



eProcurement System Government of India
Tender Details

Date : 24-Oct-2024 01:17 PM



Basic Details			
Organisation Chain	Department of Electronics and Information Technology(DeitY) Centre for Development of Advanced Computing - DeitY Chennai - C-DAC - DeitY		
Tender Reference Number	CDAC(C)/EoI/QB/2024--25/02		
Tender ID	2024_DIT_832271_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	EOI
Tender Category	Services	No. of Covers	1
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments			Cover Details, No. Of Covers - 1			
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description
	1	R-T-G-S				
	2	NEFT	1	Fee/PreQual/ Technical/ Finance	.pdf	EOI Document

Tender Fee Details, [Total Fee in ₹ * - 1,180]				EMD Fee Details			
Tender Fee in ₹	1,180			EMD Amount in ₹	0.00	EMD Exemption Allowed	No
Fee Payable To	FCI Aravali Gypsum and Minerals India Limited	Fee Payable At	Jodhpur	EMD Fee Type	fixed	EMD Percentage	NA
Tender Fee Exemption Allowed	No			EMD Payable To	Nil	EMD Payable At	Nil

[Click to view modification history](#)

Work /Item(s)	
Title	Expression of Interest for Empanelling Question Bank Providers for Computer Based Test CBT
Work Description	Expression of Interest for Empanelling Question Bank Providers for Computer Based Test CBT

Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Miscellaneous Services	Sub category	Expression of Interest for Empanelling Question
Contract Type	Empanelment	Bid Validity(Days)	120	Period Of Work(Days)	1095
Location	CDAC CHENNAI	Pincode	600113	Pre Bid Meeting Place	CDAC,Chennai
Pre Bid Meeting Address	Through online link is given in the EOI tender document	Pre Bid Meeting Date	29-Oct-2024 03:00 PM	Bid Opening Place	CDAC Chennai
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	24-Oct-2024 01:20 PM	Bid Opening Date	12-Nov-2024 03:00 PM
Document Download / Sale Start Date	24-Oct-2024 01:30 PM	Document Download / Sale End Date	11-Nov-2024 03:00 PM
Clarification Start Date	24-Oct-2024 02:00 PM	Clarification End Date	29-Oct-2024 12:00 PM
Bid Submission Start Date	04-Nov-2024 04:00 PM	Bid Submission End Date	11-Nov-2024 03:00 PM

Tender Documents				
NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	EOI Document	873.10
Work Item Documents	S.No	Document Type	Document Name	Description
	1	Tender Documents	RFPPN.pdf	EOI Document

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	beenan@cdac.in	Beena Nixon	BEENA NIXON
2.	karthikeyanp@cdac.in	Karthikeyan P	P KARTHIKEYAN
3.	kamlayadav@cdac.in	Kamla Yadav	KAMLA YADAV

GeMARPTS Details	
Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	EOI is not available at GeM
Document Name	gemarpts.pdf
Document Size (in KB)	35.02

Tender Properties			
Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	NIL	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	NIL	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Not Applicable	NA for EOI
2	MSEs Order 2012	Not Applicable	NA for EOI

Tender Inviting Authority	
Name	CENTRE HEAD
Address	TIDEL Park 8th Floor D Block North South No4 Rajiv Gandhi Salai Taramani Chennai 600113 Tamil Nadu

Tender Creator Details	
Created By	Beena Nixon
Designation	Senior Admn Officer
Created Date	24-Oct-2024 11:56 AM

**Expression of Interest (EoI)
for Empanelling
Question Bank Providers
for Computer Based Test (CBT)**

Invited By



प्रगत संगणन विकास केंद्र (सी-डैक)

Centre for Development of Advanced Computing (C-DAC)

(इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय (MeitY), भारत सरकार की एक वैज्ञानिक संस्था)
(A Scientific Society of the Ministry of Electronics & Information Technology (MeitY), Government of India)

