

Tender Notice

FOR

COMPUTER BASED EXAMINATIONS

of

Baba Farid University of Health Sciences, Faridkot
(Established by Govt. of Punjab vide act no. 18 of 1998)

Fact Sheet

S. No	Particulars	Details
1	EMD	Earnest Money Deposit of (02.Lakhs only) . Demand Draft in favour of Baba Farid University of Health Sciences payable at Faridkot from any of the nationalized scheduled commercial bank
2	Performance Bank Guarantee(PBG)	Bank Guarantee as per the form of DD
3	Nodal Officer for correspondence and Clarification	Joint Registrar BFUHS, Faridkot
4	Last date of bid submission	Proposals must be submitted on or before 28-01-2015
5	Opening of Technical bid	To be communicated later
6	Opening of Financial bid	To be communicated later

Tenders are invited from eligible, reputed, qualified IT Firms with sound technical and financial Capabilities for implementation and maintenance of Computer Based System for Examination/Recruitment Process for Baba Farid University of Health Sciences as detailed out in the Scope of Work of this Tender Document. Bid is open to all Bidders meeting the pre-qualification criteria as mentioned in this Tender Document.

Background Information

Basic Information

- a) Baba Farid University of Health Sciences invites responses (“Proposals”) to this Request for Proposals (“Tender”) from Companies / Agencies (“Bidders”) for selection of “Implementing Agency”.
- b) Proposals must be received not later than the time, date and venue mentioned in the Fact Sheet. Proposals received after the deadline WILL NOT be considered in this procurement process.
- c) Interested bidders are advised to study the Tender document carefully. Submission of response shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.

Project Background

Baba Farid University of Health Sciences intends to implement a system that will manage the recruitment/examination process. The system shall mainly comprise the following activities:

- Preparation of centers for Computer based exam
- Conduct Computer Based Examination
- **Preparation/compilation of Result in category/quota wise**

Scheme of Examination: Examination shall be conducted in Computer Based Mode:

<To be shared by Baba Farid University of Health Sciences>

Salient Features of Online Examination:

- Computer Based Examination (CBE) using Intranet / (LAN) will be **conducted at designated Centres** across Punjab.
- **Entrance/Recruitment examination will be conducted for eligible candidates.**
- Duration of examination will be **three (3) hours**.

Scope of Work

This has been divided into following three broad phases

- Pre- Examination Phase
- Examination Phase
- Post Examination Phase

Note – Following shall be made available by the Baba Farid University of Health Sciences:

- Advertisement regarding the schedule of Examination in reputed newspaper and Baba Farid University of Health Sciences website.
- Soft Copies of encrypted in English Question Paper sets will be provided not before **3** hours prior to the start of examination in prescribed format.
- Decryption key for the question paper shall be provided **2** hour before the start of exam.
- Soft copy of Candidates Application Master Data base having Roll No, Centre No., Photographs, Signature and address
- Soft Copy of Centre Master having Centre No. and Centre Details

Pre Examination Phase

- The Service Provider is expected to draw the examination plan and design the examination processes as follows:
 - Complete Security management processes
 - Physical Security
 - Information Security
 - Server Security
 - Network Security
 - Candidate handling process
 - Mapping of candidates details with Exam Centers
 - Validation and verification of identity
 - **Attendance (photograph and thumb impression) handling**
 - Machine/seat allocation as per rollno's of candidates and handling of security parameters.

