

**DIRECTORATE OF TEACHER EDUCATION AND STATE COUNCIL FOR EDUCATIONAL
RESEARCH AND TRAINING, ODISHA, BHUBANESWAR**

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**TENDER DOCUMENTS COMPRISING OF FOLLOWING DETAILS
TENDERER MUST ENSURE RECEIPT OF ALL DOCUMENTS LISTED BELOW**

Sl. No.	Contents
1.	Tender Notice
2.	Tender Application format for details of the agency (Technical BID)
3.	Technical Bid Format
4.	Scope of work – NTS / NMMS work to be executed (Annexure-A)
5.	Volume of work and schedule of Examination (Annexure-B)
6.	Proforma for Financial BID* (for quoting rate by the firm for NTS / NMMS Examination processes separately (Annexure-C)
7.	Terms and Conditions of NTS / NMMS examination work (Annexure-D)
8.	Check List (Annexure – E)

**DIRECTORATE OF TEACHER EDUCATION AND STATE COUNCIL FOR
EDUCATIONAL RESEARCH AND TRAINING, ODISHA, BHUBANESWAR**

Short Tender Notice for NTS / NMMS Examination, 2020-2021

Tenders are invited from reputed agencies for conducting NTS / NMMS Examination for the year, 2020-2021. The prospective bidders must meet the qualifying criteria mentioned in the technical qualification of the tender. They should have capacity to design, undertake / execute and / or examination process related works as prescribed in the tender document. The agency shall adhere to the schedule of the activities to be performed as per Tender Document.

Schedule of Tenders :

- | | | |
|--|----------|--------------------------------|
| 1. Date of release of tenders | : | 21.10.2020 |
| 2. Last Date for submission of tender | : | 03.11.2020 (04.00 p.m.) |

The Earnest Money of **Rs.1,50,000.00** (*Rupees One Lakh Fifty Thousand only*) in the form of FDR duly pledged in favour of the Director, TE and SCERT / Demand Draft from any Nationalized / scheduled bank of RBI in favour of **Director, TE and SCERT** payable at Odisha, Bhubaneswar along with a copy of all eligibility documents of Technical Bid and Financial Bid with **Rs.1,000.00** (Non-refundable) towards the cost of Tender Paper may be deposited in the Tender Box kept at **Directorate of TE and SCERT, Unit-IV, Gopabandhu Nagar, Bhubaneswar – 751001** in sealed cover or be sent by Speed post / Registered post / Courier, separately superscribed as Technical Bid and Financial Bid **by 04.00 p.m. on 03.11.2020.**

No Tender papers received either by post or by hand after **04.00 p.m. of 03.11.2020** will be entertained.

Date / Time of Pre-Bid Meeting for opening of Technical Bid etc :

- | | | |
|---|----------|--------------------------------|
| ▪ Date / Time opening of Technical Bid | : | 04.11.2020 (11.00 a.m.) |
| ▪ Date of Technical Presentation | : | 04.11.2020 (03.30 p.m.) |
| ▪ Date / Time of Opening of Financial Bid | : | 05.11.2020 (03.30 p.m.) |
| ▪ Award of Contract | : | 05.11.2020 |

Date/Time of Opening of Technical Bids : Technical bids will be opened by the Tender Committee in the presence of tenderers or their authorized representatives, who wish to be present, on **04.11.2020 at 11.00 a.m.** in the Office of the Directorate of TE and SCERT, Unit-IV, Gopabandhu Nagar, Bhubaneswar – 751001.

Date / Time of Opening of Financial Bids : Financial bids of only the successful tenderers i.e. agencies which qualify technical bid, will be opened by the Tender Committee of SCERT in the presence of respective tenderers or their authorized representatives, who

wish to be present, in the Office of the Directorate of TE and SCERT, Unit-IV, Gopabandhu Nagar, Bhubaneswar – 751001 on **05.11.2020 at 03.30 p.m.**

In case of any holiday on the last day for submission of Tender / opening of Technical / Financial Bid, the tenders will be opened on the next working day at the same time, without any further notice.

In case of any queries, the tenderers may contact in the E-mail Id: **(tescertodisha@gmail.com)** / Phone No. & Fax No. (0674) - 2502928 (O) / 2500881.

Detailed terms and conditions can be seen / downloaded from the SCERT website i.e. www.scertodisha.nic.in.