TIDEL Park, 8th Floor, 'D' Block (North & South), No.4 Rajiv Gandhi Salai, Taramani, Chennai-
600113, Tamil Nadu (India)

**EoI No: CDAC(C)/EoI/QB/2024--25/02
24 October 2024**

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5.2 The qualifying marks for the evaluation parameters stipulated in the table above shall be 65%. The bidders scoring less than 65% marks will be liable for summary rejection and such bidders shall not be empanelled.	10
5.3 The Bidder should not have been blacklisted by Central or any State Governments or Public Sector Undertakings as on the date of release of EoI.	10
5.4 For any previous track data which does not meet the stipulated value/range will be awarded 0 marks.	10
5.5 All the questions should be created from standard sources/ technical bodies such as IEEE, ICE, ACM, ISO, El Sevier, Springer, etc. or reputed book publishers like McGraw Hill, Prentice Hall, CRC press, Wiley, etc. The source for each question should be specified along with the questions.....	10
5.6 The venue for the technical presentation will be C-DAC Chennai or online which will be communicated in due course.	10
5.7 The bidder evaluation report of the duly constituted evaluation committee will be submitted to the Competent Authority who reserves the right to reject any bid document without assigning any reason.	10
5.8 Apart from empanelment of eligible bidders, the bidders do not enjoy any other entitlement whatsoever including financial entitlements/rights.	10
6. Work Orders to the Empanelled Bidders	10
6.1 After completion of the subject EoI process, C-DAC will publish the GeM bidding for selecting the successful bidder among the empanelled agencies on case to case basis based on actual project requirement from time to time.	10

7.	C-DAC’s Right to Amend/ Cancel	10
7.1	C-DAC reserves the right to amend the eligibility criteria, scope of service and other details.	10
7.2	C-DAC reserves the right to cancel the entire EoI without assigning any reasons thereof.	10
8.	Corrupt or Fraudulent Practices	10
8.1	It is expected that the bidders should practice highest standards and ethics.	10
8.2	C-DAC will reject the bids, or debar an empanelled partner, if any proof of corrupt or fraudulent practices emerges during empanelment/award/execution of contract.	10
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ACTIVITY SCHEDULE

Activity	Date	Time
Date of Release of EoI Document	24.10.2024	12:30 Hrs
Last Date of Sending Queries through email	29.10.2024	12:00 Hrs
Date of Pre-submission Meeting	29.10.2024	15:00 Hrs
Last Date of Submission of EoI	11.11.2024	15:00 Hrs
Date of Opening of Proposals	12.11.2024	15:00 Hrs
Date of Presentation	Will be intimated	Will be intimated

IMPORTANT DETAILS

EoI Processing Fee:

A non-refundable EoI processing fee of INR 1000/- plus 18% GST totaling INR 1180/- would be levied. Only digital mode payments will be accepted and the required bank account details are as below.

C-DAC Bank Account Details:

Name : Centre for Development of Advanced Computing (C-DAC)
Bank Name : State Bank of India
Branch Name : Tidel Park
Address : No: 4, Rajiv Gandhi Salai, Taramani, Chennai-600113
Account Number : 33653043152
IFS Code : SBIN0004285

NB:

1. Date and Time duration for the presentation will be communicated to the bidders, who have passed the minimum eligibility criteria as detailed in **Para 2 of Section II** of this document.
2. The bidders who wish to participate in the Pre-EoI meeting are requested to send email to **purchase-chennai@cdac.in** for the online VC link as per the **Activity Schedule**.
3. The proforma for compliance is presented in **Annexure 5**. EoIs without duly filled **Annexure 5** is liable for rejection.
4. Pre-bid Meeting through online link: <https://meet.google.com/cgz-stxi-whi>

Disclaimer

Centre for Development of Advanced Computing (C-DAC), Chennai is publishing this EoI solely to invite bids for empanelment to provide question bank for Computer Based Tests.