- Bulk/individualized SMS
 - Bulk/individualized emails
 - Toll Free/Customer care number for attending queries.
- Any other processes related to conduct of Examination.
- To prepare and provide Standard Operating Procedure (SOP) for all processes for safe and secure conduct of examination along with rules for contingency and exception handling/emergency procedures.
- To provide specifications for Hardware and Software required at all stages of the examination.
 - Application management and issuance of Admit cards
 - Exam Centres
 - Devices and systems to be used for authentication and audit trail mechanisms required for Exam.
- To provide consulting, training and manpower support to handle the entire Examination. The required Hardware, Software, networking including Internet (lease line) shall be installed by Service Provider on lease/rent basis, whose cost would be covered under commercials bid.
- To identify required Exam Centers in each of the cities with minimum capacity of 100+10% reserved i.e. 10 per 100 systems kept as reserve.
- To ensure that Exam Centre has the required suitable Hardware, Software, Internet and LAN connectivity for conducting Examination.
- To ensure UPS facilities and Generator facility at each Exam Centre for un-interrupted power.
- To carry periodic audit at Exam Canters for
 - Hardware, Operating System, Processor Speed, RAM, Network and internet connectivity, Key Boards etc.
 - Software - Screen resolution, bandwidth for internet and LAN connectivity, Browser.
 - Working conditions of UPS and Generator.
- To ensure suitable drinking water and separate toilet facilities both for Boys and Girls
- To provide facility to candidates for mock test through downloadable software within a fortnight of signing the contract. The same facility should also be available online to be run through web server. The mock test should be replica of the examination.
- To provide help to candidates through a call centre (toll free/customer care number) ensuring the service quality 24x7
- To provide the Question Paper Authoring software and train the authorized Baba Farid University of Health Sciences personnel by on Question Paper Authoring and Question Pack Generation

- To host and manage the examination process through intranet based solution at Exam Centers.
- To securely transmit, download, install and implement Question Papers received from Baba Farid University of Health Sciences. The Question Papers installation and implementation shall be as per requirement Baba Farid University of Health Sciences.
- Soft Copies of encrypted Question Paper sets for each centre will be provided not before **3** hours prior to the start of examination in prescribed format. Decryption key for the question paper shall be provided by Baba Farid University of Health Sciences in the **morning (two hour before the examination)** of the examination.
- Checking of original documents and admit card of the candidates at the examination gate. Individual password shall be given to each candidate by the Service Provider at the examination centre after verification of the documents.
- Signature of the candidate in the attendance sheet and Verification of the signature in attendance sheet vis-à-vis the signature in the admit card
- To arrange/provide adequate displays and provide required instructions/ information to the candidates appearing for exam at Exam Centers.
- All pre-examination phase processes shall be carried out in consultation with Baba Farid University of Health Sciences.

Conducting the Computer based Examination

- To provide adequately trained manpower as per the below mentioned ratio:

Each Exam Centre of capacity of 100 & 10 buffer should have the minimum following personnel's to be deployed by the Service Provider;

- i. Exam Centre Administrator – 1 (regular employee of the Service Provider)
- ii. IT Manager – 1 (regular employee of the Service Provider)
- iii. **Invigilators - 1 per 20 systems with a minimum of 1 in a room**
- iv. Support Staff - Minimum 2 per 100 students (Suitability need to be justified with centers) and locations
- v. Security Guards - Minimum 2 per 100 students (Suitability need to be justified with centers)
- vi. Peons - Minimum 2 per 100 students
- vii. **University will provide 2 person at each centre**

The above staff should be increased proportionately on the basis of centre size in terms of nodes for exam.

- The Examination shall be computer based with the questions being provided onscreen on a random basis with multiple choice answers, without any manual intervention.

- Sufficient time of 15-20 minutes shall be allotted for providing orientation to the candidates on the structure of the exam, time limits and guidelines for answering the question papers.
- Computer based exam software should support standard features such as automatic calculation of test score, time left, flag questions for review, navigation to unanswered questions and prompt for submission.

Minimum Candidate System Pre-requisites

Screen Resolution	1024 X 768
RAM	1 GB or Above
Processor	Dual Core or above
Operating System	Windows XP Professional Service Pack 3 or higher
Browser	Internet Explorer 7.0 or above as supported by above Operating Systems
Browser settings	Java Script enabled Pop-up blocker disabled Under 'Settings' of 'Temporary Internet Files', set 'Check for newer versions of stored pages' to 'Every visit to the page' Proxy disabled (Direct Internet) USB disabled, Keyboard disabled during exam after login

Minimum Exam Centre Server Prerequisites

Processor	CPU Speed: 1.5 GHz or above.
RAM	4GB or higher
Screen resolution	1024 X 768
Operating system	Compatible for candidates systems as clients, must meet the performance criteria
Performance Criteria	Must support at least 100 clients without any perceivable degradation in performance. All mouse/key clicks are to be recorded for each client with time stamp for audit purposes. Response time for question/page loading must be less than one second. All responses to be acted upon in real time.

