

Tender Enquiry No. BOPT(ER)/Rectt./ 01 /2018

**Board of Practical Training (Eastern Region)
Block – EA (Opposite Labony Estate)
Sector – I, Salt Lake City, Kolkata- 700 064**

Dated: - 23 March 2018

Detailed Notice : Invitation of Tender for Selection of Examination Agencies For conducting recruitment examinations of BOPT(ER) Kolkata

1. Board of Practical Training (Eastern Region), Kolkata [BOPT(ER), Kolkata] intends to invite sealed tenders in two bid system (Techno-commercial and Financial bid) from reputed Company/Organisation (hereafter referred as Agency/Service Provider) providing end to end service regarding Recruitment Examinations up to finalizing, mark list/merit list of candidates. BOPT(ER) will compensate the agencies providing IT infrastructure suitably. The idea is that BOPT(ER) will use IT infrastructure owned and managed by the agencies for conducting online examinations as per the schedule of examination which will be informed well in advance. The Agency should provide the details of hardware/software systems setup, IT tools used, databases used, operating systems used, CCTV/Camera set up details, own proctoring staff or third party, access control system etc. which can be offered for the purpose.

2. The project information and scope of the work are detailed below :

Details	Estimated Tender Cost	Bid Security(EMD)
Conducting Computer Based Examination in six months as per Tender Terms which involves online Examinations (Psychometric, Objective & subjective), Skill Proficiency assessment Test (Typing/Stenography/Computer Proficiency test) in respect of six categories of posts.	Rs.10,00,000	Rs.30,000

2.1 Pre – Qualification criteria :

2.1.1 The Bidder should be registered at least for a period of 3 years as of 31st March 2017 under the Indian Companies Act 1956 as amended .

2.1.2 The bidder should have annual turnover of Rs. 25 Lakhs or more from Online Services during the last 3 financial years (14-15, 15-16 & 16-17).

2.1.3 The bidder should have expertise in conducting Online Examinations for Government Departments/Autonomous bodies/PSUs and should have adequate experience in conducting such Examination.

2.1.4 The bidder should have successfully executed Computer Based Online Exams having 500 candidates in single shift for Government Departments /autonomous bodies/PSUs.

2.1.5 The bidder should have cumulatively conducted Computer Based Online Exams for at least 1000 candidates for Government Departments / Autonomous organisation/PSUs.

2.1.6 The bidder should have developed and completely own the software for Computer Based Online Examination.

2.1.7 The bidding agency should have ISO certification and should have authorized and globally accepted software certification.

2.1.8 The bidder should not have been Black Listed by any Government department or its attached office/Autonomous Body or PSU on the day of bidding.

Note: Documents validating the above should be submitted as part of the Tender response in the envelope super scribed as Techno-commercial Bid.

2.2 ***Tender Information and obligation of bidders:***

2.2.1 Earnest Money Deposit of Rs.30,000/- (Rupees Thirty Thousands only) in form of Demand Draft(DD) in favour of “**Board of Practical Training(Eastern Region), Kolkata**” to be submitted along with Techno-commercial bid.

2.2.2 Bidder should give clause-by-clause compliance for the technical specification of the solution in their technical bids. Also, the bidder has to give compliance of all the terms & conditions as mentioned in the tender document.

2.2.3 Bidder must meet the qualifying criteria as mentioned in para 2.1 above. The bidder should submit documentary proof in support of their claim for meeting the qualifying criteria.

2.2.4 Bidder is duly bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines etc. of the Government of India as in force from time to time.

2.2.5 The rates should be quoted in Indian Rupees. All prices shall be fixed and shall not be subject to escalation of any description. The rates must be quoted as per the **Form V** provided. Statutory levies and taxes if any should be indicated therein separately.

2.2.6 In case of any discrepancy between rates mentioned in figures and words, the later shall prevail.

2.2.7 Any attempt of negotiation, direct or indirect, on the part of the tender with the authority to whom he has submitted the tender or authority who is competent to accept it finally after he has submitted his tender or any endeavoUr to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render liable to be excluded from consideration.

2.2.8 Last date of submission of Tender bid : Upto 1530 Hrs of tender closing date.(**26 April 2018**). The tender shall be opened on **02 May 2018** at 1630 Hrs. Official copy of tender document must be downloaded from the BOPT(ER) website

2.2.9 Techno-commercial envelope shall contain atleast following documents :

2.2.9.1 DD for EMD money.

2.2.9.2 Certificate(s) showing fulfillment of eligibility criteria duly attested.

2.2.9.3 Clause by Clause compliance.

2.2.9.4 Bidders profile duly filled as per **Form II** and signed.

2.2.9.5 Tender/bid form duly filled **Form I** and signed.

2.2.9.6 All other undertaking/declaration as per **Form IV** except price bid.

2.2.9.7 Both sealed envelopes super scribed with Techno-commercial and Financial Bid as applicable to be further submitted in a single envelope superscribed with “**Tender for Selection of Examination Agencies For conducting recruitment examinations of BOPT(ER) Kolkata**” at the office of the Board of Practical Training (Eastern Region) addressed to ‘**Director**’ **Board of Practical Training,(Eastern Region) Block EA**

(Opposite Labony Estate), Sector I Salt Lake City, Kolkata 700064 on or before 26 April 2018.

2.2.9.8 BOPT(ER) reserves the right to cancel, amend, republish, select or change any vendor on discretion without giving any notice to any concerned. It also reserves right to make any changes/modification/cancellation before the completion of the selection process and for this no correspondence shall be entertained.

2.2.9.11 The bidder fails to comply with the stipulation, the aforesaid amount of EMD will be forfeited by BOPT(ER). The EMD of the unsuccessful bidder will be returned within a period of 30 days on the date of award of the contract.

2.2.9.12 The conditional bid shall not be accepted in any case.

2.2.9.13 No subletting of contract is permitted.

2.2.9.14 The tender shall be kept open for acceptance by the Board up to 30 days from the date of opening.

3. **Detailed Scope of the Work.** The selected service provider required to meet following prerequisites and provide following end to end service and infrastructure :

3.1 Development of web-application for online registration of candidates after notification in dedicated URL. The web application should be thoroughly tested and validated before going online and should also facilitate the following:

3.1.1 On-line payment of application fee by candidates and collection of application fee in BOPT(ER) account.

3.1.2 Provisions of Admin interphase, Administrative login to be provided to BOPT(ER) authority for checking of registered applicants, all validation checks for scrutiny of application as per recruitment criteria and rejection of invalid applications.

3.1.3 Generation of Roll numbers and facility for applicants to download and print (online) the form filled in by the applicant.

3.1.4 Automated e-mails/SMS to every registered applicant on successful registration, receipt of application fee and uploading of Admit Cards.

3.1.5 Uploading of photographs and scanned signatures/documents during registration process.

3.1.6 Maintaining a master data base of all applicants registered for use at any time during the examination process.

3.1.7 Transfer of entire data (soft copy + Hard copy) to BOPT(ER) authority for screening of applicants before issue of Admit cards to eligible candidates.