While C-DAC has exercised due care and diligence in preparing this document and believes it to be accurate, neither C-DAC nor its authorities nor agencies nor agents nor advisors express any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

This information is not intended to be exhaustive and interested parties are required to seek clarifications via their own inquiries before submitting their EoIs. The information is provided on the basis that it is non-binding on C-DAC, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

C-DAC reserves the right not to proceed with the EoI process at any stage without assigning any reasons thereof, or to alter the timetable reflected in this document or to change the process or procedure to be applied. Further, it is hereby notified that the subject EOI empanelment process doesn't guarantee for any kind of firm business commitment from C-DAC.

C-DAC also reserves the right to decline to discuss the EoI further with any party submitting an EoI. C-DAC will not be liable to pay / reimburse any cost/ losses / expenses / penalties / damages of whatsoever nature to any person(s) / entity (ties) submitting the EoI.

SECTION I
INVITATION FOR EoI

1. Introduction

C-DAC is an autonomous R&D Society under the Ministry of Electronics & Information Technology (MeitY), Government of India (GoI). C-DAC Chennai invites responses to this EoI from interested parties as per terms of engagement mentioned in this document.

2. Contact Information

Centre for Development of Advanced Computing (C- DAC)
Tidel Park, 8th Floor, D-Block (North & South),
No. 4, Rajiv Gandhi Salai, Taramani,
Chennai, Tamil Nadu – 600113, India.
Tel No. : +91-44-22542226/7
E-mail : purchase-chennai@cdac.in

3. Submission

- 3.1. The interested parties should watch for corrigenda if any is / are published from time to time regarding this EoI before submitting their final response.
- 3.2. EoI documents should be in PDF formats. The supporting documents should be scanned in 100 dpi with black and white option.
- 3.3. The EoI along with the requisite documents have to be uploaded on Central Public Procurement Portal (CPPP).
- 3.4. Covering letter as per the format given in **Annexure 1**.
- 3.5. Duly filled EoI documents with seal and signatures of the authorised person with name, designation, email id & contact number along with the authority letter, as per the format attached in **Annexure 2**.
- 3.6. A copy of Certificate of Incorporation, Partnership Deed/Memorandum and Articles of Association or any other equivalent document showing date and place of incorporation, as applicable.
- 3.7. Copies and documents of supply orders/ projects, successfully completed/ executed by bidders, as per Para 2 of Section II of this document.
- 3.8. The copy of the audited balance sheets or certificate from a Chartered Accountant for the financial years 2023-24, 2022- 23 and 2021 – 22 indicating the annual sale turnover of the bidders.
- 3.9. Copies of PAN, TAN and GST registration.
- 3.10. Undertaking to the effect that the bidder has not been blacklisted or debarred from the tendering/bidding by any Office/ Department/ Undertaking of the State Governments/GoI at the time of submission of the bid/response, as per the format attached in **Annexure 3**
- 3.11. Other documents necessary in support of eligibility criteria as per Para 2 of Section II of the bidders.

3.12. Any bid/response which is incomplete in terms of information/documents is liable for rejection.

4. The bids/responses should be addressed to:

The Centre Head,
Tidel Park, 8th Floor, 'D' Block (North & South)
No. 4, Rajiv Gandhi Salai, Taramani, Chennai,
Tamil Nadu - 600113.

5. Pre-EoI Meeting

- 5.1. A pre-EoI meeting will be scheduled as per **Activity Schedule** for clarifying the queries, if any, from the bidders.
- 5.2. The bidders may send their queries to **purchase-chennai@cdac.in** as per **Activity Schedule**.

6. Last Date of Submission of EoIs

The EoIs shall be submitted in compliance with the **Activity Schedule**. C-DAC shall not be responsible for any delays or any other reason for not submitting the bid and the fees in the specified time thus resulting in disqualification/rejection of any bid.

7. Presentation of EoIs

The presentation shall include a brief about the company and its track record/experience, its plan for supply of the MCQs for the question bank in the format stipulated by C-DAC, etc. The presentation shall be delivered before the panel of SMEs of C-DAC during the assigned date and time.