**Director,
TE and SCERT,
Odisha, Bhubaneswar**

DIRECTORATE OF TEACHER EDUCATION AND STATE COUNCIL FOR EDUCATIONAL RESEARCH AND TRAINING, ODISHA, BHUBANESWAR

TERMS AND CONDITIONS OF TENDER FOR NTS / NMMS EXAMINATION, 2020-2021

Tender is invited from the reputed firms having experience of conducting of examination work for professional / technical courses of recognized Boards / Examining Boards / Universities in the area of Preparation and printing of Question Papers as per syllabus, designing and printing of OMR, printing of Roll Sheets, Delivery and Collection of Question Papers other related examination materials in the Examination Centres (to be decided by TE and SCERT), Scanning of OMR sheets and Publication of Results.

The Agency / Firm are required to perform the following assignments.

- Preparation of Questions as per both the syllabuses (Bi-lingual for NTS and NMMS Examination for the languages Odia and English)
- Preparation of OMR (bi-lingual) sheet.
- Printing of Question Papers, OMR and Roll Sheet with Bar Code
- Distribution / Supply and Collection of Question Papers and other examination materials in the Examination Centres (to be decided by TE and SCERT)
- Submission of Answer Key for both NTS and NMMS Examination question papers
- Redressal of Objections received from the candidates.
- Scanning and Valuation of OMR Sheets
- Supply of scanned OMR sheets and Answer Keys
- Submission of Result to TE and SCERT

Approximate number of applicants to appear the Entrance Test (on the basis of last year data) :

▪ NTS	:	21,000
▪ NMMS	:	41,000

The Tenderer should fulfill the following qualifying criteria:

- 1.** Reputed firms having at least 05 years' experience of handling examination work offline using OMR Sheet. The firm must have been awarded work order for any professional / technical courses of recognized Board / Examining board / Universities for at least five year for Offline OMR-based examination as indicated above.
- 2.** Should have experience of handling of more than 50,000 applications processing capabilities in a single Examination system supported with certificate of satisfactory completion of work of similar type done and experience specifically dealing with two such projects of any Central Universities / State Universities / Examination Boards etc. Credentials need to be submitted.
- 3.** Tenderer should have sound technical record to be evaluated by the Technical Committee constituted for the purpose of examination process. The technical evaluation for the bidding firms shall be made on the basis of the quantitative assessment decided by the Technical Committee.
- 4.** Should have sound financial record of average turnover of not less than Rupees 10 Crore per year from examination related services for the last three years and should have a positive net-worth for last three years. This shall be supported by authenticated Balance Sheet and Income and Expenditure Statement. For positive net-worth the organization should have to submit auditor report.

- 5.** Bid is open for any agency from all over India with the condition that agency will be required to execute the task of examination process at TE and SCERT or at any designated place at Bhubaneswar, Odisha.
- 6.** Should have sufficient infrastructure and human resources at his / her own organization as subletting of programming and processing of data related work to other agency is not acceptable.
- 7.** Those agencies which have been blacklisted by any Institution / Board / University during last 03 years will not be eligible for participating in the tender process. An affidavit to this effect must be furnished by the firm along with tender application.
- 8.** Only that Agency will be awarded work order who could prove its credentials as per the requirement of tender document of DTE and SCERT as evidenced by production of original documents with reference to physical infrastructure and human resource as mentioned in tender notice and document to the satisfaction of authority in demand.
- 9.** Since Examination work is a time-bound activity, as such the Director TE and SCERT or his representative can visit the firm to ensure physical verification of infrastructure if needed, prior to award of work.
- 10.** Submission of Tender will imply that the tenderer is agreeable to all the terms and conditions, scope of work and quantum of works mentioned in the Tender documents unless and otherwise specifically agreed to by the Director, TE and SCERT and the successful Tenderer for smooth management of the entire process of examination.

