

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110024**

**NOTICE INVITING TENDER FOR EXAMINATION PROCESS OF D.El.Ed & DPSE COURSES
THROUGH E-PROCUREMENT SOLUTION ONLY.**

Online tenders (e-tenders) through E-procurement platform of Govt. of NCT of Delhi (<https://govtprocurement.delhi.gov.in>) are invited under Two-Bid system from reputed agencies, registered and located in Delhi either by themselves or as a proprietorship / partnership, for Examination Process of Two Year Diploma Course in D.El.Ed and Diploma in Pre-School Education (DPSE) Session, for a period of three years on contract basis initially extendable up to two more years on year to year extension 'after successful completion work of three years' based on the satisfaction of SCERT and approval of Director, SCERT. The prospective bidders must meet the qualifying criteria mentioned in the technical qualifications of the tender. They should have capacity to design, undertake/execute confidential examination process related work as prescribed in the tender document and schedule of the activities to be undertaken by the agency and other services related with D.El.Ed & DPSE Examination process for SCERT, Delhi.

Schedule of tender:

- 1 Date of release of e-tenders through e-procurement system: 13/09/2024 (Friday) at 1800: Hrs.
- 2 Last Date/Time for downloading of tenders through e-Procurement System: 14/10/2024 (Monday)
12.00 Noon

Last Date/Time for online submission/receipt of tenders: 14/10/2024 at 12.00 P.M. Last Date/Time for submission of EMD, in physical form: 14/10/2024 at 12.00 P.M. The Earnest Money of Rs.1,50,000/- (Rs. One Lakh Fifty thousand only) in the form of FDR/Demand Draft of Nationalized/scheduled bank of RBI in favour of Director, SCERT payable at Delhi along with all eligibility documents of Technical Bid as uploaded through e-tendering must be deposited in SCERT Tender Box in sealed cover by 12:00 PM on - 14/10/2024, failing which the tender will not be considered.

Date/Time of Opening of Technical bids: 14/10/2024 at 04.30 P.M. Technical bids will be opened by the Tender Committee in the Office of Controller of Examination, SCERT, Varun Marg, Defence Colony, New Delhi-110024.

Date/Time of Opening of Financial bids: 24/10/2024 at 12:00 Hrs. Financial bids of the successful renderers i.e. those agencies which qualify in the technical bid, will be opened by the Tender Committee of SCERT in the Office of Controller of Examination, SCERT, Varun Marg, Defence Colony, New Delhi-110024. In case of any holiday on the day of opening, the tenders will be opened on the next working day at the same time.

Detailed NIT along with terms & conditions can be downloaded from the Website <https://govtprocurement.delhi.gov.in>. For eligibility criteria to participate in e-procurement process, please refer to **Announcements** link at <https://govtprocurement.delhi.gov.in>. 24x7 Toll Free telephonic help desk number 1800-3070-2232 Mobile numbers 91-7878007972 & 91-7878007973. Prospective bidders are also advised to visit SCERT web site <http://www.scertdelhi.nic.in> for reference.

DIRECTOR, SCERT

D.El.Ed/DPSE ANNUAL EXAMINATION

TECHNICAL QUALIFICATIONS

The tendered should fulfil following qualifying criteria:

Reputed firm having continuous experience at least 2 Govt. departments and 5 years of handling confidential examination work for professional/technical courses of recognized **Central/State Universities/ Examination Boards/Councils/organizations/ institutions** etc. in the area of designing, printing of OMR examination forms, printing of answer booklets with OMR cover page, processing of data, preparation of results, mark sheets and diploma certificates etc (Experience for processing result of Entrance Exams or Admission Process should not be considered) as per details given in the list of activities, mentioned separately in the tender document, for examination process of D.El.Ed and DPSE course.

