



FACT RFQ/DGM-HR-ONLINE TEST/2018 dated 6.1.2018

Annexure - A

INFORMATION ON BIDDER'S ORGANISATION

PART A: ORGANIZATION PROFILE

FACT reserves the right to verify the information given as per the format and enclosures. It is the responsibility of the bidder to give full details asked for as per this format for evaluating his bid as per this Enquiry. Any misrepresentation of facts and withholding of information may result in disqualification.

1.1 Name of the Bidder:

1.2 Address:

1.3 Address of Cochin Office:

Phone No: Mobile phone No.

1.4 Name /Designation of contact person

Telephone No: Fax No:

Mobile phone No:

1.5. Constitution (Please tick):

Individual/ Proprietary / Partnership / Private Limited /Public Limited etc.

1.6. Date of Registration (Attach copy of Registration Certificate/Partnership deed), if any.

2.0 Name of Chief Executive Officer , Address ,email :

3. List of offices/Centres/Field Units etc. (use extra sheets if necessary)in India to be shown as per given format:

S. No.	Name of City/State	Name of Contact Person, Address, Telephone, Fax, E-mail Address	No. of Staff available/deputed including field staff	Infrastructural facilities available as relevant to examination processing services (in brief)
1.				
2.				
3.				

Note:

i) Please add columns as per requirement.

ii) Do you have office in Kochi. If not, what do you propose for smooth execution immediately when work is assigned to Service Provider.

4. Have you ever been blacklisted by any Government Departments, Public Sector, Quasi Government Undertaking.
5. Any other details (if desired to be submitted by organization).

Short notes/tables on:

- i) About Professional Service Provider/ organization/Firm
- ii) Its Set-up
- iii) When it was established (With Proof)
- iv) Years of Experience
- v) List of clients
- vi) Range of Services provided/able to provide as relevant to online examination processing services.
- vii) BIS/ISO Certifications (if any)
- viii) Whether under liquidation, court receivership or similar proceedings?
Give details.

PART B: EXPERIENCE OF FIVE YEARS IN ONLINE EXAMINATION DELIVERY

1. The bidding Service Provider must show the relevant experience of five years 2016-17, 2015-16, 2014-15 , 2013-14 and 2012-13 with supporting documents viz. self-attested copies of letters of Award and completion from the clients ,other documents to prove execution as per following format:

Details of 'End-to-end solution for Online Examination Processing Services' for the last three years:

(a) Name of the Project and client: _____

S. No.	Nature/type of assignment and number of candidates	Value of Work order (Rs.)	Date of Commencement & Completion	Whether proof enclosed (Yes/No)

(b) Name of the Project and client: _____

S. No.	Nature/type of assignment and number of candidates	Value of Work order (Rs.)	Date of Commencement & Completion	Whether proof enclosed (Yes/No)

Note:

i) Add table for other projects, if applicable.

ii) If related proof of experience is not enclosed, it will be presumed that organization has no experience in undertaking the work as per details given above.

iii) If there has been any retest required due to problems in the online test, it may be specifically mentioned in each case.

- 2) Any other details (if desired to be submitted by Bidding Service Provider) - Please add separate sheets, if needed.
- 3) A brief write-up on the methodology to be adopted by Bidding Service Provider for execution of the work under reference.

PART C: FINANCIAL DATA

1. INCOME & TURNOVER FOR THE PREVIOUS THREE YEARS.

S. No.	Financial Year	Total Income/ Turnover (Rs.)	Income/ Turnover on account of Examination processing Services(Rs.)
1.	2014-15		
2.	2015-16		
3.	2016-17		

Note: The above turnover statement must be supported with relevant proof, e.g.,

- i) Copies of the audited Balance Sheet and Profit & Loss A/c or Income & Expenditure A/c duly audited by Chartered Accountant.
- ii) Any other proof as deemed appropriate viz. Auditor's Report, ITR copies etc.
- iii) The turnover should be in the name of professional Service Provider/firm only and not of the Group Company. In case of any variation on the turnover of the Group, the same will not be considered unless and until documentary proof are attached with the application for prequalification showing the arrangements made in this regard for consideration of application for prequalification.

2. Financial Worthiness:

i) Name, Address & Tel. Nos. of Bank with which the Bidder has financial dealings:

ii) Details of credit limits/ facilities enjoyed.(Please submit Certificate from the Bank)

Sl.No	Name of the Bank	Type of credit (i.e C/C, O/D etc.)	Amount of Credit Limit Sanctioned Rs.
1			
2			

- iii) Copy of "Permanent Account Number" (PAN) Card.
- iv) Copy of GST registration.
- iv) Copy of latest Income tax return filed by Bidder for the previous assessment year.

PART D: DETAILS OF THE KEY PROFESSIONALS.

List and brief details of Professionals in rolls or associated with experience in similar activities.

S. No.	Name of the Key Professionals	Educational Qualification	No. of Project of similar nature	Brief Experience (*)

Note: (*) CV may also be enclosed.

DECLARATION

I/We hereby declare that the particulars furnished in Part A, B, C and D above are true to the best of my/our knowledge and belief. I/we hereby agree that FACT shall have the right to visit my/our office/works to satisfy themselves that the particulars furnished above are correct and I/we shall furnish any additional information/documents that may be required by FACT. I/we understand that suppression of any facts/furnishing false information shall render us liable for disqualification.

Date:

Name of Bidder:

Place

Signature of Bidder:

(Seal)

Annexure-B

To

Date:

The Fertilisers And Chemicals Travancore Limited
Udyogamandal-683501

Dear Sir,

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We further confirm that, we have not been blacklisted or kept under holiday by any Public Sector Undertaking / Government Organization / FACT Limited.