TECHNICAL BID FORMAT

(to be submitted in a separate envelope with all enclosures)

Tender Reference No.....

dated

TABLE HAVING DETAILED PROFILE

1	Name of the Agency (Company / Firm / Proprietorship)			
2.	Status of the Firm (Certificate of incorporation / registration etc. to be enclosed)			
3.	GST Registration No. (GST Clearance Certificate – last year to be submitted)			
4.	Earnest Money of Rs. 1,50,000/-	FDR / DD No.	Dated	Name of the Bank
5.	Turnover of the agency of last 3 years (along with audit report as proof)	Year	Amount	
		2016-2017		
		2017-2018		
		2018-2019		

7. General Profile of the agency (additional page may be used if required)*

Sl. No.	Work executed organization	Year	Volume of Work / No. of Candidate	Relevant certificate at Annexure No. _____

***N.B. :** The Firms are required to enclose authenticated documentary proof*

Profile relating to Offline Examination executed by the Firm Independently :

Sl. No.	Work executed organization	Year	Volume of Work / No. of Candidate	Relevant certificate at Annexure

8. A. Infrastructure (Application No. _____)

(Enclose details of Physical & Human resources)

* Experience of handling of examination work of at least 05 years with proof and certificates from the Examining Board / University / Organization / Institutions with reference to their proficiency of job performance including at least 05 years experience of examination work through OFFLINE OMR-based.

9. Technical Evaluation Criteria (QCBS) Process

Requirement for Technical Presentation (with supportive documents)

Criteria	Basis
Project Experience	<p>I. Relevant Experience in examination Work</p> <p>II. Project under maintenance and support</p> <ul style="list-style-type: none"> ▪ 05 number of projects whose value should be more than Rs.50 Lakhs per project. ▪ Project Value of more than 01 Crore for 02 Projects. ▪ Allocation on reciprocal basis. ▪ Work order with project completion certificate should be provided. <p>III. Project completed under PSU / Central or State Government whose value should be more than 50 Lakhs.</p>
Organization Strength	<ul style="list-style-type: none"> ▪ Turnover ▪ Quality Certification ▪ Team Strength ▪ Infrastructure Operational Unit in India / Odisha ▪ Existence of the Company

Different components for quantitative assessment for Technical Presentation shall be as follows:

1. Quantitative assessment of technical bids shall be of 100 marks. Distribution of total 100 marks shall be made in the following manner.
 - a) 70 marks for examining a bid from technical point of view
 - b) 30 marks for assessing the bidders through their presentation.
2. 70 marks to examine the technical parameter are as follows :

SI No	Parameter	Score
Technical Parameter – 70 Marks		
1	Relevant Experience	10 marks
2	Project under maintenance and support number of project 5 and whose value should be more than Rs.50 Lakhs. Allocation on reciprocal basis :	10 marks
3	Project Completed under PSU / Central or State Government whose value should be more than 50 Lakhs for five projects : 10 marks (02 marks for each project) Project Value of more than 01 Crore for 02 Projects : 05 marks (2.5 marks for each project)	10 marks

4	Turnover: (10-15 Crores – 05 marks), (15-20 crores – 10 marks):	10 marks
5	Quality Certification ISO 9001: 02 marks, ISO 27001 – 03 marks, CMMi 3 or Above – 05 marks	10 marks (maximum)
6	Team Strength (01-50 : 03 mark, 51-100 : 05 marks, 101-200 : 07 Marks, 201-300 – 10 marks) :	10 marks
7	Infrastructure (Operational Unit in Odisha / Bhubaneswar: 02 marks, Existence of the company more than 10 years: 03 marks, More than 05 branches in all over India : 05 marks) :	10 marks
Technical Presentation – 30 Marks		
8	Parameters for 30 marks under presentation are as follows : Functionality : 10 marks Question Paper Development Capability : 05 marks Security Process : 05 marks Resource Deployment Plan : 05 marks Overall Presentation : 05 marks	30 marks
TOTAL		100 Marks

The Technical Committee shall award marks separately at the time of technical presentations by the bidders on the basis of the above decided parameters. Besides, the firms securing 70% and above will only be recommended to participate in the financial bid.

The Commercial bid of those bidders, who qualify in the technical evaluation with a minimum score of 70 out of 100 (Ts), will only be opened. Commercial bids of other bidders will not be opened. The Commercial bids of the technically qualified bidders will only be evaluated. Commercial Bid not in exact proforma or with unclear information shall be rejected.

The Commercial Scores (CS) would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of evaluation based on Quality & Cost parameters, explained in section below.

EVALUATION BASED ON QUALITY AND COST PARAMETERS:

The individual bidder's CS is normalized as per the formula below:

$F_n = F_{min}/F_b * 100$ (rounded off to 2 decimal places) Where,

F_n = Normalized commercial score for the bidder under consideration

F_b = Absolute financial quote for the bidder under consideration

F_{min} = Minimum absolute financial quote

T_w = Technical score weight (0.7)

F_w = Financial score weight (0.3)

T_s = Assigned technical score as per the evaluation criteria given in the table above

Composite Score (CS) = $(T_s * T_w) + (F_n * F_w)$

The service provider with the highest Composite Score (CS) would be invited for award of the contract.