As many servers as needed for a centre must be provided by the Service Provider for assured performance. Additional equivalent and suitable servers for backup and mirror services will need to be provided by the Service Provider.

- While exam may be conducted on local LAN, data of test progress should be transferred to central server every 15 minutes (or as specified by Baba Farid University of Health Sciences) for monitoring purposes. Vendor should provide reports to Baba Farid University of Health Sciences to view the test progress.
- To maintain audit trails of all activities of candidate (click by click) during the course of examination.

- To monitor and supervise Exam Centre activities on monitoring console to be installed by the Service Provider in Baba Farid University of Health Sciences Headquarters. The data should be a real time data to be generated from each Exam Centre during the examination.
- At the end of the exam, transfer/export candidate response and audit trails on secured channel from local server to Central server of the Service Provider within 1 Hour from each exam center.
Other data such as attendance sheet, photograph,seating plan etc (if any) should be sent to Baba Farid University of Health Sciences within 7 days of conclusion of each exam shift.

Post Examination Phase

- To calculate marks obtained by each candidate as per requirement of the Baba Farid University of Health Sciences.
- The candidate's responses, photograph, audit rails should be uploaded automatically from the local server to company own data centre in a secured manner. There should not be any traces of any data pertaining to candidate whatsoever post uploads left on the exam server.
- **(a)**The Service Provider should be able to hand over the raw responses/data to Baba Farid University of Health Sciences immediately (same day) after the candidate's response upload from local exam server. The software should have capability to take the answer key post examination.
- **(b)**The candidate should be able to get the question paper on email id on the same day of the exam. The question paper should be visible in the same sequence/format as it was appeared to the candidate during exam including candidate responses to ensure transparency.
- To provide documented inputs and support for handling
 - Candidates queries
 - Press interaction
 - RTI queries
 - Court Cases

Note:

1. The Service Provider shall have to carry/ demonstrate complete System Test Run (STR) with test data to the Baba Farid University of Health Sciences before implementation the Service Provider should also be able to demonstrate click by click audit trail for any type of enquiry.

2. The Service Provider should also be able to demonstrate Application server logs to capture all errors, warnings and exceptions that are generated in applications along with the time at which they occurred.

Test Data Archiving: Vendor shall archive the result and other examination data for future references after specified time, as per requirement of Baba Farid University of Health Sciences.

Essential Technical Pre-requisite

- The Service Provider will provide a question paper authoring tool which will ensure end-to-end security of the question paper with 128 bit AES encryption, the service provider providing 256 bit AES encryption will be given more weightage.
- All software for question paper authoring, computer based examination, candidate handling etc. must be owned by Service Provider.
- The Service Provider will provide examination delivery software.
- The Service Provider shall provide mock test for candidates to practice and get familiarized with computer based examination.
- The Service Provider shall provide for emailing of exam paper along with attempted answers to each candidate.
- The Service Provider shall ensure the maximum security of processes, infrastructure, servers, networks etc as per the plan drawn in consultation with Baba Farid University of Health Sciences.
- The Service Provider should own the copyright of the source code of the software being used for conducting the exam. The organization should be able to make changes as required in any of the components of the software.
- The Service Provider should own the Primary Data Center with Secondary DC site to for data Security. Both the Data Centers should be located in India in different seismic zones.
- Service Provider's software should be capable of showing multilingual capabilities.
- Software should have the capabilities of displaying the timer and photograph throughout the examination.
- The software should have the capabilities to resume the examination from the same screen in case of any disruption.
- The Service Provider has to ensure that examination software should not have any data based layer on the local exam server. It means there should not be any other software on the server except the examination software.
- The responses of candidate should not be saved on the candidate's machine/computer and should be saved only on the exam server. The candidate should not have any facility to have access to the server during the examination.
- Only employees of the Service Provider duly authorized by the Service Provider should only be authorized to work on the examination server for the conduct of exam.