(END OF SECTION I)

SECTION II: INSTRUCTIONS TO THE BIDDERS

Such requirements as the taxonomy of the syllabi, the number of questions under each subtopic, the difficulty level of the questions, and the layouts will be specified by C-DAC on a case-to-case basis in an indicative manner.

1. Period of Empanelment

This empanelment is valid for 03 calendar years. C-DAC reserves the right to extend this period by another 01 year on same terms and conditions.

2. Eligibility Criteria

The bidder shall meet the minimum eligibility criteria as given below.

BIDDER QUALIFICATION CRITERIA

S No	Criteria	Proof
1	The bidder should be a company/firm registered under the Companies Act 1956 and have their registered offices in India. Consortium/Consortia are not allowed.	Certificate of incorporation/registration shall be attached.
2	The bidder should be operating in India. Should have supplied at least 8,000 questions in each of the previous 02 calendar years (2022, 2023) to any of the Central/ State Government Organization/ PSUs/ Institutes for CBT.	Work order copies to be attached with either job completion certificate of the issuing agency or invoice and proof of payment received.
3	The bidder should have supplied question banks to any of the Central/ State Government Organization/ PSUs/ Institutes for CBT during the past 02 calendar years (2022-2023).	Relevant work orders/completion certificate/ relevant documents shall be attached.
4	The bidder should have supplied at least 1,500 questions on a single Work Order to any of the Central/ State Government Organization/ PSUs/ Institutes preceding 02 calendar years (2022, 2023).	Relevant work orders/completion certificate/ relevant documents must be attached
5	The bidder shall submit the undertaking that he is not serving blacklisted period by any Government department/ PSU/ Semi-government organization/ Exam conducting bodies as on EoI releasing date.	As per Annexure 3
6	The bidder shall submit acceptance letter to the effect that they understood scope of work and all other terms & conditions of this subject EoI.	As per Annexure 3

3. Amendments to EoI Documents

- 3.1 At any time prior to the deadline for submission of bids, C-DAC may, whether on its own initiative or in response to the clarification requested by any bidder, modify the EoI document.
- 3.2 The amendments to the EoI documents, if any, will be notified by releasing corrigendum notice. The amendments/ modifications will be binding on all bidders.
- 3.3 C-DAC, at its discretion, may extend the deadline for the submission of bids if it deems it necessary to do so or if the EoI document undergoes changes during the submission period in order to give bidders adequate time to take into consideration the amendments while preparing their bids.

4. Preparation of Bids

Bidders should avoid corrections, overwriting, erasures or postscripts in their bids. Notwithstanding, any corrections, overwriting, erasures or postscripts are to be made in their bids, they should be authenticated dated signatures of the same authorized person signing the bid. However, bidders are not permitted to amend the clauses mentioned in the entire EoI document.

5. Evaluation of Bids

- 5.1 Subsequent to submission of bids, a duly constituted Evaluation Committee of C-DAC may direct the bidders to deliver a technical presentation before it. The bidders will be evaluated relying broadly on the parameters and the associated marks as defined below **as on date of publication of subject EoI:**

Technical Evaluation		Marks
1	Experience in supplying question bank to any State/Central Government Organizations/ PSUs/ Institutes (with documentary proof like work orders, completion certificate etc.,) .	
	A More than 4 years	20
	B 3 to 4 years	15
	C 1 to 2 years	10
2	Total number of work orders during the last 03 Calendar years to any State/Central Government Organizations/Institutes/ PSUs.	
	A 07 and more work orders	20
	B 4 - 6 work orders	15
	C 1 - 3 work orders	10
3	Number of questions per year in the last 02 Calendar years supplied to any State/Central Government Organizations/Institutes/ PSUs (with documentary proof like work orders, completion certificate etc.,):	
	A 12,000 questions per year	20
	B 10,000 questions per year	15
	C 8000 questions per year	10
4	Technical Presentation – Details of Methodology and Approach	40
	A Type of Infrastructure they possess	
	B Type of Technical Manpower they hold	
	C Knowledge, skills, expertise of bidders pertaining to supply of question bank for which the EoI is submitted.	
	D A satisfactory certificate from each client has to be submitted.	

