

**NATIONAL INSTITUTE OF IMMUNOLOGY  
ACADEMIC DEPARTMENT  
JNU COMPLEX, ARUNA ASAF ALI MARG  
NEW DELHI-110067**

**NOTICE INVITING TENDER**

**NII/ACAD/1.1.31/Ph.D.ADMN./2019-20**

**6.11.2018**

**Extension of Tender Date vide tender reference number**

**NII/ACAD/1.1.31/Ph.D.ADMN./2019-20 dated 17.10.2018**

Subject: Two bids system (Technical and Price) for inviting tender for co-ordination and conductance of online entrance exam for NII Ph.D programme for the year 2019- 20

**Director NII, New Delhi has decided to extend the important date and time of the above tender as under:-**

**IMPOTANT DATES**

		<b>AS MENTIONED EARLIER</b>	<b>MAY READ AS</b>
<b>S.No.</b>	<b><u>ACITIVITY</u></b>	<b>DATE</b>	<b>DATE</b>
<u>1</u>	<b>LAST DATE TO SUBMIT BID</b>	<b>ON OR BEFORE 5.11.2018 TIME 2.30 PM</b>	<b>ON OR BEFORE 13.11.2018 TIME 2.30 PM</b>
<u>2.</u>	<b><u>Technical Bid Opening Date</u></b>	<b>5.11.2018 at 3.00 PM</b>	<b>13.11.2018 at 3.00 PM</b>
<u>3.</u>	<b><u>Opening of Price Bid</u></b>	<b>Price bid only of technically qualified bidders shall be opened for which date and time to be intimated later.</b>	<b>Price bid only of technically qualified bidders shall be opened for which date and time to be intimated later.</b>

**Last date & Time mentioned at page no. 6 may also be read as date 13.11.2018 time 2.30 PM for last date and time of submit bid.**

**Please note that all those who have already quoted need not submit their bid again.**

**All other contents of the earlier tender shall remain unchanged.**

Ref No.

Date:

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Director  
National Institute of Immunology  
Aruna Asaf Ali Marg  
New Delhi-110067

**Subject: - Submission of Tender for Coordination and conductance of online entrance exam for admission to PhD programme for the year 2019-2020 – Tender enquiry no.NII/ACAD/1.1.31/PhD ADMN/2019-20**  
Dated \_17/10/2018

Dear Sir,

With reference to your above mentioned notice inviting tenders, I/We hereby offer to submit our tender for the subject work for National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067. I/We shall supply the material truly, faithfully and to your entire satisfaction as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards to the quality of work and in case of any dispute; the decision of the Director, National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067 shall be final and binding on me/us.

A Demand Draft/Pay Order No. \_\_\_\_\_ Dated \_\_\_\_\_ drawn on \_\_\_\_\_ intended for the prescribed amount of **Rs.25000- (Rupees Twenty Five Thousands Only)** in favour of Director, National Institute of Immunology, payable at New Delhi is enclosed, as earnest money as per requirement of your tender enquiry.

A Demand Draft/Pay Order No. \_\_\_\_\_ Dated \_\_\_\_\_ drawn on \_\_\_\_\_ intended for the prescribed amount of **Rs1000/- (Rupees One Thousand Only)** in favour of Director, National Institute of Immunology, payable at New Delhi is enclosed, as tender form fee as per requirement of your tender enquiry.

I/We shall have no claim to the refund of earnest money prescribed against this tender in the event of my/our non compliance of the contract, provided such contract is implemented within the period of validity of my/our tender. I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory service/work/violation of any term, or if I/We withdraw my tender at any stage during the period of validity. My/our tender shall remain valid for a period of **90 Days** from the date prescribed for opening of the tender against the above mentioned notice. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (power of attorney attached) is submitted for your favorable consideration. I/We have read the enclosed terms and conditions carefully and have signed the same in token of our absolute and unqualified acceptance.