3.1.8 Preparation of Question bank by the Agency for six different category of posts. The standad of the questions must be at the appropriate level suitable for the said posts.

3.1.9 Designing and development of a suitable IT platform for enabling a computer-based examination(with Multiple Choice Questions) for Conduct of online examinations and/or Typing test and/or Stenography Proficiency and/or Computer Proficiency test for each

category of posts as per Memorandum of Procedures (MoP) enclosed as **Annexure-I** and also in consultation with BOPT(ER) authority.

3.1.10 Fixing the test centers within Kolkata Metropolitan jurisdiction with necessary examination materials, security system like CC Camera, bio-metric attendance system etc.

3.1.11 Provisions of Invigilators and Observers/Centre Procter, with all bare minimum Logistic setup.

3.1.12 Evaluation of answers as per pre-set criteria prescribed by BOPT(ER) authority.

3.1.13 Developing scoreboards/marks cards/merit list of candidates on the basis of evaluation.

3.1.14 Providing the data base of candidates, applied/attended/their scores.

3.1.15 Norms for conduct and evaluation of Psychometric test should be followed as per standard practice.

3.1.16 Question bank software for reshuffling and making question sets for following six different categories of posts.

- Junior Accountant (Departmental Examination)(Probable vacancy 1 No.)
- Steno Grade II (Departmental/Direct Rectt.)(Probable vacancy 1 No.)
- General Assistant (Probable vacancy 1 No.)
- Upper Division Clerk(UDC)(Direct)(Probable vacancy 1 No.)
- Lower Division Clerk(LDC) (Direct) (Probable vacancy 2 Nos. 1 for General + 1 for PwD(OH category)
- Multi-tasking Staff(MTS)(Direct) (Probable vacancy 1 No.)

3.1.17 The following are the brief details of syllabus for examinations which are required to be conducted in respect of each category of post.

3.1.17.1 **Junior Accountant:** Written Psychometric Test(Qualifying in nature) +Written (objective type based on matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application, aptitude and personality etc.)+ Written subjective test to ascertain working knowledge in subject field.

3.1.17.2 **Steno Grade II :**Written Psychometric (Qualifying in nature) + Skill proficiency Assessment Test(Shorthand/Dictation : 10 mts@100w.pm. + Transcription/typing : 40 wpm Duration : 10 minutes(English) (On computer only) (Qualifying in nature)+Written (objective type based on matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application, aptitude and personality etc.)

3.1.17.3. **General Assistant** - Written Psychometric(Qualifying in nature) +Written (objective type based on matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application, aptitude and personality etc.)+ Skill proficiency Assessment Test(To evaluate working knowledge on computer application for Data compilation.)(on computer)

3.1.17.4. **UDC** - Written Psychometric(Qualifying in nature) +Written (objective type based on matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application, aptitude and personality etc.) + Written Exam (Subjective to evaluate working knowledge in Hindi)

3.1.17.5. **LDC** - Written Psychometric(Qualifying in nature) + Skill proficiency(Computer Typing)(Qualifying in nature)+Written (objective type based on matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application, aptitude and personality etc.)

3.1.17.6. **MTS** - Written Psychometric(Qualifying in nature) +Written (objective type based on General Knowledge and general intelligence and test of aptitude and personality etc.)

3.1.18 The detailed examinations alongwith syllabus has been outlined for different post as given in Memorandum of Procedures (MoP) at **Annexure 'I'** to this tender notice.

3.1.19 Separate questionnaires for Psychometric Test(to ascertain the General fitness of the candidates for the job) will be prepared by the qualified psychometric professional for the different posts being filled up.

3.1.20 Provision for conducting skill proficiency assessment test on computer for the post of General Assistant to evaluate working knowledge on computer application for Data Compilation.

3.1.21 Provision for conducting Typing Test on Computer for the post of Stenographer and Lower Division Clerk respectively. The test tools are to be developed in consultation with BOPT(ER) representatives and finalizing the same once approved by the authority.

3.1.22 Fixing the test centers with sufficient necessary examination materials with necessary security system.

3.1.23 Conduct of online examinations, provisions of Invigilators and Test Centre Administrator, Security Guards and other amenities with all bare minimum Logistic setup.

3.2 **Pre-requisites :**

3.2.1 The Agency should be entered into an Agreement with BOPT(ER) for abiding by all guidelines for conducting examinations.

3.2.2 The Agency should preferably have their own data centre in India and it must not host the application in a third party centre.

3.2.3 The Agency should have a Disaster Recovery Plan and practice in place which should be specified in the proposal.

3.3 **Location Requirements:**

The Institution/Exam Centre should be located in Kolkata only and well connected with public transport and located at feasible distance from the nearest bus stand/metro station/railway station.

3.4 **Technical :**

3.4.1 The agency should have at least 1 Server in each examination centre.

3.4.2 All the workstations and servers should be on LAN. Exam Centers should have the necessary connectivity to download the question papers and upload the marks.

3.4.3. Exam Delivery workstation should be "locked down" and the candidate should not have access to the local file system or the internet during examination.

3.4.4 The testing engine should be capable of supporting randomization of test items for additional security.

3.4.5 Agency should own the complete source code of the software application to be used for conducting the exam and in-house technical skills should be available to make any changes, if required.

3.4.6 Should have proper access control systems in the Examination centre to discourage unfair practice.

3.4.7 Seating capacity of computer lab in a centre should be made available for conducting typing test and skill test for certain posts.

3.4.8 The agency should have sufficient standby machines to take care in case break down of PCs. The agency should have printing facilities for taking prints.

3.4.9 Minimum Server Configuration (for Exam Centre): 64 Bit Processor, 8 Core, 2.0 Ghz or Higher, 32 GB RAM, 50 GB HDD. Operating System : Latest Windows/Linux Server.

3.4.10 **General Requirement**

3.4.10.1 The LAN set up shall be virus free and fire-walled. The terminals and servers including the backups shall also be virus free.

3.4.10.2 Agency should ensure actual software testing before the exam conducted live at site.

3.4.10.3 Biometric support for candidate attendance authentication and authorisation.

3.4.10.4 Webcam.

3.4.10.5 Printer.

3.4.10.6 Power Backup for server and each candidate – UPS and Generator Set.

3.4.10.7 Firewall/UTM.

3.4.10.8 Antivirus Solutions.

4. **Manpower**

4.1 Norms for Manpower Deployment : Each exam center of capacity of having a minimum 300 Nos. candidates should have following personnel to be deployed. However, It may vary according to exam center capacity.

Test Centre Administrator - 1 No.

System Administrator - 2 Nos.

Invigilators – 8 Nos.

Technical Staff – 3 Nos.

Support Staff – 3 Nos.

Security Guards - 2 Nos.

4.2 Further, BOPT(ER) will depute one Observer in each Test Centre who will be available in the center for the whole duration the Examination and Agency test centre Administrator should work in close coordination with the Observer. Observer's certificate on Test centre and conduction of exam will be treated as final.