E	Whether the technical presentation clearly explains the source from which questions are formed/created.
Maximum Marks	100

- 5.2 The qualifying marks for the evaluation parameters stipulated in the table above shall be 65%. The bidders scoring less than 65% marks will be liable for summary rejection and such bidders shall not be empaneled.
- 5.3 The Bidder should not have been blacklisted by Central or any State Governments or Public Sector Undertakings as on the date of release of EoI.
- 5.4 For any previous track data which does not meet the stipulated value/range will be awarded 0 marks.
- 5.5 All the questions should be created from standard sources/ technical bodies such as IEEE, ICE, ACM, ISO, EI Sevier, Springer, etc. or reputed book publishers like McGraw Hill, Prentice Hall, CRC press, Wiley, etc. The source for each question should be specified along with the questions.
- 5.6 The venue for the technical presentation will be C-DAC Chennai or online which will be communicated in due course.
- 5.7 The bidder evaluation report of the duly constituted evaluation committee will be submitted to the Competent Authority who reserves the right to reject any bid document without assigning any reason.
- 5.8 Apart from empanelment of eligible bidders, the bidders do not enjoy any other entitlement whatsoever including financial entitlements/rights.

6. Work Orders to the Empanelled Bidders

- 6.1 After completion of the subject EoI process, C-DAC will publish the GeM bidding for selecting the lowest successful bidder among the empaneled agencies on case to case basis based on actual project requirement from time to time.

7. C-DAC's Right to Amend/ Cancel

- 7.1 C-DAC reserves the right to amend the eligibility criteria, scope of service and other details.
- 7.2 C-DAC reserves the right to cancel the entire EoI without assigning any reasons thereof.

8. Corrupt or Fraudulent Practices

- 8.1 It is expected that the bidders should practice highest standards and ethics.
- 8.2 C-DAC will reject the bids, or debar an empanelled partner, if any proof of corrupt or fraudulent practices emerges during empanelment/award/execution of contract.

9. Penalty for Use of Undue influence

The bidders undertakes that they have not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person employed in C-DAC or otherwise in procuring the contract/agreement or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the empanelment/contract/agreement or any other empanelment/contract/agreement with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the contract/agreement or any other empanelment/contract/agreement with the Government of India. Any breach of the aforesaid undertaking by the bidders or anyone employed by him or acting on his behalf (whether with or without the Knowledge of the bidders) or the commission of any offense by the bidders or anyone employed by him or acting on his behalf, as defined in Chapter 9 of the Indian Penal Code, 1860 or the Prevention of Corruption Act 1988 or any other applicable Act for the prevention of corruption shall entitle C-DAC to cancel the empanelment/contract/agreement and all or other empanelment/contract/agreements with the bidders and recover from the bidders the amount of any loss arising

from such cancellation. The decision of C-DAC to the effect that a breach of the undertaking had been committed shall be final and binding on the bidders, giving or offering of any gift, bribe or inducement or any attempt at any such act behalf of the bidders toward any officer/employee of C-DAC or to any other person in a position to influence any officer/employee of C-DAC for showing any favor in relation to this or any other empanelment/contract/agreement, shall render the bidders to such liability/penalty as C-DAC may deem proper, including but not limited to termination of the empanelment/contract/agreement, imposition of penal damages, and refund of the amount paid by C-DAC.

10. Confidentiality

The Bidders and/or their personnel shall not, either during the term or after expiration of engagement period disclose any proprietary or confidential information relating to the services, contract or C-DAC's business or operations without the prior written consent of C-DAC. The Bidders and/or their personnel shall not, either during the term or after expiration of this contract, undertake any public communication, press/media releases relating to the services, contract, or C-DAC's business or operations without the written consent of C-DAC. Information available on public domain is excluded from confidentiality clauses.