Thanking you,

Yours faithfully,

Signatures with stamp  
Name of person signed

Place:

Date:

**NATIONAL INSTITUTE OF IMMUNOLOGY  
ACADEMIC DEPARTMENT  
JNU COMPLEX, ARUNA ASAF ALI MARG  
NEW DELHI-110067  
NOTICE INVITING TENDER**

NII/ACAD/1.1.31/Ph.D.ADMN./2019-20

Dated 17.10.2018

**Subject: Two bids system (Technical and Price) for inviting tender for co-ordination and conductance of online entrance exam for NII Ph.D programme for the year 2019-20**

Quotations are invited in two bid system (Technical bid and Price bid) from reputed agencies to enable NII for inviting and processing online application alongwith e-payment of application fees for Ph.D admissions 2019-20, Online Examination result processing etc. The agency must process minimum experience of five years in providing such services to similar academic Institutions/Universities/autonomous body under control of Govt. or other research Institute.

Complete tender enquiry documents can be downloaded from NII website [www.nii.res.in](http://www.nii.res.in). The cost of tender form is Rs. 1000/- payable to Director, National Institute of Immunology New Delhi in the form of bank draft/banker cheque along with technical bid.

Interested parties may send their sealed quotations containing all required technical details, Prices, taxes and duties etc. GST and other taxes may also be mentioned clearly in the price bid. Rates may be quoted for the entire process on a per candidate basis. Schedule of important is as under:-

**IMPOTANT DATES**

<b><u>S.No.</u></b>	<b><u>ACTIVITY</u></b>	<b><u>DATE</u></b>
<b><u>1.</u></b>	<b>Earnest Money Deposit (EMD)</b>	<b>Rs. 25,000/-</b>
<b><u>1</u></b>	<b>Tender Commencement Date</b>	<b>17.10.2018</b>
<b><u>2</u></b>	<b>LAST DATE TO SUBMIT BID</b>	<b>ON OR BEFORE 5.11.2018 TIME 2.30 PM</b>
<b><u>3.</u></b>	<b>Pre-Bid Meeting</b>	<b>31.10.2018 3.00 PM at NII New Delhi</b>
<b><u>4.</u></b>	<b><u>Technical Bid Opening Date</u></b>	<b>5.11.2018 at 3.00 PM</b>
<b><u>5.</u></b>	<b><u>Opening of Price Bid</u></b>	<b>Price bid only of technically qualified bidders shall be opened for which date and time to be intimated later.</b>

EMD: - EMD is exempted to firms registered with NSIC provided a valid registration certificate is furnished with the tender for the similar job/work.

NOTE: (i) The envelope containing bid should be marked **“inviting tender for co-ordination and conductance of online entrance exam for NII Ph.D programme”**

- (ii) Incorrect or misleading information given by the bidder in their tender to wrongfully create circumstances for the acceptance of the tender, Director NII reserves the right to reject such a tender at any stage and appropriate administrative action would be taken by NII.
- (iii) **EMD** will be deposited by the bidders by way of Demand Draft/Banker cheque along-with the technical bids in favour of “Director, National Institute of Immunology” payable at New Delhi. Tender without EMD will be rejected. No interest shall be payable on the EMD. The EMD of unsuccessful bidders will be returned within two months from date of award of job contact to successful bidder. The EMD of the Successful bidder will be returned after successful completion of job assigned.

## SCOPE OF WORK AND ELEGIBILITY CRITERIA

### Invitation for two-bid (technical and price) tender proposals for co-ordination and conductance of online entrance exam for NII PhD programme for the academic year 2019-20

NII is seeking applications from project-management agencies which can coordinate the online entrance exam for Ph.D. admissions on turnkey basis. The work involved is of confidential nature.

The project management agency should have relevant expertise and experience in coordination of online examination across India, in a glitch-free manner.

Agency will be expected to coordinate the activities such as: Placing advertisements in leading national Hindi / English newspapers (suggested dimensions: 15 x 23 cm (w x h) for employment news; 8 x 18 cm (w x h) for TOI and Dainik Jagran) including Employment News and authentic social media platforms, receiving applications and examination fee through appropriate online portals, conduction the Online Exam at multiple centers across India simultaneously, compiling and analyzing the results (geographic, demographic, gender, and category-wise) and sending interview letters to shortlisted candidates.

The NII entrance examination will have a maximum of 100 objective-type questions with multiple-choice answers for a maximum duration of three hours. The examinations should be conducted simultaneously at multiple centers across India.

The Agency should coordinate with NII admission committee at every stage and carry out additional activities as per the requirement in the context of Online Examination.

**Eligibility:** The applicant organization should have

- Established credentials of working with Government of India departments for conducting national level Biotechnology/Life sciences entrance exams.
- Should have a functional office in Delhi with experienced manpower in conducting online tests, irrespective of the location of head office of the agency.
- Should have a minimum five years experience of coordinating complete online national level Biotechnology/Life sciences examination process from advertisement to result declaration.