4.3 **PRE-EXAMINATION PHASE:**

Examination Centre set-up and deployment of staff for the examination:

4.3.1 Test Centre Administrator shall act as Examination Superintendent (ES). The ES shall depute the examination staff based on the guidelines provided by BOPT(ER).

4.3.2 The Examination Centre is required to set up by the Agency one day prior to the date of examination for due auditing by the Examination Observer and to submit his report. Shortcomings, if any in arrangements, will be intimated by the Examination Observer to the Agency/Test Centre Administrator for due corrective steps.

4.3.3 The Agency has to arrange for the amenities essential to conduct the Examination at its Premises, which is based on the allocation of the number of candidates at a particular Centre. These basic amenities are drinking water, seating arrangement, washrooms etc.

4.3.4 The Examination Observer remain available at the Examination Centre for the full day or till the examination concludes.

4.3.5 The Examination Centre and its staff is expected to not only act in a cordial manner with all the candidates as well as personnel deputed by the BOPT(ER) for Examination Observer duty but also to provide all possible support and cooperation for effective and efficient conduct of Examination.

4.3.6 Each candidate appearing for the examination is required to sign the reporting sheet.

4.3.7 Display the batch schedule and instructions on the notice board of the institution at the reception area as well as outside the computer lab (examinationhall).

4.3.8 Only those candidates, whose names appear in the list of candidates supplied by BOPT(ER) be allowed to appear for Examinations at the TestCentre.

DURING THE EXAMINATION CYCLE:

4.3.9 All the candidates must be thoroughly frisked before they are allowed to enter the examination hall.

4.3.10 Hall Discipline:

- Candidates shall be admitted to the Examination hall only 30 minutes before the commencement of Examination and shall leave latest by 10 minutes after the Examination is over.
- No candidate will be permitted to enter the Examination hall after the commencement of the Examination and be allowed to leave the hall for before 30 minutes after the commencement of Examination.
- Before the commencement of the Examination, it is essential and mandatory for all candidates to give the Bio-metric attendance.

4.3.11 The Bio-metric attendance is mandatory and to be marked in respect of all the candidates present. The number of present candidates must reconcile with the candidates who have taken examination.

4.3.12 Unfair means: The Examination Superintendent(ES) has to ensure that the unfair means detected during the course of examination are properly recorded and the report sent to BOPT(ER) as per procedure laid down by BOPT(ER).

4.3.13 ES should be careful about making arrangements for toilets for the use of all candidates.

4.3.14 Allow the Examination Observers/Members of Surprise Visit Team appointed by BOPT(ER) to inspect the records and the examination halls/rooms, after ensuring that the visiting team is having proper authority letter from the competent authority.

4.3.15 Answer file upload and backup: The uploading of answer file and backup

procedure as laid out by BOPT(ER) must be followed. Any problems/errors should be reported to BOPT(ER) control centre.

4.3.16 POST EXAMINATION PHASE:

After conducting the exam, Agency will ensure that candidate responses are stored safely in more than one data centers in encrypted manner. Apart from this, the Agency will also ensure that audit trail and logs are properly maintained at different levels..The Agency will be required to submit a certificate in this regard to BOPT(ER) within 24 hours of exam completion. Following are the post exam activities after providing certificate to BOPT(ER):

4.3.16.1 If exams are conducted on fixed question pattern, Agency will decrypting the Answer key (as uploaded on Examination Server along with question paper) using private key of Appropriate authority of BOPT(ER).

4.3.16.2 Agency will submit Candidate's Biometric Details and CCTV Camera recordings, to BOPT(ER) and obtain written receipt of same.

4.3.16.3 After obtaining written approval along with minimum qualifying marks in respect of all categories from BOPT(ER), Agency will prepare the merit list and submit to BOPT(ER).

4.3.16.4 SMS alerts on marks obtained will also be sent to candidate's mobile number. Computer based examination software will be a set of two software systems i.e. Computer based exam software and Web Portal for application receiving. Web portal will provide detailed information of BOPT(ER) Examination. BOPT(ER) will provide all the detail of recruitment examinations, schedules , rules, eligibility criteria, procedures etc. Agency will be required to publish same on the web portal in user friendly and structured manner.

5. EVALUATION:

5.1 BOPT(ER) will evaluate the responses of the bidders by Competent Authority.

5.2 The bids will be examined for timely submission and attachment of earnest money deposit. Bids which are submitted late, not accompanied by earnest money deposit of the required amount will be summarily rejected.

5.3 Subsequently, the bids will be examined for fulfillment of eligibility criteria as given above. Bids which do not fulfill the eligibility criteria will not be considered for further evaluation.

5.4 Bids which fulfill the eligibility criteria will be examined for fulfillment of technical specifications and will be awarded scores. Only those bids with a score of 70 and above marks (Total 100 marks) with regard to the technical specification will be eligible for opening of financial bids.

5.5 The representatives of the firms which fulfill techno-commercial specification will be invited for opening of financial bids.

5.6 After the opening of financial bids, the bids would be evaluated in full for final scores.

5.7 The techno-commercial evaluation criteria would be as per the table given below and each bidder would be assigned marks as per the criteria listed in Techno-Commercial

Criteria table below.

5.8 The techno-commercial scores would be normalized on a scale of 100.

5.9 The successful bidders who qualify for opening of financial bids will be evaluated and will be ranked based on the combined evaluation of techno-commercial and financial bids. The weightage for the technical bid would be 70% and commercial bid would be 30%.

5.10 BOPT(ER) may waive any minor infirmity or irregularity in a Tender offer, which does not constitute a material deviation. This shall be binding on all vendors and BOPT(ER) reserves the right of such waivers.

5.11 The decision of the Competent Authority in the evaluation of responses to the Tender shall be final. No correspondence will be entertained outside the evaluation process of the Committee.

5.12 For the purpose of Final Evaluation, Competent Authority will evaluate each of the bidder's response on the basis of Quality and Cost Based Selection. The weightage for the techno-commercial and financial parameters will be in the ratio of 70:30. For comparison of the combined Technical and Price Score of all bidders, following formula will be used:

5.13 **Highest composite score** = (Lowest of all evaluated Bid price/Evaluated Bid price)x30% + (Total techno-commercial Score achieved by the Bid that scored best among all bids/ Total techno-commercial score awarded to the Bid) x 70%.

5.14 The Bidder with the highest Composite Score would be awarded the contract.

5.15 The BOPT(ER) reserves the right to reject any or all proposals.

5.16 Techno-commercial Evaluation.

5.16.1 The committee will evaluate techno-commercial bid on the ground of scope of services mentioned in Tender.

5.16.2 The committee may seek further clarification, if required, from the bidders for the purpose of techno-commercial evaluation.

5.16.3 If a Techno-commercial Bid is determined as not substantially responsive, BOPT(ER) will reject it and in such a case Financial Bid will not be opened.