For calculating F_n , only the total price of e-evaluation service mentioned in the Financial Bid format (Annexure D) would be counted.

However, the Council reserves the rights to accept or reject any bidder without assigning any reason thereof.

UNDERTAKING: I do hereby undertake that information furnished above are true and correct. The agency will not sublet any part of aforesaid job to any other agency and will complete the job in time as per activities scheduled and direction of controlling authorities with complete secrecy, failing which the Director, TE and SCERT may decide appropriate penalty on the agency and the same will be binding to the agency as per agreement executed.

Signature of Proprietor/authorized signatory
Name & Designation _____
With stamp of the firm _____

A. SCOPE OF WORK :

LIST OF ACTIVITIES, QUANTUM OF WORK AND SCHEDULE OF ACTIVITIES TO BE PERFORMED BY THE AGENCY FOR CONDUCT OF NTS / NMMS EXAMINATION FOR THE YEAR, 2020-2021

- Each candidate (both for NTS and NMMS) shall appear for 02 papers in two different sittings
- No. of final figure (of each examination) to be appeared shall be made available during 1st week of November, 2020
- Preparation of 01 set bilingual (English and Odia) questions in NTS (both for SAT and MAT) having 100 MCQ questions (with 04 alternatives) each as per the syllabi of Class IX and X (to be supplied by TE and SCERT)
- Preparation of 01 set bi-lingual (English and Odia) questions in NMMS (both for SAT and MAT) having 90 MCQ questions (with 04 alternatives) each as per the syllabi of Class VII and VIII (to be supplied by TE and SCERT)
- Reshuffling (within subject) of each question paper (SAT and MAT) into 04 sets (both for NTS and NMMS examination)
- Preparation of OMR (bi-lingual) sheets (both side) with unique OMR Bar Code.
- Printing of Question Papers, OMR Sheets and Roll Sheets
- Distribution / Supply of Question Booklets, OMR Sheets, Roll Sheet and other examination related materials in the Examination Centres (to be decided by TE and SCERT)
- Collection of OMR Answer Sheets, unused Question Booklets / OMR sheets and other examination materials from the Examination Centres (to be decided by TE and SCERT)
- Submission of Answer Key for both NTS and NMMS Examination question papers to TE and SCERT for availability in the SCERT web-site
- Redressal of Objections on questions and answer key received by TE and SCERT from the candidates (separately for both NTS / NMMS Examination)
- Submission of final Answer Keys (both NTS / NMMS Examination) (Set-wise)
- Scanning and Valuation of OMR Sheets both NTS and NMMS Examination (SAT and MAT)
- Supply of scanned OMR sheets and Answer Keys (softcopy) to TE and SCERT
- Submission of raw Result to TE and SCERT for both the examination (SAT, MAT and Total)
- All the data of the OMR sheets shall be the exclusive / sole property of Directorate of TE and SCERT and needs to be transferred to the Directorate at any point of time in the desired format.
- If the number of candidates applying for the course decreases by 10 to 20 percent than the expected number, the authority reserves the right to negotiate with the selected Firm/Agency regarding the rate.

N.B. : The Firms are required to attach the documentary evidences as per the Check List at Annexure – E.

Note : Director, TE and SCERT reserves the right to add/reduce/curtail/shorten any other activities mentioned above regarding examination process as may be deemed fit.

QUANTUM OF WORK

B. EXAMINATION PROCESS

Quantum of work for NTS and NMMS Examination for the year, 2020-2021:

Approximately 60,000 candidates are likely to apply (both for NTS / NMMS Examination). However exact figure can only be worked out and will be supplied during 1st week of November, 2020.