- 1 Should have experience of handling of at least 50,000 candidates and their processing capabilities in examination of any Central/State Universities/ Examination Boards/Councils/ organizations/ institutions etc (Enclose certificate of examining body).
- 2 Should have at least 5 years Experience of handling, processing, scanning of examination forms and preparation of admit cards of students (Enclose certificate of examining body) out of which 5 years regular experience in an Govt. Organisation be there.
- 3 Should have at least 5 years Experience for printing of 40 Pages OMR based Answer Booklets. (Enclose experience certificate of examining body).
- 4 Should have at least 5 years Experience for coding and de-coding of OMR based Answer Booklets, printing and Pasting of Barcode Steakers, Scanning and Processing of Part-C. (Enclose experience certificate of examining body).
- 5 Should have at least 5 years experience of preparing results, mark sheets and diploma certificates (Enclose experience certificate of examining body).
- 6 Should have at least 5 years experience for designing, hosting, publishing and downloading of individual results/marksheets on their own server (Enclose experience certificate of examining body).
- 7 Should have experience to preparing and uploading of database on DigiLocker for downloading of marksheets and certificates from DigiLocker facility. (Enclose experience certificate of examining body).
- 8 Should have **ISO 9001-2015 and ISO 27001-2013** certification for Processing of data related with examination/examination work. (Enclose both copy of ISO certificate).
- 9 Should have sound financial record of average turnover of not less than Rupees One Crore per year for the last three financial years i.e. (2021-2022,2022-2023 and 2023-2024) (A copy of the C.A. Certificate indicating Last Three Year's Turnover of the Company is to be enclosed).
- 10 Should have office located in Delhi.
- 11 Should have sufficient infrastructure and human resources at his/her own organization as subletting of programming and processing of data related work to other agency is not acceptable. (Enclosed list of Staff).

Agency shall submit an affidavit on non judicial stamp paper of Rs. 100/-duly notarized that the agency/sister concern/promoter/owner/any of the office bearer of the agency applying for tender has not been debarred/penalised on account of unsatisfactory performance/ black listed during last 3 years from any Govt./Public/ Autonomous Organization/ Examining Body including SCERT(Submit copy of Affidavit)

- 12 Certificate of satisfactory performance from the work awarding agency for executing examination processing work including SCERT, Delhi (If worked with SCERT, Delhi please enclosed the satisfactory completion of work certificate issued by SCERT).**

**STATE COUNCIL OF EDUCATIONAL RESEACH AND TRAINING,
VARUN MARG, DEFENCE COLONY, NEW DELHI-110024.**

D.El.Ed/DPSE ANNUAL EXAMINATION

TENDER DOCUMENTS COMPRISING OF FOLLOWING DETAILS
(Tenderer must ensure receipt of all documents listed below)

Sr. No .	Contents
1	Notice Inviting Tender for Examination Process
2	Technical Application Format (Technical Bid)
3	Table for detailed profile of agency for assessment of technical qualifications
4	Scope of Examination processing work to be executed (Annexure-A)
5	Quantum of work and tentative schedule of Examinations (Annexure-B)
6	Proforma for Financial Bid (for quoting rate by the firm for Examination work) (Annexure-C)
7	Terms and conditions and schedule of payments

**D.El.Ed/DPSE ANNUAL EXAMINATION-
TABLE: DETAILED PROFILE OF THE AGENCY**

TECHNICAL APPLICATION FORMAT (TECHNICAL BID)

1	NAME OF AGENCY			
2	EARNEST MONEY of Rs.1,50,000	DD No.	Dated	Name of the Bank
3	Address			
4(a)	Registration No.			
(b)	PAN No.			
(c)	GST No.			
5	Turnover of the agency of last 3 years (alongwith audit report as proof)	Year	Amount	Average of 3 years
		2021-22		
		2022-23		
		2023-24		

6. Profile of the agency (additional pages may be used if required) *

7. Examination processing work

Sr No.	Organisation in which work executed	Year	Volume of work/ No. of candidates	Relevant certificate at Annexure No.____

**8. Infrastructure (Annexure No. _____)
(enclose details of Physical & Human Resources)**

*** Experience of handling of annual/ semester examination work for at least 5 years with proof and certificates from the Examining Board /University/Councils/ Organization/Institutions w.r.t. their proficiency of job performance.**

I understand that only that agency will be awarded work order who could prove their credential as per the requirement of tender document of SCERT as evidenced by production of original documents w.r.t. physical infrastructure and human resource as mentioned in tender notice & document. I further understand that Examination work is a time bound activity, as such the Director SCERT or his representative can visit the firm to ensure physical verification of infrastructure and human resources if needed, prior to award of work and/ or at any stage thereafter.

