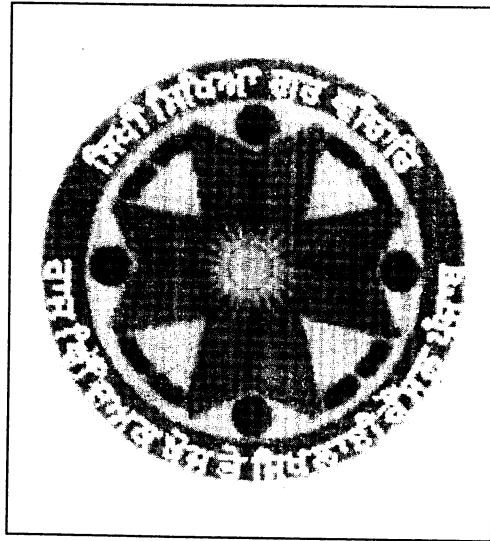


TENDER FOR UNDERTAKING PUNJAB STATE TEACHER ELIGIBILITY TEST
(PSTET) 2018



Director,
State Council of Educational Research and Training, Punjab
Ajitgarh-160062
(Ph. : 0172-2212221; Fax 0172-2212840)

DISCLAIMER

This tender is not an offer by the SCERT- PUNJAB but an invitation to receive Quotation from various interested Agencies with information that may be useful to them in the formulation of their Proposals pursuant to this NIT. No contractual obligation whatsoever shall arise from the process unless and until formal contract is signed and executed by the SCERT- PUNJAB with the shortlisted appointed Agency

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Guidelines for online tendering Procedure:-

For participating in the above e-tendering process, the Bidders shall have to get themselves registered with <https://eproc.punjab.gov.in> and get user ID and Password. Digital Signature is mandatory to participate in the e-tendering process. For any clarification/difficulty regarding e-tendering process, please contact on 0172-2212221.

Conditions: -

1. Interested bidders can purchase the tender document online from website.
2. The bidders using Net-banking service of banks are advised to submit their EMD and other fee (if any) in advance at least three working days prior to the last date of submission of the bid. Tender processing fee shall be strictly paid through online mode. Other mode of payment will not be considered.
3. Bidders/ Contractors, who wish to submit online tender can access tender document from the website, fill them and submit the completed tender document into Electronic Tender on the website itself. Bidders / Contractors shall attach scanned copies of all the paper, i.e. Earnest Money deposited, Tender Form Cost, Processing Fee & the certificates as required in Eligibility criteria.
4. Corrigendum / Addendum / Corrections, if any will be published on the website only.
5. If the date of opening of tender happens to be a holiday then the tender will be opened on the next working day at same time and same venue.

NOTICE INVITING TENDER

On behalf of State Council of Educational Research and Training, Punjab, Director State Council of Educational Research and Training, Punjab invites E-Tender up to 17.10.2018 (5:00 PM) for undertaking Punjab State Teacher Eligibility Test (PSTET) 2018.

Schedule of Tender

Tender No.	
Details of Job/Work	Tender For Undertaking Punjab State Teacher Eligibility Test (PSTET)
No of Candidates	2,00,000(Approx.)
Amount of Earnest Money Deposit (EMD)	INR 5,00,000/- (Rs. Five Lac only)
Tender Fee	INR 5000/- (Rupees Five thousand only)
Last date of Submission of Queries on email id, if any	directorscert@yahoo.in
Pre bid meeting for clarification, if any, on Tender	On 12.10.2018 at 11:00 hrs. In the Office of Director, SCERT, Punjab.
Last date & Time for the Submission of Tender	17.10.2018 (5:00 PM)
Date & time of Opening of Tender	18.10.2018 (11:00 PM) at O/o Director S,C.E.R.T, Punjab
Mode of submission of Tender	On- line mode only At 'Director, SCERT Mohali' 6 th floor Block E Punjab School education board office mohali.
Period of validity of contract	2018-2019 and 2019-2020

Important Instructions: -

- (i) In case the date of opening of tender falls on a holiday, tenders will be opened on the next working day at the same time and same venue.
- (ii) No bidder shall be allowed to withdraw his tender after its opening.
- (iii) Rates both in figures and words should be quoted on the prescribed Performa and these should not be over written.
- (iv) Tenders should be submitted through online mode only and no documents/hardcopies are required to be submitted to anyone.
- (v) Tenders which are not in the prescribed form/ incomplete/ or vary any of the conditions listed in the tender documents will be rejected out rightly.

- (vi) All the columns of the tender form should be, properly filled in. The bidder should serially numbered, stamp and sign of all pages of the bid documents before uploading them.

Note: O/o Director SCERT Punjab shall not be responsible if any document is non-visible or not found attached at the time of opening of the online tender.