ANY OTHER UNFORESEEN ACTIVITY RELATING TO EXAMINATION PROCESS ASSIGNED BY CONTROLLING OFFICERS

SCHEDULE OF ACTIVITIES TO BE PERFORMED BY THE AGENCY (may be modified by the Competent Authority)

Sl. No.	Activity	Task List
1.	Preparation of four sets of question Papers (A, B, C, D) and OMR sheets for both the NTS and NMMS Examination (for both papers i.e. SAT and MAT), translation of question in multilingual (Odia and English), the proof readings of the questions and final proof reading, printing of questions are to be ensured under full proof security which is to be confirmed through installation of CCTV Cameras which would also include the packeting of question in required number as per the candidates per examination centres.	To be completed well before.
2.	The questions are to be sent to the Examination Centres (by the concerned Agency) under full confidentiality (with surveillance of CCTV in the vehicles carrying the materials). The secured and well covered and sealed transportation of the questions with arrangement of proper armed security from registered agency shall be the responsibility of the firm / agency.	02 days before the examination date
3.	The receipt of answered OMR sheets, Roll Sheet and other examination related materials are to be ensured by the concerned firm	On the day of examination (within 02 hours after completion)
4.	Consolidation and submission of complete data of candidates appeared, not appeared, Center-wise, examination-wise, paper-wise and consolidated total of all institutes.	Within 5 days after completion of the examination
5.	Submission of used Roll Sheets and other examination related materials	02 days after completion
6.	Supply of Answer Key (examination-wise, paper-wise and set-wise)	02 days after completion
7.	Finalization of objections against the questions by the candidates	07 days from the last date of receipt of objections from TE and SCERT
8.	Scanning of OMR Sheets at Bhubaneswar with CCTV surveillance	10 days after completion of the examination
9.	Submission of result (NTS and NMMS) (candidate-wise, SAT, MAT and Total) as per format to be submitted by TE and SCERT	12 days after completion of the examination

Tender Reference No.....

dated

PROFORMA FOR FINANCIAL BID (FOR QUOTING RATE PER CANDIDATE BY AGENCY)

Keeping in view the volume of work of examination, only one rate per application to be quoted by the firm for NTS and NMMS Examination in the following format for the task detailed given in tender documents (Annexure-A to D)

Rate per application as given below, considering all factors and volume of work for NTS and NMMS examination inclusive of all charges i.e. stationary, question and OMR sheet preparation, its printing, packeting, taxes, transportation charges, services charges / GST as applicable etc. for the NTS / NMMS Examination as per details given in the tender documents.

NTS and NMMS Examination, **Rs..... (Rupees.....)** only per candidate inclusive of all charges i.e. as indicated above, as per details of examination related activities and schedule given in the tender documents. GST @ only shall be charged extra (as per GST norms).

Signature of proprietor/authorized signatory

Name & Designation_____

with stamp of the firm

TERMS AND CONDITIONS FOR OFFLINE EXAMINATION WORK

- 1.** The agency must quote rates for the examination i.e. NTS and NMMS per candidate (inclusive of all charges) indicating applicable Taxes separately, in the prescribed format given in annexure – keeping in view the details of work, time schedule and volume of work and specification etc. given in tender document.
- 2.** The time schedule is required to be adhered to as per requirements of the TE and SCERT and is to be observed strictly as per directions of the Directorate from time to time, as the work of processing of results is highly time bound. In case of any delay in executing time bound assignment in supplying the desired report, on the part of computing agency, (the successful bidder) it shall be liable to pay charges @Rs.10,000/-(Ten Thousand) only per day to the Directorate of TE and SCERT in absence of sufficient and satisfactory reason acceptable to the authority (Director, TE and SCERT).
- 3.** The accuracy and secrecy in the examination processing work is of prime importance and any error is not acceptable. The agency will have to ensure 100% accuracy in scanning & processing of data and declaration of examination results. In case of any error, the computing agency shall be liable to penalty to be decided by the Director, TE and SCERT.
- 4.** In case the computing agency is not able to execute the job in time or to the entire satisfaction of the Directorate, the Director, TE and SCERT may allot the work to any other agency/party. The excess of the payment to be made to new agency shall be payable by defaulting agency along with penalty, if any, imposed by the Director, TE and SCERT.
- 5.** The computing agency to whom the work is allotted will be required to deposit 05 (Five) percent of the total likely amount payable to it as Performance Security (subject to minimum of Rs.1,50,000) in the form of FDR or Demand Draft or in form of bank guarantee drawn from any nationalized bank for the work as a security. This amount shall be liable to be forfeited in whole or part in case of default as per decision of the Director, TE and SCERT, which shall be final (the amount should be deposited by the Firm/Agency at the time of execution of agreement).
- 6.** The computing agency shall have to execute an agreement with the Director, TE and SCERT on non-judicial stamp paper of Rs.100.00 if considered for allotment of work within 7 days of issue of work order.
- 7.** The agency shall be required to undertake full responsibility of the safe custody of documents & data and to maintain secrecy of documents supplied by the Directorate of TE and SCERT. Each documents and data given by the TE and SCERT will have to be kept strictly confidential; and no part of it shall be divulged to any person at any time without written authorization from the Director, TE and SCERT. In case of lapse, the agency will be fully responsible for the consequences.
- 8.** The Directorate of TE and SCERT reserves the right to reject any or all the quotation, to accept rates of any of the agency whether they are lowest or not, without assigning any reason.
- 9.** There should be signature of the party / firm in each page of the documents submitted.