5.16.4 The committee may invite each of qualified bidders to make a presentation at a date, time and location decided by BOPT(ER). The purpose of such presentations would be to allow the Bidders to present their proposed solutions to the committee and the key points in their Bids.

5.16.5 Solution, strategies, offerings and compliances presented in the form of technical bid will become essential part of Services Agreement to be signed with the successful bidder.

5.17 Techno-commercial Bid Evaluation Criteria:

The techno-commercial proposal will be evaluated using the following criteria:

Sl. No.	Evaluation Criteria for assessing Technical Capability	Maximum Score
1	Bidders experience in years in Computer Based Test/Examinations.	20
	Above 5 years	20
	4 - 5 Years	10
	Less than 4 Years	5
2	Average Annual Turnover from Online Services during the last 3 FYs	20
	Above Rs. 50 lakhs	20
	Rs. 30 lakhs to 50 lakhs	10
	Less than Rs.30 lakhs	5
3	The bidder should have experience of conducting Computer Based Online Tests/Exams (Project=Work Order/PO/Completion Certificate/Agreement)	10
	Above 5 Projects	10
	3-5 Projects	5
	Less than 3 Projects	3
4	Certifications	20
	ISO 27001, ISO 9001:2008 /2015	20
	ISO 9001 : 2008/2015	10
5	The bidder should have cumulatively conducted computer based Online exams till the date of bid submission for	20
	Above 3000 candidates	20
	2000 - 3000 candidates	10
	Less than 2000 candidates	5
6	The bidders experience of handling candidates in single session	10
	Above 1000 candidates	10
	600 - 1000 candidates	5
	Less than 600 candidates	3

Note: Experience of Sister Concern / Group / Parent Company of bidder will not be considered unless they are 100% subsidiary of the Bidder for which adequate documentary proof has to be attached.

5.18 Financial Evaluation:

5.18.1 The Financial Bids will be opened by Competent Authority of BOPT(ER) , in the presence of Bidders' representatives (Maximum two for each bidder) who choose to present during opening. The Bidder's representatives who are present shall sign a Attendance sheet evidencing their attendance. It is not mandatory for bidders to attend the bid opening.

5.18.2 The Financial Bid of only techno-commercially qualified bidders will be opened. Those techno-commercially qualified bidders shall be termed as Substantially Responsive. The decision of the BOPT(ER) in this regard shall be final.

5.18.3 The Financial Bids will be opened and compared (after the techno-commercial evaluation is completed) for those Bidders whose techno-commercial bids reach the minimum threshold standards (i.e. 70 marks).

5.18.4 Bidder quoting "Lowest Bid Value" will be considered for selection.

5.18.5 BOPT(ER) reserves the right to not to award the contract to the bidder lowest quoting bid value without assigning any reasons thereof.

6. AWARD OF CONTRACT

BOPT(ER) shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall, within 10 days of issue of Letter of Intent, give his acceptance along with performance security in conformity with Form III of the bid document. The hirer reserves the right to counter offer price(s) against price(s) quoted by any bidder.

7. SIGNING OF CONTRACT

7.1 Signing of Agreement shall constitute the award of hiring contract on the bidder.

7.2 Upon the successful bidder furnishing the Performance Security the BOPT(ER) shall discharge the EMD.

8. ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of Performance Security shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event BOPT(ER) may make the award to any other bidder at the discretion of BOPT(ER) or call for new bids.

9. PERIOD OF VALIDITY OF BIDS

9.1 The bid shall remain valid for 1 year after the date of opening of bids. A bid valid for a shorter period shall be rejected by BOPT(ER) as non-responsive.

9.2 A bidder accepting the request of BOPT(ER) for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

10. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.

BOPT(ER) reserves the right to accept or reject any bid, and to annul the bidder's process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.

11. RIGHT TO BAN BUSINESS DEALINGS

BOPT(ER) reserves the right to bar the bidder from participating in future tenders/EOIs/ TENDERS of BOPT(ER) for a period of two years in case he fails to honor its bid without sufficient grounds.

12. VERIFICATION OF DOCUMENTS AND CERTIFICATES

As per requirement of the tender's conditions, if any document / paper / certificate submitted by the participant bidder is found to be false / fabricated / tempered / manipulated at any stage during bid evaluation or award of contract, then the bid security (EMD) of the bidder would be forfeited and the bidder would be disqualified from the tender. In case contract has already awarded to the bidder, then PBG would be forfeited.

13. Payment

The payment will be released in full on successful completion of all examinations and submission of Data as per scope of the work.

14. Performance Security

14.1 The successful bidder shall be required to deposit an amount Equal to 5% of the contract value within 10 days of issue of award letter, as performance Security.

14.2 Performance Security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank and the proforma is provided at **Form III** of the bid document.

14.3 Performance Security will be discharged after completion of Agency's performance obligations under the contract.

14.4 If the Agency fails or neglects any of his obligations under the contract it shall be lawful for BOPT(ER) to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

15. Obligations and Accountability:

The agency shall be responsible for the followings:

- 15.1 Maintaining top confidentiality to prevent paper leaks.
- 15.2 Any lapse/default on conducting online examination and processing result.
- 15.3 Assisting BOPT(ER) in handling examination related RTI/legal issues.

16. SPECIAL CONDITIONS OF CONTRACT:

16.1 All types of Recruitment examinations for different posts may be clubbed together based on the number of candidates and examinations may have to be conducted consecutively through the Agency. Accordingly, the arrangement should be developed by the agency so as to enable it to conduct separate multiple written examinations/skill tests etc. for different posts on the same day and in the same venue.

16.2 Examination Centre would be spread all over the Kolkata metropolitan area depending on the number of available candidates.

16.3 Question Papers Bank for both departmental examinations and direct recruitment examinations will be arranged by Agency subject to final approval. Further, the software for reshuffling of questions to prepare different sets of question papers will be supplied by the ExamAgency.

16.4 Work order will be placed to the agency on each occasion for conduction of examination either separately or few examinations clubbed together, depending on the number of candidates. Payment will be made in respect of eligible candidates in whose respect admit card has been issued for each categories of post. In case No. of admit cards issued exceeds 2000 Nos. quantity, the rate per candidate will be negotiated with the bidder subject to the condition that rate per candidate will not be exceeded sixty percent of quoted rate.

16.5 The agency has to provide a minimum of 300 seats per session of 3 hours each for the examinations. However, in case the complete exam is not possible to be conducted in a single session, then the agency, in consultation with BOPT(ER), can schedule the examinations across multiple sessions spread across multiple days in succession.

16.6 A Control Room will be invariably established by BOPT(ER) office in Kolkata and duly manned by its employees/officials, for monitoring and supervising the examination process during the examination. Agency will be required to deploy a resource person for supporting BOPT(ER) in this process.