We agree that if anything contrary to the above is noticed in future, our Bid /Contract may be rejected / terminated, without prejudice to other recourses available to FACT as per the RFQ referred below and as per law.

_____ Signature of Authorized Signatory:
Place:

Date: Name : _____

Designation : _____

Seal : _____

RFQ No. : FACT RFQ/DGM-HR-ONLINE TEST/2018 dated 6.1.2018

Bid No. & Date : _____



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Annexure – C

Bidder`s Technical Information Sheet

Sr. No.	Description	Yes / No	Mention Supporting Facts / Details
1	Details of EMD : (DD number __ Bank; UTR number) _____ Amount _____		
2	ISO 27001 (Former BS 7799-2) Certification for Online Test Confidentiality		
3	Whether you have developed qualifying online test modules (If yes, attach copy of Work Order)		
4	Whether you have administered the online test modules at All India Level including setting up of the exam centres at various locations (If yes, attach copy of Work Order)		
5	Whether the IT infrastructure where web servers, file/application server and database server hosted owned by bidder.		
6	Whether any comprehensive third party audit (As per requirement of ISO 27001 or equivalent and IT act 2000 and further amendments) has been carried out for IT Infrastructure where the Web application / Online test Software are to be hosted.		
7	Where the IT setup and process used to support the online recruitment / testing is certified for ISO9001 or ISTM 20000 or equivalent.		
8	Where Application Security testing was carried out for Web Application / Online test software.		

9	Whether audit trails are being captured in the Web Application and Test Software.		
10	Whether the mechanisms are in place to ensure safety and security (VPN, Secure browser tool, other mechanisms etc.) of data during		
11	Whether sufficient features are provided in application for authentication of users.		
12	Whether Business continuity/Disaster recovery setup is in place.		
13	Whether mechanism is available for collecting fees online through payment gateway using credit cards/ debit cards / online transactions etc.		
14	Whether mass e-mailing and or SMS feature is available for information dissemination.		
15	Whether the Service Provider has successfully conducted at least three online tests for recruitment for any Govt. Department or Public Sector Undertakings/ large - organization during the last five financial Years 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17 involving 5000 or more candidates each. Completion certificate / other documents evidencing completion is required to be enclosed for each of the online test.		
16	Whether the Service Provider has been empaneled by or entered into any agreement with any Government Department / Public Sector Undertaking for Online test for recruitment.		

Note: In response to every item (Sr. No. 1 to 16) appropriate details should be provided in last column. Additional sheets can be used, if required.

The copies of documentary evidence (wherever applicable) in support of the above are enclosed.

List of enclosures: 1.
2.

Signature of the authorized representative of the bidder

Name & address

Date

Company seal



BID ABSTRACT SHEET

Annexure-D

COMMERCIAL TERMS AND CONDITIONS			
KINDLY FILL THIS SHEET AND PUT IT IN THE UNPRICED COMMERCIAL BID			
RFQ NO.: FACT RFQ/DGM- HR-ONLINE TEST/2018 dated 6.1.2018		BIDDER'S NAME:	
QUOTATION NO.:			
SR. NO.	DESCRIPTION	COMMENTS	
1	EMD RS. 1,00,000/- SUBMITTED?	YES	NO
	DD /UTR no.:	DRAWN ON	BRANCH
2	Bid valid for 120 days from the Bid opening date	YES	NO
3	Scope of Work as defined in the RFQ Document	AGREED	DISAGREED
4	Submission of security deposit for 5% of contract value in the form of DD or bank guarantee in prescribed format,valid till (contractual completion period+6 months)	AGREED	DISAGREED
5	Price reduction clause for late delivery as mentioned at clause mm of Section 3 (Instructions to Bidders and Terms)	AGREED	DISAGREED
6	Whether all-inclusive rate is quoted and FACT 's payment terms agreed as mentioned in the RFQ document {clause (bb) of Section 3	AGREED	DISAGREED
7	Whether price shall remain firm throughout contract period and for recruitment cycles confirmed during one year from issue of Work Order?	YES	NO
8	Completion Period: completion period as mentioned at Clause mm of Section 3 and 1.1.4,1.2.3,1.3.1 & 1.4.1 of Section 5.	AGREED	DISAGREED
9	Any variation in GST or related statutory levies applicable on the quoted rate, after bid due date and within the contractual period shall be to FACT 's account and beyond that it shall be to Service Provider's account. However, any decrease shall be to FACT `s account. Variations in any other taxes/levies shall not be to FACT `s account.	AGREED	DISAGREED
10	Confirmed that the offer is in total conformity with the terms & conditions as specified in the RFQ.	YES	NO
11	Deviations if any given in the format as per Annexure E	YES	NO
12	Applicable rate of GST %		
13	Whether bank details for electronic payment are furnished as per Annexure G	YES	NO
	Date	Signature with seal	

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Annexure E

Format for Exceptions/Deviations

Name of Bidder :

RFQ No.FACT RFQ/DGM-HR-ONLINE TEST/2018 dated 6.1.2018

Quotation No. : _____

(Bidder is required to comply with the requirements of the Bid Document, and not to stipulate any exceptions or deviation. In case it is unavoidable, Bidder may stipulate exceptions and deviations to bid requirements only as per the format below. FACT reserves the right to apply suitable loading on quoted price in case of deviations) In case of no exceptions/deviations, "NIL" shall be indicated in the table below)

We state that our Quotation No _____ is in full compliance with the documents issued vide RFQ No _____ except for the deviations listed below.

SL. NO.	RFQ DOCUMENT REFERENCE			SUBJECT	DEVIATION
	SECTION /ANNEXURE	PAGE NO.	CLAUSE		

We further confirm that any exceptions / deviations if expressed or included elsewhere in the Bid Document are not applicable.

Date :

Name & Designation

Seal & Signature