bidder to finalize the terms of the contract.

This QCBS methodology aims to ensure a transparent, fair, and objective evaluation process, ultimately leading to the selection of the most qualified bidder offering the best value proposition for the installation of Biometric/Face Recognition Attendance Recorder machines.

Quality and Cost-Based Selection Criterion

| Technical Evaluation - Total 60 Points | | | | | |
|---|--|---|-------------------|--|--------------------------------------|
| S. No | Particulars | Points System | Max Points | Points Awarded (Not to be filled by the bidder) | Supporting Documents Attached |
| 1. | Proposed Plan for Smooth Exam Conduction | At the presentation time | 10 | | |
| 2. | Demonstration of Exam Platform | At the presentation time | 10 | | |
| 3. | Presentation in In-person | At the presentation time | 10 | | |
| 4. | Experience and Expertise | 5 Years = 10 5-8 years = 20 8 years & more = 30 | 30 | | |
| Technical Evaluation : Total Points Awarded (A) 60 | | | | | |

7. GENERAL TERMS & CONDITIONS

Upon the declaration of an intending vendor to be the Successful Vendor by the Institute, they shall be subject to the following terms and conditions;

1. Upon placing of the Purchase Order (PO), the successful Bidder is required to submit a performance bank guarantee (PBG) equivalent to 5% of the PO value within 15 days from the date of PO, failing which the Bidder shall be notified as blacklisted. The PBG will be valid for a period of 60 days beyond the stipulated date for cessation of the contract, which is co-terminus with the warranty period. No interest is payable on the PBG.
2. PBG should be in favour of "IIIT-Delhi Collections" payable at New Delhi. PBG will be realized by IIIT-D in case of termination of the contract for unsatisfactory performance and/or non-performance of the contract.
3. The bidder is required to appoint a dedicated Single Point of Contact (SPOC) or Project Manager in coordination with IIIT-Delhi. This individual will assume complete responsibility for overseeing and ensuring the successful execution and timely delivery of all project-related tasks and deliverables
4. The offered solution by the bidder should have capability to make changes or customize the offered platform/solution as per IIIT-Delhi requirements.
5. The bidder is responsible for conducting both exams i.e. Entrance and programming test as per scope of work.
6. In the event of the Bidder failing to meet the SLAs, IIIT-Delhi reserves the right to impose fines. A penalty of Rs. 5000/- per day will be levied for the first seven days of breach, and Rs. 8,000/- per day from the 8th day onwards.
7. Suitable emergency management plan toward any crisis situations for server management, node management, additional locations, student/applicant data. In case of failure of the system leading to failure of the examination, the whole examination will be conducted again with cost of the second examination to be borne by the bidder concerned.
8. Ensuring uninterrupted power supply (UPS) is provided to IT infrastructure at every test center, guaranteeing generator availability, and maintaining sufficient air-conditioning in testing laboratories are essential objectives.
9. The bidder should have an in-house quality assurance and product testing professionals with a robust quality management process that are followed to test and certify the system used to conduct the exam. The organization should maintain documented test cases and maintain evidence of successful test execution covering all test cases.
10. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for performance, security, Usability, High availability, Business Continuity and disaster recovery.
11. The bidder is strictly prohibited from disclosing the applicant's database to any third party or individual.
12. The bidder should design a high-performance system and conduct performance tests to verify successful achievement of high concurrency, fast response time, and long stress duration required of the system used to conduct the exam. Results of such performance test should be made available for each major release of the system used to conduct the exam.
13. The bidder should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries and the infrastructure must be

carried out. Results of such security tests should be made available for each major release of the system used to conduct the exam.

14. At any time before the submission of bids, IIIT-Delhi may amend the bid document by issuing an addendum in writing or by standard electronic means.
15. If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by IIIT-Delhi.
16. The successful vendor shall not assign the sub-contract. In case of breach of these conditions, the IIIT-Delhi may serve a notice in writing on the Contractor rescinding the contract.
17. The successful Vendor shall provide the services strictly in accordance with scope of work, technical specifications and as per detailed instructions of the Institute.
18. In all matters of dispute arising on the work, the matter shall be referred to the Director IIIT-Delhi for a decision.
19. **Arbitration Clause:** In the event that the Successful Vendor is not satisfied by the mutual decision of IIIT-Delhi, the dispute shall be settled by arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Delhi and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Delhi. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Vendor and the Institute.
20. **Penalty Clause:** The completion period mentioned in work order shall be strictly observed by the successful vendor and it shall be reckoned within one week of issue of work order. The work shall throughout the stipulated period of the contract be preceded with all the due diligence and if the successful vendor fails to complete the work within the specified period, they shall be liable to pay compensation at the rate of 1% per week subject to a maximum amount of 10 % of the contract amount. The successful vendor shall before commence work prepare a detailed work program which shall be approved by the Institute.

21. Termination Clause:

- a. Without prejudice to any other remedy available to the Institute, in case of default on the part of the vendor in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the vendor commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the contractor, the Institute may terminate this contract by giving a 30 (thirty) days written notice of intended termination to the vendor.
- b. Notwithstanding anything contained herein above, the Institute may

terminate this contract at any time by giving one month's notice to the Contractor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract.

- c. Forthwith on the expiry or earlier termination of this Contract, the vendor shall, return to the Institute all materials and equipment, belonging to the Institute with regard to this Contract. The Institute shall also intimate to the vendor a time when it can collect its equipment stored in the Institute and the vendor shall collect the same. In the event that the vendor does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.
- d. Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the Contractor the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the Contractor.
- e. On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Vendor.