Eligibility Criteria:

1. The service provider must have conducted at least 3 computer based exams assessing at least 2,50,000 candidates each in a single examination cycle in India covering minimum 90 cities in last 1 year. The bidder which can conduct the examination in minimum number of shifts would be given weightage in technical evaluation.
2. The bidder must have conducted similar entrance examinations in last one year. The bidder must also have assessed at least 25,000 candidates in a single shift for any entrance examination.
3. The bidder should have proven capability to conduct entrance exam (UG, PG and super speciality exams) for reputed medical exam conducting institutes like AIIMS, JIPMER, CMC etc..
4. The bidder must have proven capability to conduct exam for minimum 5000 candidates in one single shift in Punjab.
5. Companies incorporated in India under companies' act 1956 or societies registered in India under society's registration act 1860 or trusts registered in India under Indian trust act.
6. Total turnover generated from services related to Online/Computer Based Examination / online recruitment exams during the last three financial years (as per the last published Income Statement), should be at least Rs. 50 Crores.
7. The Source code of computer based exam software must be owned by the bidder.
8. The bidder must have sufficient technical and administrative employees on roll for conducting the examination. At least one technical employee has to be deployed at every test centre. The list of Email IDs and Employee IDs has to be submitted for all the employees.
9. Bidder should have authorized and globally accepted software certification, CMMI Level 3 for development & services both. Organizations having CMMI Level 5 would be given more weightage in technical evaluation.
10. The bidder should neither have been Debarred and / or blacklisted by any Central/State Govt. Department /Universities/ Educational Institutions/Organization etc. nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law with regards to the works executed by it in the last five years.
11. The bidder must have own Tier III and ISO 27001 certified Primary Data Centre and Secondary DC. Both the DC should be located in different seismic zones in India. The Data Centers must also be Cert in certified as per the Gol guidelines.

Important Instructions

The Service Provider should follow defined Software Change Management processes to manage changes in the software. Such a process would include Change Request Management, Impact Analysis, Change Approval, Change Implementation, Version Control, Version labelling, Testing, OA Certification and Deployment into production.

The Service Provider must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.

The Service Provider should have 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. The organization should maintain documented test cases and maintain evidence of successful test execution covering all test cases. Rigorous testing must be done for major as well as minor and patch releases

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.

The Service Provider 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 tests should be made available for each major release of the system used to conduct the exam.

The Service Provider 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.

Suitable emergency management plan towards any crisis situations/redundancy of servers, nodes additional centre locations, students' data.

The Service Provider should be able to support the entire solution (across INDIA) on a 24 x 7 basis with a maximum response time of 3 hours.

At any time before the submission of bids, Baba Farid University of Health Sciences may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Service Providers and will be binding on them. Service Providers shall acknowledge receipt of all amendments.

If the amendment is substantial, Service Provider(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 Baba Farid University of Health Sciences.

General Information

General Instructions & Instructions to the Bidders

The tender is "Two Bid" document i.e. **“Technical Bids”** and **“Financial Bid”**.

The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD).

The financial bid should contain only commercial. **In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.**

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Tenders made by fax and those received late will not be entertained.

The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head.

The bidder should enclose an Earnest Money Deposit of **Rs. 2,00,000/- only** (Rs. Two Lac Only) in the shape of a Demand Draft, which should be drawn in the favour of **“Registrar, Baba Farid University of Health Sciences, Faridkot”** and payable at **“Faridkot”**.

The tenders without EMD shall be summarily rejected. No exemption for EMD will be entertained, under any circumstances.

The successful bidder shall be required to deposit a performance security, amounting to **Rs. 5,00,000/- only** (Rs. Five Lac Only), within a period of 05 days from the date of the award of the work. However, the EMD amount deposited by the successful bidder will be adjusted against the above said amount of the Performance Security.

The EMD of the unsuccessful bidders shall be returned (without interest) after award of work to the successful bidder.

The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document.

Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be

mentioned. The Baba Farid University of Health Sciences may also independently seek information regarding the performance from the clients.

The Service Provider is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the Baba Farid University of Health Sciences calls it for.

Even though bidder may satisfy the qualifying criteria, it is liable for disqualification if it has record of poor performance or not able to understand the scope of work etc.