- 10. Dispute of Resolution :** All disputes and differences, whatsoever arising out of these presents or any parts thereof and whether as to the construction thereof or otherwise shall be referred to the courts located at Bhubaneswar, which shall be the courts having jurisdiction to entertain and try the same or can be settled through arbitration.
- 11.** The agency will arrange for collection of input documents/ data from the Directorates office and return the same along with the output reports at the TE and SCERT office.
- 12.** The data received and stored for the purpose shall be considered as the sole property of TE and SCERT and the computing agency will have to supply copy of the updated data file on CD/Pen Drive as and when required by the Director, TE and SCERT. Data shall not be deleted/erased without written permission of the Director, TE and SCERT.
- 13.** Blank EZR stationery for printing of reports will be supplied by the selected computing agency.
- 14.** Only that Agency/Firm will be awarded work order who could prove its credential as per the requirement of the Directorate of TE and SCERT during visit of a committee constituted for the purpose of physical verification of infrastructure and human resource as mentioned in tender notice & document.
- 15.** Top Secrecy shall be maintained for the entire exercise.
- 16.** The Data shall be the sole property of the Directorate of TE and SCERT and it cannot be shared with any third party by the Agency/Firm.
- 17.** The company should have disaster management capabilities.
- 18.** Part work cannot be awarded even if the bids for same are lower than the successful bidder for a particular job.

Though, the expected number of applicants has been assessed on the basis of the previous year's data i.e. 2019-2020, the rates quoted and finalized in the tender process for the current year by the selected firms will not be enhanced if the number of applicants decreases.

19. TERMS/SCHEDULE OF PAYMENT

Directorate of TE and SCERT shall pay to the selected firm the charges based on the total count after receipt of the final result.

- A.** 50% of the total payment based on the total students count within 15 days of submitting the bill by the firm after the conduct of Examination for all courses.
 - B.** Remaining 50% of the total payment after deduction of penalties if any, shall be released after satisfactory performance of completion of examination process and closure of examination after submission of complete records & reports as desired by controlling authorities.
 - C.** The firm will return if there is any savings after completion of process and audit.
- 20. TIMELINE FOR DELIVERY OF THE MILESTONE :** As per Schedule of Activities to be performed by the Agency as per Annexure – B.

21. PERFORMANCE REQUIREMENTS (SLAS)

The purpose of this Service Level Agreement (hereinafter referred to as SLA) to clearly define the performance criteria that shall be adhered to by the bidder for the duration of the project.

If any unsatisfactory performance, the penal up to 10% of the Contract Value / Order Value shall be deducted.

NOTES:

- i.** The Agency is responsible for setting of question paper as per the syllabus and the Agency shall ensure 100% accuracy of all the questions.
- ii.** The errors other than documents errors shall be the responsibility of the computing agency and shall be treated as mistake.
- iii.** The reports will have to prepared as per instructions of the Director, TE and SCERT in the formats given/approved by the TE and SCERT after getting clearance in writing from the Director, TE and SCERT and will have to ensure 100% accuracy.
- iv.** The charge will be paid on the actual number of candidates (as per Roll Sheet)

CHECK LIST

1. Cost of Tender Paper (Demand Draft) of Rs.1,000.00

2. Earnest Money of Rs.1,50,000/-

3. Turn over of the Agency (Audit Report)

2016-2017

2017-2018

2018-2019

4. Networth Audit Report for last three years

5. Technical Bid format (Organizational Profile)

6. Recent GST Clearance Certificate

7. Copy of PAN Card and GST Certificate

8. The Envelope containing Technical and Financial Bids separately shall be superscribed as "Technical Bid" and "Financial Bid" respectively and submitted in one bigger envelope containing both the bids.

Signature of proprietor/authorized signatory

Name & Designation _____

with stamp of the firm