16.7 In case of any cancellation of examination/termination of agreement due to court cases or any other unavoidable circumstances, BOPT(ER) will safeguard its own interest as well as the interest of the Agency. In such cases, the charges incurred by the Agency to the extent activities completed shall be paid by BOPT(ER) on production of the receipts by the Agency. However, if the cancellation of the exam/termination of the Agreement/MOU is due to the failure on the part of the Examination Agency, BOPT(ER) shall not be liable for reimbursement of the cost incurred by the Agency.

16.8 BOPT(ER) has defined Six (6) categories of the examinations that needs to be conducted and the bidders are to quote Average price for all of the six categories of different examinations. The project would be awarded to the agency, which will score the highest in the evaluation matrix.

16.9 All software for examination centres and candidate interface should be capable of generating various reports and support various question types e.g. multiple choice, marks uploaded to data centre in encrypted forms and bi-lingual capability. The software also operationally tested so that functional requirements specified for the system are actually met.

16.10 Performance and Performance Security. Performance Security/performance Bank Guarantee @ 5% of contract value from a Scheduled commercial bank, till the validity of contract must be submitted by successful Service Provider/Agency within five days of notification of acceptance of bid and communication of Work order/Contract. The formal contract will be signed only after receipt of Performance Bank Guarantee.

16.11 Liquidated damage. The Service provider is required to complete entire project within a period of six months from the date of advertisement of Recruitment Notice in the Newspaper etc. If the Service Provider/Agency fails to deliver his service within the above stipulated period, the BOPT(ER) authority will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed period as pre-

estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever.

16.12 Force Majeure Conditions : If at any time during the continuance of the Contract, the performance in whole or in part by either party of any obligation under this Service Contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, epidemics, civil connotation, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of Govt. provided notice of happening of such event duly evidenced with documents is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to any end or ceased to exist, and the decision of the BOPT(ER) as to whether the services have been so resumed or not, shall be final and conclusive, Provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 10 days, either party may at its option terminate the contract provided also that the Service provider shall be at liberty to take over from the BOPT(ER) at a price to be fixed by BOPT(ER), which shall be final, all unused, brought out exam materials, damaged exam material in the course of conduct of examination at the time of such termination or such portion thereof as the BOPT(ER) may deem fit excepting such materials etc as the Agency may with concurrence of the BOPT(ER) elect to retain.

16.13 Dispute resolution Between BOPT(ER) Kolkata and Service Provider/Agency :

16.13.1 Amicable settlement :In the event of any question, dispute or difference arising connection with the Contract, the Parties shall use their respective reasonable endeavor to settle any dispute amicably.

16.13.2 Arbitration : In the event of any question, dispute or difference arising under the terms and conditions of the contract placed, the same shall be referred to the sole arbitration by the officer nominated as Arbitrator by BOPT(ER) Kolkata.

16.13.3 Laws governing Contract. The contract shall be governed by the Laws of India for the time being in force.

16.14 Jurisdiction of Courts. The courts of Kolkata shall along have jurisdiction to decide any dispute arising out of or in respect of the contract.

16.15 Limitations of Liability. No party will be liable for any special, incidental or consequential damages arising out of or in connection with this agreement or any breach hereof (including for loss of data or profits, or cost of cover), whether or not such party has been advised of the possibility of such damages, and whether under a theory of contract, tort (including negligence) or otherwise; except for liabilities arising out of any violation, misappropriation or infringement of a party's intellectual property rights, or from a breach by either party of its obligation. In no event will either party's aggregate liability arising out of or in connection with this agreement or any breach hereof exceed the Contract Price entered into the Contract between BOPT(ER) and the Service Provider/Agency.

16.16 Termination for Default: If the Service Provider/Agency does not perform its obligations within the Delivery Period/Date mentioned in the Contract, the same would constitute the breach of the Contract and the Buyer shall have the right to Cancel or withdraw the Contract for the incompleted portion after the expiry of the original or extended period stipulated in the Contract. Such cancellation of contract on account of non –performance by the Service Provider would entitle the BOPT(ER) Kolkata to forfeit the performance security.

16.17 **Grounds for Administrative Action Against Service Provider/Agency Misconduct:** The Agency would be liable for administrative actions such debarment from quoting all future bids of BOPT(ER) Kolkata, if they fail to abide by any of the terms & conditions stipulated in this document and/or on the following grounds, if the Seller:-

16.17.1 If it comes to notice that the information / documents furnished in its bid is inaccurate ,false, misleading or forged; or

16.17.2 Fails to furnish requisite performance security within stipulated time required.

16.17.3 Fails to execute an order/ contract or fail to execute it satisfactorily.

16.17.4 Is declared bankrupt or insolvent

16.17.5 Fails to produce the requisite documents/ information during the course of inspection / assessment at any stage; and

16.17.6 On any other ground for which, in the opinion of BOPT(ER), the retention of the Agency is not in Public Interest.

16.18 **Indemnification:** The Agency shall at all time indemnify BOPT(ER) against all suits and claims which may be made in respect of the portal services for infringement of any patent or right. Provided always that in the event of any claim and suit in respect of alleged breach of patent or right being made against the BOPT(ER) , the BOPT(ER) shall notify the Service Provider of the same who shall at its own expense either settle any such dispute or conduct and litigation that may arise there from.

16.19 BOPT(ER) and the Agency shall agree to indemnify, defend and hold harmless recruitment portal, its officials, Managed Service Provider (herein after individually and collectively referred to as "indemnified parties") from and against any and all losses, liabilities, claims, suits, proceedings, penalties, interests, damages, demands, costs and expenses (including legal and other statutory fees and disbursements in connection therewith and interest chargeable thereon) asserted against or incurred by the indemnified parties that arise out of, result from, or in connection with

16.19.1 Breach of the contract(s); or

16.19.2 Any claims made by any third party due to, or arising out of, or in connection with, use of the Website; or

16.19.3 Any claim made by any third party regarding content/ information or materials provided by Service Provider cause any damage to a third party; or arising out of, or in connection with, use of the Website.

16.19.4 Violation of any intellectual property rights or any other rights.

23 March 2018

(SM Ejaz Ahmed)
Director

FORM I**BID FORM**

**To,
Administrative-cum-Accounts Officer(AAO), Board of Practical Training, Eastern
Region, Block EA, Sector I, Salt Lake City Kolkata 700064**

Reference No.

Bid Proposal for Providing Online Exam services to BOPT(ER):

Tender Reference BOPT(ER)/Rectt/01/2018

Dear Sir,

We are submitting the following in connection with above Tender :

I. Tender Reference :

1	Name of Bidder			
2	Registered Office Address and Website			
3	Year of Establishment			
4	Type of Firm			
5	Name of the authorized contact person of the Bidder			
6	Telephone Number(s)			
7	E-mail Address			
8	Fax No.			
9	Mobile No.			
10	Year-wise financial turnover	2014-15	2015-16	2016-17

II. Experience in same or similar projects completed

Sl. No.	Name of the Customer with address, Name of contact person and telephone numbers	Description of project	Responsibility or Role of the bidder in the project	Order Value (Rs)	Completion Date
1					
2					

(Please attach completion certificates from the concern department/company)

III. Details of ongoing similar projects with status

S. No	Name of the Customer with address, Name of contact person and telephone numbers	Description of project	Responsibility or Role of the bidder in the project	Order Value (Rs)	Project Status

1					
2					

IV. Support network:

Bidder to provide details of support offices in different cities with name of contact person, address, Telephone No., Fax No. email IDs.