**Role and responsibilities of applicant organization will be:**

- Advertisement in leading Hindi/English newspapers including Employment News and authentic social media platforms, on all India at DAVP rates to call for applications from interested candidates.
- Development of versatile and robust online portal for inviting applications with payment gateway for payment of application fee by students.
- Inform the date of online examination to all the candidates by e-mail and SMS
- Issue of admit cards to the candidates by e-mail
- Proper encryption of the question paper for the entrance exam for secrecy and confidentiality using state-of-the-art encryption technology.
- Reporting multi-dimensional (geographic, demographic, gender, and category-wise) compiled and analyzed results of online exam to NII within defined timelines
- Sending interview letters to the candidates shortlisted by NII

- To conduct the online examination at national level in at least 30 centres spread across India and ensure smooth administration of the exam.
- The centres should have proper cameras installed
- The centres should have trained invigilators
- The identity of the students appearing for the exam should be verified before the exam
- The centres should be in metros or state capitals and as far as possible within the city limits
- The centres should have facility of safe drinking water and clean washrooms
- The centres should be reserved for the test of NII candidates and not conducted in cyber café type of environment
- The agency/sub-agency conducting the online exam should have at least 10 years of experience in conducting the exams for Government departments and should be CMM Level 5, ISO/IEC 27001:2013, ISO 9001:2015 and Cert-In Certified. Copies of valid and attested certificates should be attached.
- The agency/sub-agency conducting the online exam should own at least 200 centers as well as have its own servers & software for conducting exam. Additionally, it should have a minimum 1000 own employees and a turnover of at least Rs. 50 crores per annum from Computer based exams.
- The agency/sub-agency conducting the online exam should be able to conduct exams at centers if a particular center has been chosen in the options by at least 40 candidates.
- In case if the project management agency employees' sub-agency for conducting the exam, they should provide the name of the sub-agency and all relevant documents fulfilling the above three conditions for the sub-agency.
- The agency/sub-agency conducting the online exam should own the source code of the exam software
- The project management agency should submit UC/SOE at the end of project completions
- The quote should be based on conducting online exam for a minimum of 2000 candidates. If the applications are greater than 2000, charges should be made on pro-rata basis (per application).
- Financial Breakup for all the services (such as per-application charges, management fees, manpower, travel (if any), etc.) should be provided.
- Standard expenditures such as DAVP rates and Government of India discounts for newspaper advertisement will not be considered for price-bid comparisons.

Proposals to be submitted by interested agencies in two separate covers with financial and technical bids on or before 5.11.2018 at 3.00 PM on prescribed format available on NII website to: **The Director, National Institute of Immunology, Aruna Asaf Ali Marg, JNU complex, New Delhi-110067.**

An expert committee would examine the technical bids. Shortlisted agencies would be invited to make a detailed presentation before the expert committee. Based on the evaluation; financial bids of selected agencies would be opened.

Please visit website [www.nii.res.in](http://www.nii.res.in) for complete information and guidelines for submission of proposal. Queries, if any, may be sent by e-mail to [academic@nii.ac.in](mailto:academic@nii.ac.in)

## General Terms and Condition

1. Payment shall be made within 30 days from completion of assignment satisfactorily.
2. The bidder shall keep the bid valid for 90 days from the date of opening of Price Bid.
3. The duration of the project would start from the date of issue of the LOA/work order and till execution of complete work as specified.
4. EMD shall be returned to the unsuccessful bidders within a period of one month from the date of issue of 'work order' to the successful bidder. EMD submitted by the successful bidder shall be returned one week post the submission of performance security . EMD shall be forfeited, if any information or documents furnished by the bidder turns out to be misleading or undue in any material respect. Technical bid proposal shall comprise the following:

**5. Part-I submission- Technical Bid**

- a. Demand Draft for the cost of tender documents.
- b. Demand Draft for EMD
- c. Document and details related to eligibility criteria.
- d. Self attested copy of registration with ROC/Partnership/Small Scale Industries.
- e. Self attested copy of the company profile and agency engaged in the work
- h. Turnover per annum of company and company engaged for the work duly certified by Chartered Accountant.
- l. Affidavit regarding non-debarment by any state/central Govt. of the agencies in the last five years.

