

## QUOTATION NOTICE

The Council invites sealed quotations (technical and financial) from the registered agencies/firms/company/organization for conduction of online recruitment process of various posts amidst 40,000 candidates having adequate experience of end to end recruitment process.

Quotations to be submitted separately for technical and financial and to be reached to the undersigned by 2<sup>nd</sup> of July 2018, Monday till 5PM.

Date and Time of opening the quotation will be intimated through email or call.

This Council reserves the rights to whether accept or reject any one or all quotations without assigning any reason.

### **SCOPE OF WORK**

- a) Development of exam software for conduction of online test.
- b) Generation of Admit Card and provision for download to the shortlisted candidates.
- c) Center Management for conduction of online test.
- d) Proctoring Management at center locations (30:1).
- e) Attendance management.
- f) Result Process and MIS Reports.
- g) The firm shall take all care to maintain 100% secrecy and accuracy of the entire exam process.
- h) The time schedule/delivery schedule of the examination process will be indicated by ICHR.

### **SPECIFICATIONS OF TECHNICAL:**

- The bidder should be a company registered under companies Act, 1956.
- The Bidder should not have been black-listed in any government agency in the past on account of fraudulent or corrupt practices or inefficient/ineffective performance. (Relevant certificate to be submitted)
- The Bidder should have access to a well established data centre where the hardware infrastructure for the proposed online application system will be hosted.
- Minimum 3 years of experience of providing similar service to any 3 reputed recruiting organizations/State Educational Board/University/Government organizations is a must. The Bidder will have to submit relevant Experience Certificates along with the tender document from the higher authority of the concerned Examination Boards/Universities/organization stating that the 'Firm' has successfully and efficiently completed their job in the stipulated time. (Bidder must submit References of these three examination bodies for which examination work was carried out)

- The Bidder should have successfully executed similar project(s) on all India basis, out of these at least one should be of conducting in 25 cities(in a single given day) or more and should have proven capacity of conduct of CBT mode exam of 4000 candidates in a single shift. The documentary evidence in the form of work/contract and client report must be enclosed.

**Note:** Similar service means design/development of computer-based platform for conducting online tests for professional examination, processing, integration of payment gateway, test delivery, evaluation and result processing, and informing the applicants, and ensuring safety and security of the related information. The Bidder should have its own developed software which can be customized as per the requirements of the Examination body (in this case ICHR). The Bidder should have ready infrastructure in at least at 10 major cities of India. The company/agency should own the source code of the test engine software. (Attach declaration confirming that the software is owned by the company from the representative who has the company power of attorney)

#### **FINANCIAL BID:**

After opening the Technical Bid and verifying the eligibility criteria, and demonstration ICHR shall notify the eligible Bidders indicating the date, time and place for financial bid opening. The Financial Bid of technically qualified Bidders will be opened in the presence of Bidders who choose to attend the meeting.

The Financial Bid should be submitted in the following specifications :

1. Cost for per candidate for about 1 – 10000 candidates
2. Cost for per candidate for about 10000 – 20000 candidates
3. Cost for per candidate for about 20000 – 30000 and above .

#### **PAYMENT TERMS:**

30% payment shall be made in advance within 15 days from the scheduled date of examination. and the payment of balance amount of 70% will be paid after completion of entire exam process.

**Member Secretary**  
**INDIAN COUNCIL OF HISTORICAL RESEARCH**  
**35 FERROZESHAH ROAD,**  
**NEW DELHI 110 001**

Phone: +91 11 23382321, +91 11 23386973