Center(s)	Numbers, Email IDs etc.	Location(s)
Head office		
Development Centers		
Support Centers		

V. The rates quoted are valid up to one year from the last date of bid submission. The validity can be extended with mutual agreement.

VI. Following documents are attached towards the proof of earnest money deposited.

Sl. No.	Earnest Money Amount	Demand Draft(DD) Number	Dated	Drawn on Bank

VII. We agree to abide by all the conditions mentioned in this Tender Notice issued by BOPT(ER) and also the further conditions of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein). We understand that re-produced/re-word-processed formats or Bidder’s own formats for the price quotations will disqualify the Bidder.

VIII. We accept payment modality as mentioned in the bid document. Techno-commercial Bid is duly filled and signed is enclosed in a separate envelope with this Tender form along with Terms & Conditions in token of acceptance. Financial Bid of this Tender Document is enclosed in a separate envelope duly signed and sealed.

We believe and agree in good faith that the decision of BOPT(ER) will be final and will be binding on us.

Dated: Place:

Name of the Bidder:

Duly authorized to sign the bid for and on behalf of Sign & Seal

.....

1. Witness.....

Address.....

Signature

Note: Please add separate pages as attachment, if required.

PRE-QUALIFICATION (PQ) FORM**FORM-II**

Bid Reference: Bid Proposal for Providing Online examination Services to BOPT(ER).

1. Bidder's Details :

Sr. No.	Particulars	Bidder
1	Name of the Bidder	
2	Status of Bidder	Company/Firm/ Society/PSU
3	Registration No.	
4	Registration Year	
5	Certification of Incorporation/ Registration /Others	

2. Annual Turnover Details :

Financial Year	Total Annual Turnover (in Rupees)
2014-2015	
2015-2016	
2016-2017	

Note: Enclose copy of audited Balance Sheets and Turnover certificate.

3. Details of 2 or more projects of conducting Computer Based Online Exams successfully in academic entrance or recruitment domain for Government Agencies/ Govt. Departments / Autonomous bodies/PSU .

Sl No.	Project Name	Name of concerned Govt. Agency/ Govt Department / PSU / Exam Conducting Body	Total Project/ contract Value in Rs.	Contract Award Date And Work Completion Date	Relevant Certificates enclosed with PQ Bid at page No.
1					
2					
3					

4. Detail of completing Computer Based Online Exams having minimum 500 candidates appeared in single shift for any Govt. Departments /PSU/Exam Conducting Bodies.

No.	Name of the Examination	Name of concerned Department / Autonomous bodies	Date of Exam	Name of the Cities Where exam conducted (Please attach separate sheet)	Number of Candidates Appeared in Single Shift	Relevant Certificates enclosed with PQ Bid at page No.

1						
2						

5. Detail of conducting Computer Based Online Exams till the date of bid submission:

Sr. No.	Year	CBT Exam Assignments Completed	Number of Candidates Participated/ appeared	Name of the Cities where exam conducted	Relevant Certificates enclosed with PQ Bid at page No.
1					
2					

6. Detail of Computer Based Online Exam and development of Recruitment portal software etc.

Sr. No.	Particular	Details
1	Name of The Software (if Any)	
2	Platform used to develop the software	
3	Year of release of first version	
4	Name of the Customer for which the software was used first time and year	
5	Approximate Number of candidates participated in the first exam conducted on it.	
6	Current Version	
7	Detail of ISO Certification	

7. Detail of black listing by any Centre/State government department/agency/ PSU with reference to PQ:

Sr. No.	Particular	Bidder's Response/Page No.
1	Has the Bidder been ever black listed by any Centre/State government department/agency in India during last 5 years?	Yes/No
2	If yes, please attached detail of same and mention Page no. of same in PQ Bid	
3.	Vigilance case or any court case is pending against the Bidder	Yes/No

8. Undertaking of having capacity of conducting Computer Based Online Exam for minimum of 500 candidates in a single shift along the list of Exam Centre and Seating Capacity is attached at Page No.....

9. Particulars of Authorization of the person signing these documents on behalf of the bidder.

Sr. No.	Particular	Detail														
1	Details of authorized person to sign this bid document for this project.	<table border="1"> <tr> <td data-bbox="772 409 997 448">Name</td> <td data-bbox="997 409 1450 448"></td> </tr> <tr> <td data-bbox="772 448 997 486">Company</td> <td data-bbox="997 448 1450 486"></td> </tr> <tr> <td data-bbox="772 486 997 524">Designation</td> <td data-bbox="997 486 1450 524"></td> </tr> <tr> <td data-bbox="772 524 997 562">Address</td> <td data-bbox="997 524 1450 562"></td> </tr> <tr> <td data-bbox="772 562 997 600">Phone No.</td> <td data-bbox="997 562 1450 600"></td> </tr> <tr> <td data-bbox="772 600 997 638">Mobile No.</td> <td data-bbox="997 600 1450 638"></td> </tr> <tr> <td data-bbox="772 638 997 676">Email Address</td> <td data-bbox="997 638 1450 676"></td> </tr> </table>	Name		Company		Designation		Address		Phone No.		Mobile No.		Email Address	
Name																
Company																
Designation																
Address																
Phone No.																
Mobile No.																
Email Address																
2	Authorization given by															
3	Extent of liability covered under this Authority															

Date:

Place:

Name and Designation with Seal

FORM – III

PERFORMANCE SECURITY BOND FORM

1. In consideration of Board of Practical Training, Eastern Region Kolkata (here in after called the BOPT(ER), Kolkata) having agreed to exempt (here in after called the said Agency from the demand of Security deposit of Rs..... on production of Bank Guarantee for Rs. _____ For the due fulfillment by the said Agency of the terms & conditions to be contained in an Agreement dated and Tender document no. BOPT(ER)/Rectt/01/2018 (hereinafter referred to as Agreement)

_____ in connection with the Contract.

2. _____ we, (name of the bank)

_____ (Hereinafter referred to as "the Bank") at the request of _____ (Agency do hereby undertake to pay to the BOPT(ER), Kolkata an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the BOPT(ER), New by reason of any breach by the said contractor(s) of any of the terms & conditions contained in the said agreement.