**6. PART-II SUBMISSION- FINANCIAL/PRICE BID.**

- a. Price Bid will be separately filled and labelled as per the format at Appendix– P and marked as part II- Financial/Price Bid.
- b. The Price shall be quoted inclusive of all statutory taxes. However GST must also be mentioned separately.
- c. Each page of the technical bid shall be numbered and signed by an authorised Signatory of the bidder, holding the Power of Attorney (the Authorised representative). A copy of POA certified under the hands of a Head of the bidder or a notary public shall accompany the bid.
- d. Late/Delayed Tender shall be rejected outright. The tender shall be submitted in manual mode. Email, FAX mode of tender submission is not

acceptable and shall render the tender liable for rejection without any consideration.

7. It shall be deemed that prior to the submission of the proposal, the bidder has:-

- a. Made a complete and careful examination of terms and conditions/requirement of terms and conditions/requirements and other information as set forth in this tender document;
- b. Received all such relevant information as it has requested from the Director NII.
- c. The Director, NII shall not be liable for any mistake or error or neglect by the bidder in respect of the above.

8. Force Majeure clause as defined in the Indian Contract Act shall be applicable to the resulting contract/assignment.

#### 9. Termination

The Director, NII may terminate the work order by written notice of termination to the agency, to be given after the occurrence of any of the events specified in the following clauses:

- a. If the Agency do not remedy a failure in the performance of their obligation under the work order on immediate basis.
- b. If the Agency become insolvent or bankrupt;
- c. If, as a result of force majeure, the agency is unable to perform a material portion of work for a reasonable period in view of nature of work;
- d. If the Agency submits to the Director NII, a false statement which has a material effect on the rights, obligations or interests of agency.
- e. If the Agency, in the judgement of the Director NII, has engaged in corrupt or fraudulent practices in completing and executing the work order.

#### 10. Settlement of Disputes

**Amicable settlement:** The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this work order or its interpretation, the same shall be resolved mutually through discussion and conciliation but in the event of failure thereof the same shall be referred to as per Arbitration & conciliation Act 1996 (or as amended from time to time). The venue of Arbitration shall be at New Delhi.



11. Fraud and corrupt Practices

The Agency shall refrain from any fraudulent and corrupt practices in order to perform the assigned work using due diligence;

12. The Agency shall provide all need help to candidates in the whole process of admission and examination through specially designated help desk on all days. contact number of help desk officials shall be provided in the admission web portal by the agency to enable candidates to obtain guidance in case of any problem.

13. A Check list is provided as Appendix-C for the bidder to ensure that all required documents of the bidder have provided in the bid.

14. Performa A is enclosed for the bidder to filling and enclosed with Technical Bid for the applicable parameter.

15. Master envelope containing envelope of Technical Bid and Price Bid should be super scribe with "Tender reference number due date, date of opening and description of work".

16. Director, NII reserves the right to cancel the tender / to decide the whole or in part any tender without assigning any reason.

**Appendix-P**

**PRICE BID**

Rate may be quoted assuming minimum 2000 candidates Admission and online examination.

S.No.	Work Description	Price (inclusive of all duties and taxes)	GST	Total Price(inclusive of GST)
1.	Admission advertisement in leading newspapers like Employment News, Times of India (all editions) and Danik Jagran (Hindi) Approx. Size for Employment News (15cm(w)x23cm(H) and Size: 8cm (W)x18cm (H) for TOI and Dainik Jagran			
		Price to be quoted per candidates	GST	Total Price(inclusive of GST)
2	Development of online portal for inviting application with payment gateway Information to candidates for on-line			

	examination, Issue of admit card to candidates, Information to candidates for on-line examination, Issue of admit card to candidates Report of compiled and analyzed results of online exam to NII, Sending Interview letter/emails , Hiring of Sub Agency for the conduct of online examination and so on.			