11. Force Majeure

C-DAC may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states/state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at Bidders' premises or any other act beyond control of the Bidders.

12. Arbitration

All disputes/claims of any kind arising out of this subject EoI, shall be referred by either party (C-DAC or the Bidders) after issuance of 30 calendar days' notice in writing to the other party clearly mentioning the nature of dispute to the sole arbitrator appointed by C-DAC. The venue for arbitration shall be Chennai. The arbitration proceedings shall be conducted in English and as per the provisions of Indian Arbitration and Conciliation Act, 1996 and amendment thereof. The decision of the arbitrator shall be final and binding on both the parties. Initially the cost of Arbitration shall be borne equally by both the parties and finally as per the decision of the Arbitrator. Any other costs or expenses incurred by a party in relation to the arbitration proceedings shall ultimately be borne by the party as the Arbitrator may decide. The courts of Chennai shall have sole jurisdiction to try and entertain the disputes which are not covered under the ambit of arbitration.

13. Indemnity

On acceptance of Empanelment, the successful bidder shall automatically indemnify, protect and save C-DAC and end user from/against all third-party claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from/arising out of:

13.1 Infringement of any law pertaining to intellectual property, patent, trademarks, copyrights etc. by the bidder

or

13.2 Such other statutory infringements in respect of any of the services supplied by successful bidder,

or

13.3 Any willful misconduct or gross negligence act/omission/ performance/ under or non or part performance/failure of the bidder.

14. Assignment

- 14.1 Empanelled bidders shall not assign, delegate or otherwise deal with any of its rights or obligation under this contract without prior written permission of C-DAC.
- 14.2 The prime responsibility towards the successful execution of agreement/contract lies with the empanelled bidders associating with C-DAC. The selected Bidders shall not fully or partially sub-contract to any other entity without prior approval and written consent of C-DAC.

15. Severability

If any provision of this EoI is determined to be invalid or unenforceable, it will be deemed to be modified to the minimum extent necessary to be valid and enforceable. If it cannot be so modified, it will be deleted and the deletion will not affect the validity or enforceability of any other provision.

16. Interpretation of the Clauses in the EoI Document

In case of any ambiguity/dispute in the interpretation of any of the clauses in the EoI document, the interpretation of the clauses by the Director General, C-DAC shall be final and binding on all parties.

(END OF SECTION II)

SECTION III: SCOPE OF SERVICES AND ROLES

1. Modes of Engagement

In order to meet the stated objective, C-DAC invites EoI for Empanelment of bidders, who possess experience as specified and supplied question banks with answer keys, source of question, etc. in the formats specified. It may be noted that specific GeM bid will be issued to the empanelled bidders may reiterate, add or modify the scope based on the project requirements on case to case basis.

2. Requirement of C-DAC

- 2.1. C-DAC requires a question bank which could be augmented from time to time to cater the case-wise need of C-DAC in compliance with the taxonomy/syllabi specified by the clients either in English (monolingual) or Hindi and English (bilingual) or English, Hindi and regional languages (multilingual) formats.
- 2.2. To ensure that the Technical staff of the empanelled bidders are adequately trained for supplying the question bank.

Roles and Responsibilities

3. Role of bidders

The indicative but not exhaustive roles and responsibilities of empanelled bidders are given below.