Prospective bidders may seek clarification regarding the project and/ or the requirements for prequalification, in writing through mail within a reasonable time from the **Joint Registrar, Baba Farid University of Health Sciences, Faridkot (Punjab)**.

The tender document has to be downloaded from Baba Farid University of Health Sciences web site www.bfuhs.ac.in and submitted along with a **Tender Document Fee** {Non- Refundable} of **Rs. 2,000/- only** (Rs. Two Thousand Only) in form of a demand draft in favor of **“Registrar, Baba Farid University of Health Sciences, Faridkot”** and Payable at **“Faridkot”**.

There is no exemption from payment of **Tender Document Fee** and tenders without the requisite **Tender Document Fee** shall not be accepted.

The **Tender Document Fee** will not be refunded to the party or any to other party/ individual, under any circumstances.

The **TECHNICAL BID** and **FINANCIAL BID** should be kept separately in sealed envelopes and both these envelopes should be kept in one envelope super scribing **“Tender for Computer Based Exam Delivery, Administration and Processing”** for Entrance Test/Recruitment Examination in Baba Farid University of Health Sciences, Faridkot so as to submit to the Registrar, Baba Farid University of Health Sciences, Faridkot on or before 28-01-2015 upto 2.30 p.m.

Tender documents received after the prescribed date and time will not be accepted. The technical bid shall be opened on same day at 3.00 p.m. in the Conference Room of the Hon’ble Vice Chancellor, in presence of bidders who may like to be present. However, the Persons keen to attend the process of tender opening event, will have an authorization letter from the agency.

All disputes arising shall be subject to the jurisdiction of appropriate court of Faridkot (India) alone and shall be governed by the law of India.

The Registrar, Baba Farid University of Health Sciences, Faridkot (Punjab) reserves right to award the work/cancel the award without assigning any reason. In case of disputes, if any, the decision of the **The Registrar, Baba Farid University of Health Sciences, Faridkot (Punjab)** shall be final and binding upon the bidder/ party/ agency.

The work can be awarded to one or more agencies if need arises. Initially the contract will be for **One Year** and may be extended for One more year or other term depending upon successful completion of the job and performance review.

The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made and the successful bidder has to sign an agreement on non-judicial stamp paper of appropriate value, which shall contain clause related to liquidated damages on account of delays, errors, cost and time over runs etc. In case the bidder fails to execute the contract, the Baba Farid University of Health Sciences, Faridkot shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case found otherwise, their bid is liable to be rejected.

Any disputes arising out of this tender will be subject to the courts in Faridkot only

Even though bidders may satisfy the above requirements, they may be disqualified if they have:

- Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
- Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
- If confidential inquiry reveals facts contrary to the information provided by the bidder.
- If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
- If bidder is engaged in any activity which can influence the conduct of exam such as conducting of coaching classes etc.
- The Baba Farid University of Health Sciences has right to cancel or modify the tender.

The technical bid shall consist of –

- Technical information as desired in prescribed format.
- The financial information as per Annexure –I
- The details of experience of similar works as per Annexure – II
- Organizational Structure and information as per Annexure III
- Technical and Administrative manpower available for this work as per Annexure IV
- Physical Infrastructure such as availability of Exam Centres, technology, hardware, software etc as desired and scope of work under Section II.
- EMD and tender fees.

Appointment of Successful Bidder

Award Criteria

Baba Farid University of Health Sciences will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid as per the process outlined above.

Right to Accept Any Proposal and To Reject Any or All Proposal(s)

Baba Farid University of Health Sciences reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Baba Farid University of Health Sciences action.

Notification of Award

Prior to the expiration of the validity period, Baba Farid University of Health Sciences will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, Baba Farid University of Health Sciences may request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidders furnishing of Performance Bank Guarantee, Baba Farid University of Health Sciences will notify each unsuccessful bidder and return their EMD. The EMD of successful bidder shall be returned only after furnishing of Performance Bank Guarantee and signing of Contract.