## CHECK LIST

## APPENDIX-C

S.No	List of Documents	Page Ref. No.	Remarks
1	Tender Document Cost with Technical Bid		
2	EMD (with Technical Bid)		
3	<u>Eligibility</u>		
a)	Established credentials of working with Govt. Department for conducting national level Biotechnology/Life Sciences entrance exams (with Technical Bid)		
b)	Office in Delhi irrespective of head office of the Agency (with Technical Bid)		
e)	Minimum 5 years experience of coordinating complete online national level Biotechnology/Life Sciences examination process for end to end solution (with Technical Bid)		
4	At least 10 years of experience of sub-agency hired for conducting the online exam for Govt. Department (with Technical Bid) ISO27001/2013 self attested valid certificate copy (With Technical Bid)		
5.	Price Bid (Appendix-P) in Price Bid envelope)		

6.	Self Attested copy of Regn. With ROC/Partnership/Small Scale Agency (with Technical Bid)		
7.	Self attested copy of the company profile and sub-agency engaged in the work (with Technical Bid)		
8.	Turnover of the Agency and Sub Agency duly certified by C.A (with Technical Bid)		
9.	Affidavit regarding non-debarment by any state/central govt. of the agency in the last 5 year for the bidder and the sub-agency		
10.	Blank Tender documents duly signed and stamped by the bidder (with Technical Bid)		
11.	Copy of Power of Attorney in favour of Employee of Agency to sign on behalf of firm		

<b>NATIONAL INSTITUTE OF IMMUNOLOGY, New Delhi</b>		
Tender Enquiry Ref No.: NII/ACAD/1.1.31/PhD ADMN/2019-20		<b>Proforma "A"</b>
1	<b>Service/Work NAME</b> (as mentioned in tender enquiry)	Coordination and conductance of online entrance exam for admission to PhD programme for the year 2019-2020
2	<b>Name of the Firm/Manufacturer/Principal</b>	
3	<b>Complete Correspondence Address</b>	
	<b>Write status whether Firm / Manufacturer / Principal / Manufacturer's authorized agent</b>	
	<b>Phone</b>	

	<b>Fax</b>	
	<b>e-mail ID</b>	
4	<b>Factory Address</b> - if manufacturer (In case there is more than one factory, write as Unit-1, Unit-2 so on)	
	<b>Phone</b>	
	<b>Fax</b>	
	<b>e-mail ID</b>	
	<b>CONTACT PERSON (Name &amp; Designation)</b>	
	<b>CONTACT PERSON NO. (MOB.)</b>	
5	<b>Name &amp; Address of authorized Sole Selling Agent/Distributor, if like to incorporate in Rate contract.</b> (As per Annexure-E)	
	<b>Phone</b>	
	<b>Fax</b>	
	<b>e-mail ID</b>	
	<b>CONTACT PERSON (Name &amp; Designation)</b>	
	<b>CONTACT PERSON NO. (MOB.)</b>	
6	<b>Delivery Period</b> (write specifically Day/Week/Month)	
7	<b>Ex-Works Supplies Discount</b> (in case rates invited are on door delivery basis)	
8	<b>Status of the Firm (SMALL/MEDIUM/LARGE SCALE)</b>	
9	<b>Registration with NSIC</b> (Registration No. & date with validity date)	
10	<b>Brand</b> ( Name )	
11	<b>Total turnover for preceding 3 Financial Years</b> (in Rs.)	
12	<b>Warranty/Guarantee</b> (specify as per terms of tender)	
13	<b>Details of your Bank for payment transfer through RTGS/NEFT</b>	To furnish below

i	Contact person name of Firm with Phone, Fax No. & Email ID	
ii	Name of Bank & Branch	
iii	Bank address and contact number	
iv	9 digit code number of Bank and Branch	
v	IFSC code of the Bank branch for fund transfer via RTGS	
vi	Type of Bank Account (Saving, Current or Cash Credit Account)	
vii	Complete Bank Account number as printed in cheque book	
14	<b>Name of Person along with contact no. &amp; email ID authorized by the Firm to sign tender and deal with NII for all post tender activities.</b>	
15	<b>Any other discount offered</b> (at the option of the Firm) - mention details of such discount, if any	
16	<b>GST registration No. &amp; Date</b> (copy of registration to be enclosed with Technical Bid)	
17	<b>PAN No.</b> (copy of PAN to be enclosed with the Technical Bid)	
18	<b>Earnest Money Deposit (EMD) payment details</b> (in case not registered with NSIC - registration should be valid as on the date of tender)	To furnish below
	DD/PO No. & Date	
	Bank Name	
	Amount	
19	<b>Remarks, if any</b>	
	<b>Signature of Authorized signatory &amp; Seal</b>	
	<b>Name of Person signed</b>	
	Place:	
	.	
	Date:	