- 3.1. The Empanelled Bidders shall
 - (i) Specify the source from which a question is generated (such as IEEE, IEC, ACM, ISO, El Sevier/Science Direct, Springer, etc. or other reputed publishers like McGraw Hill, Prentice Hall, CRC Press, Wiley, etc.)
 - (ii) The questions should be created only by employing the software tool from C-DAC for the said purpose. Penalties will be imposed for wrong questions. The details will be part of the RFPs for questions.
- 3.2. Empaneled Bidders should handover the question bank with the answer key before the deadline.
- 3.3. Empaneled Bidders shall strictly comply with taxonomy/syllabi, layout, difficulty levels (Easy, Medium, Difficult), structure (number of alternatives and restrictions on alternatives).
- 3.4. The conditions on the structure of questions are as below ;
 - 3.4.1 There should be 4 distinct alternatives out of which only one should be the correct alternative.
 - 3.4.2 No alternative should be “All of the above”, “None of the above” and “Both x and y”.
 - 3.4.3 The question should not present any hint that leads to the determination of the correct alternatives.
- 3.5. From the supplied questions, if C-DAC identifies more than 2% of unusable questions out of the specified total number of questions in the work order, a penalty would be levied. In addition, the bidder has to supply equal number of usable questions. The scheme would be published in subsequent RFPs for question banks. In case, the number of unusable questions is either 2% or less, the bidder should replace unusable questions with the new questions.
- 3.6. Empaneled Bidders should sign a non-disclosure agreement with CDAC, Chennai, so that any information from the source of questions, the whole process, the question bank and answer keys, or any other exam related information should not be disclosed to anyone.
- 3.7. In case of any noncompliance on the part of the bidder, his/her empanelment will be cancelled.

4. **Role of C-DAC**

- 4.1. C-DAC shall impart training to the Master Trainers of the successful bidders on employing the question bank software tool of CDAC- Chennai to create questions and to upload them. The master trainers of the successful bidders in turn train the other personnel involved in the question bank preparation. The required documentation in this regard will also be extended by C-DAC to bidders.
- 4.2. Conduct periodical training sessions on upgrades/newer versions of questions bank software to the successful bidders.
- 4.3. C-DAC shall issue work orders specifying the type of question bank with number of questions needed, with syllabus pattern, type of question (such as English, Hindi and in any other regional languages, questions in images/figures etc.)
- 4.4. C-DAC shall set unequivocal timelines in its work order to submit the question bank with the answer keys before that.

(End of Section – III)

Covering Letter

(To be given on Company Letterhead)

To

Date:

Centre Head

Centre for Development of Advanced Computing (C-DAC), Tidel Park, 8th Floor, “D”
Block (North & South),

No. 4, Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Tel : 044 – 22542226/27

Reference: EoI No.: **CDAC(C)/EoI/QB/2024--25/02**

Subject: Submission of EoI for Empanelment of bidders for supplying of question bank

Dear Sir,

In response to the invitation for Expression of Interest (EoI) No. **CDAC(C)/EoI/QB/2024--25/02** published on 24.10.2024 (date) for the above purpose, we hereby submit our EoI. We would like to express our interest for empanelment as Bidders.

Sincerely Yours,

Signature of the Competent Authority (with date)

(Full Name)

(Designation)

Stamp



Annexure 2

Authorization Letter
(To be given on Company Letterhead)

To
Centre Head
Centre for Development of Advanced Computing (C-DAC),
Tidel Park, 8th Floor, “D” Block (North & South),
No. 4, Rajiv Gandhi Salai, Taramani, Chennai – 600 113.
Tel: 044 – 22542226/27

Date:

Reference: EoI No.: **CDAC(C)/EoI/QB/2024--25/02**

Subject: Authorization letter

Dear Sir,

We, M/s.....(Name of the bidders) having registered office at
..... (address of the bidders) herewith submit our bid against the published EoI document.

Mr./Ms.....Name and designation of the signatory), whose signature is appended below, is authorized to sign and submit the bid documents on our behalf against said EOI.

Specimen Signature:

The undersigned is authorized to issue such authorisation on behalf of us.

For M/s (Name of the bidders)

Signature and company seal Name
Designation
Email
Mobile No.