Performance Guarantee

Baba Farid University of Health Sciences will require the selected bidder to provide an irrevocable, unconditional Performance Bank Guarantee within 15 days from the Notification of award, for a value equivalent to 10% of the total cost. The Performance Guarantee should be valid for a period of 38 months. The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, Baba Farid University of Health Sciences at its discretion may cancel the order placed on the selected bidder without giving any notice. Baba Farid University of Health Sciences shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or Baba Farid University of Health Sciences incurs any loss due to Vendors negligence in carrying out the project implementation as per the agreed terms & conditions.

Signing of Contract

After Baba Farid University of Health Sciences notifies the successful bidder that its proposal has been accepted, Baba Farid University of Health Sciences shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between Baba Farid University of Health Sciences and the successful bidder. The Service Level Agreement shall be the part of Legal Agreement/contract.

Time Frame

The successful bidder would be required to make the system up and operational within a period of **10 Days** from the date of signing of Contract.

Information security and data privacy

The successful bidder will be responsible for providing secure systems. The successful bidder is expected to adhere to Information Security Management procedures as per acceptable standards with best practices.

The vendor shall be responsible for guarding the Systems against virus, malware, spyware and spam infections using the latest Antivirus corporate/Enterprise edition suites which include anti-malware, anti-spyware and anti-spam solution for the entire system. The vendor shall have to maintain strict privacy and confidentiality of all the data it gets access to.

PAYMENT SCHEDULES

100% of the payment will be done immediately after sharing the reports/entrance test data in required format and completion of work. This has to be done as per the amount quoted by the bidder in financial bid.

FRAUD AND CORRUPT PRACTICES

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this Tender, Baba Farid University of Health Sciences shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, Baba Farid University of Health Sciences shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the Tender, including consideration and evaluation of such Bidder's Proposal.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

_ "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of Baba Farid University of Health Sciences who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of Baba Farid University of Health Sciences, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of Baba Farid University of Health Sciences in relation to any matter concerning the Project;

_ "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

_ "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;

_ “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by Baba Farid University of Health Sciences with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

_ “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

FORCE MAJEURE

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or Baba Farid University of Health Sciences as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The bidder or Baba Farid University of Health Sciences shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond **10** days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

ANNEXURE- I

FINANCIAL INFORMATION

Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the Service Provider to the Income-Tax Department (copies to be attached).

S. No.	Details	(1) 2014-15	(4) 2013-14	(5) 2012-13
i)	Gross annual turnover similar works.			
ii)	Profit/Loss			
iii)	Financial Position: <ul style="list-style-type: none">• Cash• Current Assets• Current Liabilities• Working Capital (b-c)• Current Ratio: Current Assets/Current Liabilities (b/c)			

- Up to date Income Tax Clearance Certificate.

- Financial arrangements for carrying out the proposed work.

Note: Attach additional sheets, if necessary.

Date_____

(Signature of Bidder)

With Stamp

ANNEXURE- II

DETAILS OF SIMILAR WORKS EXECUTED

S N	Name of Work/ Project & Location	Owner of sponsoring organization	Cost of Work (in lakhs/ crores)	Date of commence ment as per contract	Stipulated date of completion	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

(Signature of Bidder)

Date_____

With Stamp

ANNEXURE – III
STRUCTURE OF THE ORGANIZATION

1. Name and address of Service Provider:
2. Telephone No./Fax No./Email address :
3. Legal status (Attach copies of original document defining the legal statues).
 - a) An Individual/ Consortium :
 - b) A Proprietary/Partnership agency :
 - c) A Trust :
 - d) A Limited Company or Corporation :
4. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
 1. Registration Number :
 2. Organization/Place of registration :
 3. Date of validity :
5. Name and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work.
7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.
8. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time? If so, give details.
9. Area of specialization and Interest
10. Any other information considered necessary but not included above.

ANNEXURE - IV

DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

SN	Designation	Total number of employees in that category	Number available for this work	Name	Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

(Signature of Bidder)

Date:- _____

With Stamp

FINANCIAL BID

(In the bidder's letter head)

(In Indian Rupees)

Candidates Strength Range	Per Candidate (in figure)	Per Candidate (In words)
Per candidate* charges including manpower, services, project management cost, professional fees etc.		

The rates quoted shall be exclusive of duties and taxes.

Date

(Signature of Bidder)

Name: _____

Designation _____

Address _____

Contact No. _____

With stamp