We (name of the bank) _____

do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BOPT(ER), Kolkata stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the BOPT(ER), Kolkata by reason of breach by the said contractor(s) of any of the terms & conditions contained in the said agreement or by reason of the contractor(s) failure to perform the said Agreement or breach of any terms and conditions of contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the BOPT(ER), Kolkata in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. __

3. We undertake to pay to the BOPT(ER), Kolkata any money so demanded not withstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court of tribunal relating there to our liability under the present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment

4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect initially for a period of one year from the date of acceptance and further agree to extend the same from time to time (one year at each time). It shall continue to be enforceable till all the dues of the BOPT(ER), Kolkata under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till BOPT(ER), Kolkata certifies that the terms &

conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ONE YEAR from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) further agree with the BOPT(ER), Kolkata that the BOPT(ER), Kolkata shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & conditions of the said agreement or extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the BOPT(ER), Kolkata against the said contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, and or any omission on the part of the BOPT(ER), Kolkata or any indulgence by the BOPT(ER), Kolkata to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us

5.1 This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)/supplier(s)

5.2 We (name of the Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent.

This guarantee is valid from _____ to

_____ Dated: _____

For _____
(Indicating the name of the bank)

N.B.: this guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stampact.

UNDERTAKING**FORM-VI**

Bid Reference: Bid Proposal for Providing Online Exam services to
BOPT(ER), Kolkata

Date:

To,

**The AAO
BOPT(ER)
Kolkata**

Subject: Undertaking for having capacity of conducting Computer based Online Exam for minimum of 500 candidates in single shift.

In response to the Tender for Providing Computer Based Online Exam services for BOPT(ER), I/we have successfully identified 500 computer based Online examination seats in Kolkata as per standards defined in this tender for Exam Centers. List of institutions/agencies who own Exam Centre Infrastructure for these seats, their location, and number of seats available with them as per defined standards, is enclosed herewith. I/we will provide copy of Agreement signed with each of these Exam Centre Infrastructure owners within 6 weeks of signing of agreement with BOPT(ER). Format of this MOU will be designed in consultation with BOPT(ER).

Name of the Bidder: -

Signature: -

Seal of the Organization: -

Encl: List of Exam Centre Infrastructure Owner with their location and seating Capacity.

Financial Bid

Subject: Submission of Financial Bid for Selection of Examination Agencies for conducting online recruitment examinations of BOPT(ER) Kolkata

Having examined the Bid Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Provide Examination Services to BOPT(ER). To meet such requirements and to provide services as set out in the Bid document following is our quotation summarizing our Financial proposal.

Sl. No.	Description	Approximate Quantity [A]	Price per Unit (in Rs.) [B]	Total Amount (in Rs.) [C = A XB]
1.	Price for Conducting Computer Based Examination in six months as per Tender Terms which involves online Examinations(Psychometric, Objective & subjective), Skill Proficiency assessment Test (Typing / Stenography /Computer Proficiency test) in respect of following No.(s) of six categories of Posts: 1 No. Junior Accountant 1 No. Steno Grade II 1 No. General Assistant; 1 No. Upper Division Clerk; 2 Nos. Lower Division Clerk; (1 No. PWD – OH Category+ 1 No. General category); & 1 No. Multi-Tasking Staff .	2000 Nos.		

We undertake that the aforesaid prices are exclusive of all applicable statutory levies/taxes and duties and will be charged @..... (rates of taxes/GST etc.)

We understand that the unit quantity data specified in the Financial/price Bid. We shall not regard the volume specified as a commitment from the BOPT(ER), as these are mentioned for bid evaluation purpose. The figures are bound to change based on various circumstances.

We undertake, if our proposal is accepted, we will obtain a performance bank guarantee (PBG) issued by a nationalized bank in India, acceptable to BOPT(ER)for an amount equivalent to 5% of the estimated contract value for the due performance of the contract till the validity of the contract period.

We agree for unconditional acceptance of all the terms and conditions in the Bid document and also agree to abide by this Bid response for a period of 30 days from the date

fixed for Bid opening and it shall remain binding upon us, until within this period a formal contract is prepared and executed, this Bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the BOPT(ER) is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead BOPT(ER) as to any material fact.

We agree that you are not bound to accept the lowest or any Bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any if the products/service specified in the Bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

(Signature)

(In the capacity of).....

Duly authorized to sign the Bid Response for and on behalf of: (Name and Address of Company) Seal/Stamp of bidder

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I, certify that I am of the, and that who signed the above Bid is authorized to bind the corporation by authority of its governing body.

Date:

Place

Name and Designation with Seal

ANNEXURE - I**BOARD OF PRACTICAL TRAINING (EASTERN REGION)****MEMORANDUM OF PROCEDURE (MOP) FOR RECRUITMENT OF STAFF
APPLICABLE TO THE POSTS HAVING
GRADE PAY LESS THAN RS.5400/- (AS PER 6TH CPC)**

RR - Recruitment Rule of BOPT (ER), Kolkata approved by the Ministry vide letter ref. no. F.7-4/74.T.3 dated 08.07.1975. In respect of MTS only, the modified RR under O.M. No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 (Annex-I) of DoPT, Govt. of India under 6th CPC as approved in 113th meeting of BOG held on 23.07.2011.

SSR – Staff Service Rule of BOPT (ER), Kolkata approved by the Ministry vide letter ref. no. F.7-4/74.T.3 dated 15.04.1975. In respect of MTS only, the modified SSR under O.M. No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 (Annex-II) of DoPT, Govt. of India under 6th CPC as approved in 113th meeting of BOG held on 23.07.2011.

1. Definition of this MOP

- 1.1 This Memorandum of Procedure for recruitment of staff for the posts having Grade Pay less than 5400/- (as per 6th CPC) has been finalized in view of Govt. of India's directives to replace the process of interview as mentioned in approved SSR & RR of BOPT (ER) with the written examination for preparation of merit list and offer of appointment according to merit list.
- 1.2 This Memorandum of Procedure signifies replacement of the component of conducting interview with that of written examination to draw the merit as well as to practice uniform testing procedure in respect of written examinations/skill assessment tests.
- 1.3 The Recruitment Rule and Staff Service Rule in respect of all recruitment for the post (except MTS) having Grade Pay less than Rs.5400/- (as per 6th CPC) approved by the Ministry vide its letter ref. no.F.7-4/74.T.3 dated 08.07.1975 and ref.no. F.7-4/74.T.3 dated 15.04.1975 respectively shall be followed till further amendment/upgradation. In respect of MTS, the SSR and RR as modified through O.M. No.AB-14017/6/2009-Estt (RR) dated 30.04.2010 shall be followed.