Annexure 3

ACCEPTANCE LETTER/ UNDERTAKING FOR NON-BLACKLISTING FIRM

(To be given on Company Letterhead)

To
Centre Head
Centre for Development of Advanced Computing
Tidel Park, 8th Floor, 'D' Block (North & South),
No.4 Rajiv Gandhi Salai, Taramani,
Chennai- 600113, Tamil Nadu (India)

Date:

Sub: Acceptance of Terms & Conditions of EoI

EoI No. : **CDAC(C)/EoI/QB/2024--25/02**
Name of EoI / Work : Empanelment of bidders to supply question bank generation

Dear Sir,

- 1.** I / We have downloaded / obtained the EoI document(s) for the above mentioned 'EoI/Work' from the web site(s) namely eprocure.gov.in
- 2.** I / We hereby certify that I / We have read the entire terms and conditions of the EoI (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
- 3.** The corrigenda issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
- 4.** I / We hereby unconditionally accept the EoI conditions of above mentioned EoI document(s) / corrigendum(s) in its totality / entirety.
- 5.** I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
- 6.** I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the EoI document or terminate the contract, without prejudice to any other rights or remedy.

Yours Faithfully,
Authorized Signatory
(Signature of the bidder, with Official Seal)



Annexure 4

PARTICULARS OF THE BIDDERS

1.	Full name of the organization /firm/company	
2.	Year of establishment	
3.	Status of the agency i.e. Sole, Proprietorship, Partnership, Pvt. Ltd., Public Ltd., etc.	
4.	Full Address, Telephone No(s), Fax(s), E Mail etc. of the Registered Office.	
5.	Full Address, Telephone No(s), Fax(s), E Mail etc. of the local office for local support and coordination.	
6.	Details of existing reputed/major clients with specific name, address and telephone numbers of contact persons.	
7.	Name & Mobile Numbers of Directors / Partners / Proprietor	
8.	Whether an assessee of income tax. If so, mention the permanent account number.	
9.	Name of two referees of repute with address & telephone number (enclose their certificates)	
10.	GST Certification No.	
11.	Name/s of Banker/s and their addresses	
12.	Disputes / litigation, if any.	

Note: Attach attested documentary proof in support of each of the above with the bid document, failing which bid is liable to be summarily rejected.



Declaration

- 1.** I/We have meticulously gone through the contents of this EoI and willingly accept the same.
- 2.** I/We understand that if any false information is detected at a later stage, any future contract made between ourselves and C-DAC, Chennai on the basis of information given by me/us can be treated as invalid by C-DAC.
- 3.** We agree that the decision of C-DAC, Chennai in the empanelment of the bidders will be final and binding on me/us.
- 4.** All the information furnished in my/our bid document is correct to the best of my/our knowledge.
- 5.** I/We also agree that I/We have no objection if enquiries are made about the works listed or any other enquiry on the information furnished herewith in the accompanying sheets.

Place: SIGNATURE & SEAL_____

Date: NAME & DESIGNATION_____

ORGANIZATION_____



Annexure 5

Compliance Matrix Form

(To be filled in by the bidders and be submitted along with the EoI document)

Total number of pages in the bid document: <In Numerals> <In words>

This compliance matrix is to aid the bidder to enhance his understanding of the aim and to furnish all supporting documents and proofs.

S No	Criterion	Compliance	
		Y / N	Reference Page# & Para
1	Proof for payment of EoI fees		
2	Perused critical date sheet		
3	Physically signed every page of the EoI		
4	Incorporation Certificate (Company Registration Act of India 1956) / Partnership Deed/ Memorandum and Articles of Association /or any other relevant document		
5	PAN		
6	GST		
7	TAN		
8	Audited turnover statements attached for last 3 years		
9	Income tax returns attached for last 3 years		
10	Work orders in full in support of Para 2 of Section II		
11	Authorization signatory nominated (Annexure 2)		
12	Tender acceptance letter and Undertaking for Non- Blacklisting firms (Annexure 3)		
13	Covering Letter (Annexure 1)		
14	Particulars of the bidders (Annexure 4)		
15	The bidder should employ only C-DAC tools and process for supplying the questions		