TENDER ENQUIRY NO: IIT/CDC/PLACEMENT/PRE-ASSESSMENT TEST/2015 DATED 28.05.2015

LAST DATE FOR SUBMISSION:19.06.2015, 4pm
OPENING OF TECHNICAL BID:  19.06.2015, 4.30pm

Indian Institute of Technology, Kharagpur, an Institute of National Importance, invited sealed two part bids from reputed firms/Agencies, for Pre-Assessment Test for final year students (around 2000+) of IIT Kharagpur.

Interested vendors/Agencies are requested to send their sealed bids as per Technical Specification (Annexure-I) and General Terms and Conditions (Annexure-II), along with details in Technical Bid Document (Annexure-III) under a Two-Bid System. Kindly refer the Institute website: www.iitkgp.ac.in/topfiles/tender.php for full tender details.

The quotation for consideration is to be sent containing two separate sealed envelopes (Technical Bid and Price Bid) duly superscripted with Reference Number (Tender Notice No. IIT/CDC/PLACEMENT/PRE-ASSESSMENTTEST Dated : 28.05.2015 ) to the office of the Chairman, Career Development Centre, IIT Kharagpur, PO-Kharagpur Technology, Pin-721302, West on or before 19.06.2015, 4pm.

The technical proposals submitted by the Agencies/firms will be evaluated first by a technical committee. The price bids of only the technically qualified firms will be opened for price comparison. It may be on the same day after opening of technical bids i.e. on 19.06.2015 or some other day.

The technical Bids will be opened on 19.06.2015 at 4.30pm in the office of Chairman, Career Development Centre, IITKharagpur.

Debasis Deb          Sudhir Kumar Barai
Vice-chairman, CDC     Chairman, CDC

Copy to: 1) Institute Website
         2) CDC Notice Board
**Price Bid Format**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price/Per Student (inclusive of all taxes)</th>
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<tbody>
<tr>
<td>Pre-Assessment Test for Final Year Students</td>
<td></td>
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<tr>
<td>(around 2000+)</td>
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**Technical Specification (Annexure – I)**

**Details of the Test**

PreAssess is a standardize Industry Recognized Test

1. **Understanding the Employability of the Students**
   - Assessment module consisting of Numerical Reasoning, Analytical Reasoning, English Usage, Core Engineering and Science subject offered at IIT Kharagpur, Coding, Computer Fundamentals, Personality-Psychometric evaluation
   - Detailed result and feedback to the Students after the test is delivered within 7 days via their unique login/password
   - Detailed consolidated result of the test and feedback to the Institute is delivered via soft copy within 14 days of the Test.

2. **Process followed**
   - The CDC will share the entire database of the students in a pre-defined format
   - Company will generate unique login/password for each of the students and one for the CDC
   - To define the test 14 days in advance and syllabus of the test will be shared
   - Test will be conducted in multiple labs in several Weekends
   - High end security system must be in place to avoid malpractice
   - Company will bring their own server to run the test, if required
   - The schedule to conduct the test along with slots and labs need to be defined by the CDC 7 days before the test
   - Company’s representatives will invigilate the test, for every 50 students one invigilator is required
   - Completion of test is not considered completion of delivery of service
   - Individual Reports are delivered within 7 days of conduction of test
   - Institute reports are delivered within 14 days of conduction of test

3. **Integrity of student Related Information** – Shall not share personal information of the students collected during or before the test for any purpose without due approval by the Institute Authority. Similarly results will not be made public.
TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION

1. Rate: The rate quoted must be inclusive of Service Tax, Education Cess, Higher Education Cess and any other charges like Freight, Duties, P & F, Insurance etc., if applicable. All the charges like Service Tax, Education Cess and Higher Education Cess and other charges as applicable must be quoted inclusive in the price. No additional charges will be entertained.

2. Disposal of Dispatch Documents: The Railway Receipt/PWB/Consignment Note along with the relevant bill and three priced challan each in triplicate, should be dispatched to the Deputy Registrar (S&P), IIT Kharagpur immediately on completion of dispatch. If these documents do not reach the Deputy Registrar (S&P) in time all wharf age/demurrage incurred, if any, will be recoverable from the suppliers.

3. Delivery Period: The Services are required to be done within the period mentioned in the order. No mobilization of advance is payable against the Purchase Order.

4. Liquidated Damages: If a firm accepts an order and fails to execute the same part, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% of the value of the order per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to this Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm which accepted and then failed to execute the order according to stipulation agreed upon.

5. Submission of Quotation: The tender is to be sent in a sealed packet, containing two separate sealed envelopes (one each for Technical Bid and Price Bid). All quotations must be forwarded in sealed cover addressed to the Chairman, Career Development Centre, IIT Kharagpur-721302, West Bengal so as to reach within the specified period. The reference to the Enquiry No. and the last date of submission must clearly be super scribed on the sealed envelope. If no counter offer is made in the quotation, it will be taken for granted the offer is strictly in accordance with the specification and terms and conditions laid down in the tender notice.

7. Opening of the Quotation: Every quotation (technical bid) will be opened at the office of the Chairman, Career Development Centre, IITKharagpur on 19.06.2015 at 4.30pm
8. **_period of validity:** A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.

9. **Income Tax Clearance:** Current Income Tax and Sales Tax clearance certificates or returns must be submitted to the Stores and Purchase Section, IIT Kharagpur, as per existing guidelines in vogue, before submission of final bill for payment, if not supplied earlier. Submission of PAN and photocopy of the PAN is must.

10. **Payment:** Payment will be made through bank transfer to your account, normally within 30 days from the date of receipt of bill or of the stores/services in good order and condition/satisfactory services, whichever is later for which the supplier must provide their bank account number, bank address/branch details/branch code and IFSC code. It may please be noted that payment will be released based on the actual numbers – depend upon nos. of students appeared the pre-assessment test and not based on the data supplied for the test.

11. **Rejection of Offer:** The Institute reserves the right to ignores or reject any offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.

12. **Dispute:** In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.
TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE REPUTED AGENCIES/FIRMS SUBMITTING TENDER FOR WORK ORDER OF PRE-ASSESSMENT TEST FOR FINAL YEAR STUDENTS (AROUND 2000+) FOR CAREER DEVELOPMENT CENTRE, IIT Kharagpur

1. Name of the Tenderer : 
2. Status of the Tenderer : (Attach documents, if registered company/Partnership/Propriety ship)
3. Whether OEM/representing foreign principle : (Attach copy of certificate/authorization)
4. Details of key top official/authorized official : (Attach details)
5. Details of tie-ups for supply/Services, if any : (Attach details, agreements, escalation matrix)
6. Income Tax and Service Tax returns of previous: Three assessment year (copy)
7. Financial status of bidder and/or his associates : Including Annual Report &Balance Sheet/Statement of Account of past three years with Registration of Companies (ROC) receipts duty Authenticated by Chartered Accountant
8. Current list/address of clients where similar Material has been supplied and successfully Working
9. Name of the vendor’s three largest clients, to whom similar products and services were similar products and services were extended & amount of transaction/annual bills of such Clients
10. Name and address of Vendor’s bankers and : Attach a Solvency Certificate from the Bank for A minimum amount of Rs. 20.00 Lakh
11. Income Tax Permanent A/C No. (attach copy) :

12. Details of EMD/Bank Draft No. issuing branch and date :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated Signature & Seal of the Authorized person of OEM/Vendor
NOTE: This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”, Notice inviting Tender No. dt and name of the bidder. All technical documents like literature, catalogues etc. are to be put in the same envelope. Price bid of that company/firm only will be opened which do technical qualify, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.