2. GENERAL PROCEDURE

- 2.1 Finalization of vacancy notification based on the no. of posts sanctioned and the reservation roster, if applicable.
- 2.2 Selection of recruiting agency, if required.
- 2.3 Release of notification in Regional newspapers for direct recruitment in brief and on internal notice board for selection post.
- 2.4 Release of detailed notification on BOPT (ER) website for direct recruitment as well as recruitment through selection applicable for different posts.
- 2.5 The notification to be published shall be strictly as per the Rules referred to under 1.3 above. In view of the requirement of knowledge on computer application as an important component of today's requirement, the Board may specify/incorporate the requirements under desirable qualification/experience in the notification.
- 2.6 Forwarding of the notifications to the local Employment Exchange in respect of posts specified in Recruitment Rule of BOPT (ER) with a request to inform the eligible candidate(s) registered with them about the notification and instruct them to complete subsequent process for submission of offline/online application.
- 2.7 A fee of Rs.500/- may be charged in case of direct recruitment from the applicant. However, exemption/concession of fees for different reserved categories shall be as per relevant rules of Govt. of India.
- 2.8 Conduct of meeting of Selection Committee to short-list eligible candidate(s).
- 2.9 Conduct of tests as the case may be for different posts following this MOP.
- 2.10 Conduct of meeting of Selection Committee to peruse the result of Tests and prepare merit list of candidates in the ratio of 1:3 against each posts.
- 2.11 Definition of different Tests
- A. Written Examination
- i) *Psychometric Test (written test to ascertain the General fitness of the candidates for the job).[Screening in nature.]*
 - ii) Objective (Multiple Choice) Question Written Examination (OQWE) [*Merit determination*]
 - iii) Subjective Question Written Examination (SQWE) [*Merit determination*]
- B. Skill Proficiency Assessment Test (SPAT). [*Qualifying in nature*]

The Psychometric test shall be screening in nature. The candidate(s) clearing the screening test shall only be considered for further recruitment process. The recruitment involving testing of skill proficiency as the case may be shall be conducted to ensure fulfilment of minimum eligibility criteria and is qualifying in nature. Similarly, candidate(s) clearing the Skill Proficiency Assessment Test (SPAT) as the case may be shall only be considered for further recruitment process. The final merit list shall be prepared on the basis of written examination 2.11 A (ii) or 2.11 A (iii) or both 2.11 A(ii) & 2.11 A(iii) as mentioned above in equal weightage as the case may be.

Nature of tests defined above along with the level of tests for different posts is as below:-

S I . N o .	Name of the Post	Type of test to be conducted for short-listing of candidates on the basis of General fitness of the candidate for the post	Type of test to be conducted as qualifying test	Type of test to be conducted for preparing merit list	Details of the tests
1	Multi Tasking Staff	Psychometric Test	No Qualifying Test	OOQE	<ul style="list-style-type: none"> a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The OOQE test shall be based on General Knowledge and General Intelligence and test of aptitude and personality for the post of Standard of Matriculation pass. c) Merit list for final selection shall be prepared on the basis of marks obtained in OOQE.
2	Lower Division Clerk	Psychometric Test	SPAT	OOQE	<ul style="list-style-type: none"> a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The SPAT shall be conducted to ascertain fulfilment of qualifying criteria. The typing proficiency test to be conducted on computer (duration 10 minutes). The criteria for qualifying the exam shall be at a speed of minimum @30wpm in English. c) Based on the qualifying test (SPAT) result, the qualified candidates only shall be called for appearing in written test. d) The OOQE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application and test of aptitude and personality etc. e) The panel of the selected candidates (merit

					list for final selection) shall be prepared on the basis of marks of OQWE scored by the candidates who qualify in the skill test (SPAT).
3	Upper Division Clerk	Psychometric Test	No Qualifying Test	1.OQWE 2.SQWE	<p>a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing.</p> <p>b) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application and test of aptitude and personality etc.</p> <p>c) The SQWE test shall be conducted to evaluate working knowledge in Hindi.</p> <p>d) Merit list for final selection shall be prepared giving equal weightage to the marks obtained in OQWE as well as SQWE tests.</p>
4	Stenographer	Psychometric Test	SPAT	OQWE	<p>a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing.</p> <p>b) The SPAT shall be conducted to ascertain fulfillment of qualifying criteria. The typing proficiency test to be conducted on computer to ascertain fulfillment of minimum typing speed @40 wpm in English (duration 10 minutes). Further the criteria for fulfillment of minimum short-hand speed @ 100wpm in English (duration 10 minutes) shall be conducted and transcription therein only on computer (duration 50 minutes).</p> <p>c) Based on the qualifying test (SPAT) result, the qualified candidates only shall be called for appearing in written test.</p> <p>d) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application and test of aptitude and personality etc.</p>

					e) The panel of the selected candidates (merit list for final selection) shall be prepared on the basis of marks of OQWE scored by the candidates who qualify in the skill test (SPAT).
5 & 6	Analyst & General Assistant	Psychometric Test	No Qualifying Test	1. OQWE 2. SPAT	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning and test of aptitude and personality etc. c) The SPAT shall be conducted to evaluate working knowledge in computer applications for data compilation. The SPAT shall be conducted on Analytical proficiency on database (database of students /apprentices for analysis to determine / graphical representation on different attributes) [duration 1 hour]. d) Merit list for final selection shall be prepared giving equal weightage to the marks obtained in OQWE as well as SPAT tests.
7	Assistant (Hindi)	Psychometric Test	No Qualifying Test	1.OQWE 2.SQWE	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application and test of aptitude and personality etc. c) The SQWE test shall be conducted to evaluate working knowledge in Hindi (capability of translating independently Hindi into English and vice-versa). d) Merit list for final selection shall be prepared giving equal weightage to the marks obtained in OQWE as well as SQWE tests.
8	Senior Stenographer /Stenograph er Grade-II	Psychometric Test	SPAT	OQWE	a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing. b) The SPAT shall be conducted to ascertain

					<p>fulfillment of qualifying criteria. The typing proficiency test to be conducted on computer to ascertain fulfillment of minimum typing speed @40 wpm in English (duration 10 minutes). Further the criteria for fulfillment of minimum short-hand speed @ 100wpm in English (duration 10 minutes) shall be conducted and transcription therein only on computer (duration 40 minutes).</p> <p>c) Based on the qualifying test (SPAT) result, the qualified candidates only shall be called for appearing in written test.</p> <p>d) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application and test of aptitude and personality etc.</p> <p>e) The panel of the selected candidates (merit list for final selection) shall be prepared on the basis of marks of OQWE scored by the candidates who qualify in the skill test (SPAT).</p>
9	Junior Accountant	Psychometric Test	No Qualifying Test	SQWE	<p>a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing.</p> <p>b) The SQWE test shall be conducted to ascertain working knowledge in the subject field.</p> <p>c) Merit list for final selection shall be prepared based on marks obtained in SQWE test.</p>
10	Office Superintendent	Psychometric Test	No Qualifying Test	1.OQWE 2.SQWE	<p>a) Psychometric test to determine the General fitment of the candidate for the post, hence is a screening test. Those found fit / eligible shall be considered for further processing.</p> <p>b) The OQWE test shall be based on Matric level syllabus of Mathematics, General Knowledge, General Science, English, Reasoning, basic user level knowledge of computer application and test of aptitude and personality etc.</p> <p>c) The SQWE test shall be taken to ascertain working knowledge in (i)Govt. Rules & Regulations and (ii) in Hindi.</p> <p>d) Merit list for final selection shall be prepared giving equal weightage to the marks obtained in OQWE as well as SQWE</p>

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