Undertaking: I undertake that information furnished above are true and correct. The agency will not sublet any part of aforesaid job to any other agency and will complete the job in time as per activities schedule provided by the Director, failing which the Director SCERT may decide appropriate penalty on the agency and the same will be binding on the agency as per agreement executed.

Signature of Proprietor/authorized signatory

Name & Designation _____

With stamp of the firm _____

SCOPE OF EXAMINATION PROCESSING WORK TO BE EXECUTED

- 1 Design & Printing of printed/online/scanable examination Form on ICR/OMR sheet of Moisture free quality paper of a standard firm of 120 GSM JK Maplitho/ Bond/ Sinarmas paper with Bar Code as per draft approved by controlling authority of examination cell, SCERT.
- 2 Supply of examination Forms in suitable packets as specified by Examination Cell.
- 3 Collection of examination Form from controlling authorities alongwith schedule of various activities to be adhered with.
- 4 Preparation & supply of report/data in CD & hard copy (two copies) of examinees in appropriate programme compatible (easily assessable) with all details, as desired by Controlling authorities of SCERT.
- 5 The Soft copy of data of all Scanned Examination Forms and C-Part of Answer Booklets individually in CD-(two copies)
- 6 Design, Preparation & supply of admit cards online/offline with scanned photo & signature of candidates on admit cards on Moisture free quality paper of 120 GSM JK Maplitho/ Bond/ Sinarmas paper of a standard firm as per design approved by controlling authorities.
- 7 Design & preparation of award list having roll numbers with one main copy & three carbon copies of award list for external, internal and practical grade etc as prescribed in curriculum.
- 8 Coding & Decoding of fictitious roll no. on all individual answer sheets (approx 65000) of D.El.Ed and DPSE Ist+IInd+reappear candidates) at premises of SCERT/ and or DIETS/Schools or as per modalities/strategies decided by Controller of Examinations . The agency is also required to print bar code stickers on polyethylene for coding of answer sheets.
- 9 Collection of marks/award lists from examination cell SCERT.
- 10 Double punching/feeding of marks by two different system by two different persons.
- 11 Matching of both data and ensuring zero mismatch.
- 12 Preparation, checking, finalization and submission of Final Result.
- 13 Designing, development, hosting, publishing and downloading of online individual results/marksheets using their own server.
- 14 Designing, development, hosting, publishing and downloading of online individual Admit Cards using their own server.
- 15 Preparation, uploading and submitting of database to DigiLoker for downloading of individually marksheets and certificate.
- 16 Submission of final result in CD as well as in hard copy for institutes & one office copy as per proforma/table as prescribed by Controller of Examinations.

- 17 Design , Preparation, Printing and supply of individual Mark sheet of candidates with Serial Number, Enrollment Number. & Roll No., scanned photo & signature of candidates & Controller of Examinations on 120 GSM JK Maplitho/ Bond of a standard firm paper with 5-6 security checks, as per approval of Controller of Examination.
- 18 Design, Preparation, printing and supply of individual Diploma Certificates (bilingual Hindi and English) of candidates with scanned photo & signature of candidates & Controller of Examinations on 120 GSM JK Maplitho/ Bond/ Sinarmas paper of a standard firm with 5-6 scrutiny checks, as per approval of Controller of Examination.
- 19 During examination days the firm will provide two persons/ employees along with on all dates of examination for up-loading, de-loading, managing/systematic placing of bags of answer sheets prior to coding/decoding.
- 20 During examination days for at least 3-4 months, the Agency will have fully responsibility to pick and drop the subject wise answer booklets sealed bags from all location within Delhi with two persons/ employees using at least two vehicles during main exam and reappear exam.
- 21 Any other examination related work as assigned by Controller of Examination which if not covered above.
- 22 Help desk phone number fix line during examination and email ID for internet Logistic management and grievance redressal are to be provided by Agency to the Examination Cell.
- 23 Should have experience to preparing and uploading of database on DigiLocker for downloading of marksheets and certificates from DigiLocker facility.