- 22. The selected bidder has to sign an agreement with IIITD on a stamp paper after issue of Purchase/Work order. The agreement is attached Annexure 'Y'

Date:

Signature with company seal

Place:

Annexure 1

The following information must accompany the financial Bid:

| Sr. No. | Item | Information to be filled by Vendor |
|----------------|--|--|
| 1 | Name of the vendor | |
| 2. | Address | |
| 3. | Telephone Number: Office /Residence: Mobile Number: E-Mail address: | |
| 4. | Details of Registration (number & date): | |
| 5. | Month and Year in which the firm /company was formed/ incorporated. | |
| 6. | Type of organization (Sole Proprietor,Partnership, Pvt Ltd., Public Ltd., etc.) | |
| 7. | Enclose copy of partnership deed, Articles of Association or Affidavit (incase of firm) | |
| 8. | Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account) | FY 2021-22 FY 2022-23 FY 2023-24 |
| 9. | NEFT BANK Details | |

I /We hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

(Signature of the Authorized Signatory)

Name:

Office Seal.

Date:

Place:

Annexure 2

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON- DEBARMENT

UNDERTAKING

To,

The Registrar
Indraprastha Institute of Information Technology Delhi
(IIIT-Delhi) Okhla, Phase III (near Govindpuri Metro
Station)
New Delhi, India - 110020.

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 3 years.

For M/s _____
Authorized Signatory

Date:

**To be submitted on company letterhead duly signed and stamped on it.*

Annexure 3

PROFORMA FOR FINANCIAL BID

| S. No. | Details | Qty. | All Inclusive Cost (Please quote in INR only) |
|--------|---|----------------------|---|
| 1 | Conducting PGCAT Exam (As per scope of work) | As per scope of work | |
| | Discount, if any | | |
| | Total Amount Rs. | | |
| | Total Final Cost (in figures) at IIIT Delhi campus Okhla Phase III, New Delhi. The Bidder quote in financial Bid should be INR only. <i>*If any documents are required for availing custom duty exemption, the IIITD will provide the same. Please quote price accordingly.</i> | | |

Please note the price should be quoted for each of the items and should be inclusive of all taxes/charges and installation at IIIT-Delhi.

The discount, if any, should be mentioned herein and nowhere else.

Total Cost (all-inclusive) of quantity mentioned above (in words) at IIIT-Delhi campus:

We accept that the rate quoted above shall remain valid for a period of 60 days from the last date of the tender document, i.e., 60 days from 11th March 2025. It is certified that the rates quoted above are not more than the rates charged from any Central / State Govt. Deptt. / Institution / GeM.

(Signature and Seal of the Bidder)

Annexure 4

ON NON JUDICIAL STAMP PAPER OF RS 100/-

AN AGREEMENT made on _____ day of _____ two thousand Twenty
Four

BETWEEN

(Hereinafter called the contractor, which expression shall include its proprietor, partners, heirs, executors, administrators, legal representatives, successors and assignees) WITH REGISTERED ADDRESS.....of the one part

AND

The REGISTRAR Indraprastha Institute of Information Technology Delhi, Okhla Industrial Area Phase III, New Delhi - 110020 (hereinafter called the IIITD, which expression shall include its successors and assignees) of the other part.

Whereas the IIITD had invited Bids <Please write tender name> ; vide its Bid Document No. _____, which shall be deemed to be a part of this agreement; FOR THE SCOPE OF WORK/SUPPLY

Whereas the contractor submitted its TENDER Bid dated _____, a copy of the price bid, submitted by the contractor, is annexed hereto as Annexure;

Whereas the IIITD has accepted the Bid submitted by the contractor, on the terms and conditions mentioned in the IIITD's said Bid Document and conveyed its acceptance to the contractor; vide its letter No. _____ dated _____, AND ANY OTHER CORRESPONDENCEwhich shall be deemed to be a part of this agreement;

Whereas the contractor is agreeable to the terms and conditions mentioned in the IIITD's said Bid document;

Whereas the contractor undertakes to comply with all relevant laws like Contract Labour (Regulation and Abolition) Act, 1970; Employees' State Insurance and Miscellaneous Provisions Act, 1952; Employees' State Insurance Act, 1948; Minimum Wages Act, 1948; Payment of Bonus Act, 1972; Payment of Wages Act, 1936; Income Tax Act; GST Act etc. and to indemnify the IIITD from the contractor's acts of omission or commission, as regards the compliance with the relevant laws;

Whereas the contractor declares that he/she/it shall own all responsibility for any act of omission or commission, as regards the compliance with the relevant laws;

AND WHEREAS the IIITD is agreeable to make necessary payment to the Contractor, at the rates mentioned in the Annexure annexed hereto and as per the terms and conditions mentioned in the IIITD's said Bid Document;

In WITNESS whereof Shri (name), (designation), the authorized representative of the contractor, for and on behalf of the contractor, has hereunto set his hand and for and on behalf of the IIITD has hereunto set his hand.

(Signature of the authorized representative of the Contractor)

Name and designation of the contractor's representative

In the presence of

1

2

(Signature of witnesses with full name and full address)

Registrar

for and on behalf of the IIITD

In the presence of

1

2

(Signature of witnesses with full name and full address)

Annexure 5

DETAILS OF SIMILAR WORKS EXECUTED FOR COMPUTER BASED EXAMINATION

| Sr. No. | Name of Work/ Project & Location | Owner of sponsoring organization | Total no of candidates | No of Candidates in single shift | Date of commencement as per contract | Actual date of completion | Litigation/ Arbitration pending in progress with details | Name, Designation and Address/telephone number of officer to whom reference may be made | Remarks |
|---------|----------------------------------|----------------------------------|------------------------|----------------------------------|--------------------------------------|---------------------------|--|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |

(Signature of Bidder)