Scope of Work for On-line / OMR based Examination on Turnkey basis

This Scope of Work has been divided into following Four broad phases

- + Pre- Examination Phase
- + Examination Phase
- + Post -Examination Phase
- + Grievance Management System and Web servers

Note - Following shall be made available by the SCERT- PUNJAB

- + Rules for candidate Registration
- + Rules for Admit card generation
- + Rules for the Examination
- + Examination partner for question bank preparation
- + Rules for merit list generation

1. *Pre Examination Process:*

A. *Development of Web Portal for Registration*

The agency has managed the pre examination related activities including development of web portal for candidate registration process. This is a dedicated portal designed for facilitation of Department and candidate's registration. The scope of work for bidder includes:

- Printing the advertisements for Public notice on the PSTET in newspapers (DAVP rates).
- Development of web portal
- Design the format of application for online submission of application by the candidates that should be linked to Department Website
- Generation of registration form
- Online payment gateway solution for fee collection through credit/debit card and online challan.
- Generation of admit card for written examination.
- Coding & Decoding features shall be involved in the process of the examination

Publication Cost: The Advertisement format shall be prepared by the PSTET Committee. The publication costs and expenses shall be borne by the SCERT- PUNJAB besides uploading it on the website of ssapunjab.org i.e. Department Website.

The proposed web portal should be customizable and have the facility to assign users and generate various reports in the format provided by the department. It is required from the agency that they should provide backend technical support including hardware required during the course of execution. The agency has to provide data center support with disaster recovery and bandwidth support for project execution.

B. *Setting and Printing of OMR Sheets and Question papers and packing with Delivery*

The Agency has to prepare the question bank, print the question paper & OMR Answer sheet with variable barcode, Question paper printing in different sets as per below details:

a) *Question Paper setting*

- The Agency has to prepare the question bank of sufficient multiple choice objective type questions for General knowledge, Numerical and mental ability, mental aptitude/I.Q and reasoning ability.
- Agency shall prepare question sets/question bank as per the guideline/Syllabus provided by SCERT- PUNJAB.
- The standard of difficulty in each question paper would be of the same nature.
- Randomization of questions across all the sets should be ensured i.e each question in each series should be distributed in a unique manner so that no commonality in position of any question is found across any series.

- Each question paper would have 5 sets. On basis of master set, jumbling to be done in 5 sets viz. including jumbling of each question as well as Answer.
- The sets will be bilingual (English & Punjabi). Punjabi translation of the question papers will be carried out by the Agency.
- Agency would ensure that all the questions must be error free.
- The agency will ensure that 20 minutes per one hour will be given to Differently abled persons as per NCTE Guidelines. These instructions will be written in the BOLD letters on the question booklet and conduct booklet.

b) ***Printing of OMR Sheets and question paper packing***

- The agency has to print OMR sheets with barcode as per approval of the SCERT- PUNJAB
- The printed OMR answer sheet with barcode is to be inserted in individual question paper booklet, each question paper booklet with Roll numbered seal sticker. Serial No. of OMR sheet and Seal Sticker number of Question Paper Booklet must be matched perfectly at the time of insertion of OMR sheet.
- Each such ready individual sealed Question Paper Booklet inserted with OMR answer sheet to be packed individually in Security PVC Bag and to close with Security Tape.
- Such 25 or 30 PVC bag of Question Paper booklets to be packed in Temper evident PVC Bag of fine quality with one Steel Cutter to be fixed on each Bag with Cello Tape. Each Temper evident PVC Bag pasted with sticker showing information regarding District Name, Center Name, Block number, No. of question booklets & details of serial numbering etc
- Such 25 or Temper evident PVC bags (Block wise) containing 30 question booklets each to be packed in 7 Ply Corrugated box showing District Name, Center Name, No. of question booklets & details of serial numbering etc
- Block wise Temper evident PVC bag with self-adhesive flap, pasting of sticker with instructions with presence report of candidates for returning of filled OMR Sheet of present candidates to be put in above 7 ply corrugated box
- Packing of center wise OMR sheet for absent candidate
- 7 Ply corrugated small empty box to be put in above bigger 7 ply corrugated box for returning filled OMR Sheet which is packed in Temper evident PVC bag of each center for safely and comfortably movement. Pasting of Sticker with present, absent details of center
- Delivery of such ready corrugated boxes of question paper booklets at various districts in Pan India or the destination as per instruction of SCERT- PUNJAB & pickup of filled OMR Sheets from Examination Centers.

c) ***Printing of OMR Sheets:***

- Printing of OMR Sheet on 100 gsm super fine maplitho quality paper, Two / Three color printing with proper cutting to make enable for perfect scanning of OMR sheets
- Serial Numbering and Barcode generation as per 5 jumbling codes / pattern.
- Printing of serial numbering and Barcode on each OMR Sheet.
- Supply of Examination Material
- The agency has to provide the transportation of printed examination material to the respective examination centers in a secured atmosphere.

2. ***Conduct of Examination***

Includes providing well equipped examination centers, Supply of Examination Centers management Kits, deployment of center superintendent, invigilators and other staff at each center, providing instruction to examination centers. Inviting of objection from the candidates and their resolution by the agency through a grievance management system.

A. ***Nodal Center and Examination Center Engagement***

- Creation of district wise nodal centers for distribution of examination material to the examination centers.
- Examination centers shall be finalized at least 30 days in advance in consultation with SCERT- PUNJAB. So that it may be checked before by the H.Q and Local administrative authority.
- The Examination centers should be well connected to railways station and bus stands.