NOTE: Director, SCERT reserves the right to reduce/curtail/shorten any of the activities mentioned above regarding Examination process as may be deemed fit.

Annexure-‘B’

Printing and supply of answer booklets with OMR cover page as detailed below:

S.No.	Items Required	Specification/Description /	Quantity Approx.
1.	Printing and supply of Answer Booklets with 40 pages having OMR front cover containing 2 barcodes.(barcode to be printed after consulting COE)	As per technical specification detailed below at A	65000
2.	Scanning of Part C of the OMR front over of answer-booklets.	Double scanning of part C of answer sheets to ensure zero mismatch as well as ensuring exact matching of marks with manual award list.	65000
3.	Printing and supply of supplementary Answer sheets of 4 pages with similar specification of inner page of main answer sheet i.e. paper, lining etc. (as per sample)	As per technical specification detailed below at A with regard to inner pages of main answer booklet.	80000

The specifications of aforesaid items are given below.

A. Technical specifications for printing and supply of Answer Booklets with OMR front covers with 2 barcodes containing 40 pages of A-4 size (8.27" x 11.69").

- (i) The answer booklets and OMR front cover is to be in landscape format.
- (ii) Moisture free quality paper of 104-106 GSM JK Maplitho/ Bond/ Sinarmas paper of a standard firm is to be used for OMR front cover.
- (iii) The OMR front cover should include black coloured flap with self adhesive tapes on sides, and should be able to cover part A of the OMR cover. It should be of size 8.27" x 14.69". The sample can be seen in the office of the controller of Examinations, SCERT Delhi on any working day.
- (iv) The serial number of each answer booklet is to be chronologically printed on the OMR front cover in the space specified.
- (v) The OMR front cover is to be printed in double colour as per specifications enclosed.
- (vi) The OMR front cover is to have barcodes at two places at Part C and D accommodating 11 characters, as per enclosed sample. The correlation between the answer booklets number and barcode of an Answer Booklet should be randomized and the data base of the correlation should be confidentially supplied to the Controller of Examinations in soft form.
- (vii) The OMR front cover is to have one deep vertical perforations between Parts C and D and Parts B and C.
- (viii) The back side of the OMR front cover is to have instructions printed on it as per enclosed sample.
- (ix) The Answer Booklets shall be in accordance with the specifications laid in the NIT. The sheet paper should be non-absorbing 70 GSM JK Maplitho white cream A grade paper of a standard firm. The Answer Booklets of the Size 8.27" x 11.69" shall have 40 pages excluding OMR front cover. The first page, after OMR front cover, would be for Re-evaluation purpose and should be printed as per enclosed specimen. All the pages will be cross-ruled with ruling at 1cm. interval in light blue colour and a margin ruling in red colour of 3cm. from the left.
- (x) The answer booklets along with OMR front cover are to be neatly and closely stitched (minimum 30 stitches).
- (xi) The company should have responsibility to delivered the Answer Booklets in 10 different locations in all over Delhi.
- (xii) The quantity of Answer Booklets can, however, be increased or decreased at the discretion of the office. The manufacturer shall, however, not print Answer Booklets more than the quantity ordered. If per chance excess answer booklets than the given orders are printed accidentally, office is to be informed immediately and the answer booklets must be supplied to the SCERT only with the undertaking that no such Answer Booklets are kept with the supplier. Serial No. of the Answer Booklets contained in the bundle has to be indicated by pasting slip of paper (4"x4") over the card board box. All the bundles should be marked and supplied serial-wise. The printing should be sharp, straight and correct. In case of any default/defect, the Controller of Examinations, SCERT will be competent to take action as he may deem fit, which shall be final and binding on the manufacturer.

B. Half yearly cum assessment test at Schools/DIETs in case of any Additional requirements.

- (i) Designing, Printing, Packing and supplying of OMR based Answer sheets and centre wise delivering of the same.
- (ii) Scanning of OMR Answer sheets and development of software for its processing with outputs reports as per required.

ANNEXURE-‘C’

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING,
VARUN MARG, DEFENCE COLONY, NEW DELHI-110024
QUANTUM OF WORK AND TENTATIVE SCHEDULE OF EXAMS**

S.No.	Exams	No.of Institutes	No.of Examinees (Approx.)	Approx. Duration of work
1	D.El.EdIst Year	34	2900	*April to August/till completion of task
2	D.El.Ed.IInd Year	34	2900	April to August/till completion of task
3	D.El.EdIst Year Re-appear	34	Depend on no. of re-appear (failed) candidates	July to September/till completion of task
4	D.El.Ed.IInd Year Re-appear	34	Depend on no. of re-appear (failed) candidates	*July to Sept./till completion of task
5	DPSE Ist Year	27	850	April to August/till completion of task
6	DPSE IInd year	27	850	*April to August/till completion of task
7	DPSE Ist Year Reappear	27	Depend on no. of re-appear candidates	July to September/till completion of task
8	DPSE IInd year Reappear	27	Depend on no. of re-appear candidates	*July to September/till completion of task

Total candidates 7500 (approximate)

***The duration can be changed by the SCERT authority as per need.**

If any additional confidential work is given to SCERT for students/schools of Delhi, organisation will use the rate mentioned accordingly rates will be valid as per tender conditions.

D.El.Ed. and DPSE ANNUAL EXAMINATION**ANNEXURE-‘D’**

STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING,

VARUN MARG, DEFENCE COLONY, NEW DELHI-110024

Rate to be quoted for D.El.Ed and DPSE examination process, answer sheets, and scanning as per details of specification mentioned in the tender documents.

S.No	Work/item to be executed	Specification/Description/ Remarks if any	Expected number of item/ candidates	Rate per Candidate / item
1	Rate for Complete examination activities mentioned at Annexure ‘A’ (S. No. 1 to 20) for D.El.Ed inclusive of all charges i.e. stationery, transportation.	N/A	5800	Rate per Candidate
2	Rate for Complete examination activities mentioned at Annexure ‘A’ (S. No. 1 to 20) for DPSE inclusive of all charges i.e. stationery, transportation.	N/A	1700	Rate per Candidate
3	Printing and supply of Answer booklets with 48 pages having OMR front cover containing 3 barcodes.(barcode to be printed).	As per technical specification detailed in the tender documents.	65000	Rate per item
4	Coding and De-Coding of Answer Booklets and Scanning of Part C and D of the OMR front cover of above answer-booklets.	Double scanning of part C and D of answer booklets to ensure zero mismatches with manual award list.	65000	Rate per item (Each)
5	Printing and supply of supplementary sheet of 4 page with similar specification of inner page of main answer booklet i.e.paper, lining etc. (as per sample)	As per technical specification detailed in the tender documents with regard to inner pages main answer sheet	80000	Rate per item
6	Transportation. Charges During examination days for at least 3-4 months, up-loading, de-loading, managing/systematic placing of bags of answer sheets prior to coding/decoding.	As mentioned in tender documents	3-4 months	Complete Rate
7	DigiLocker. Charges for preparing and uploading of database on DigiLocker for downloading of marksheets and certificates from DigiLocker facility.	As mentioned in tender documents	4000	Rate per Candidate
Additional Work (Reg. DoE/MCD)				
1	Designing, Printing, Packing and supplying of OMR Answer sheets	As per specification provided by SCERT.	-	Rate Per Sheet.
2	Scanning and Evaluation of OMR Answer Sheets and its Processing.	As per Criteria decided by SCERT.	-	Rate Per Sheet
3	Software Cost if any	- -	-	
4.	Delivery cost per centre			Per Centre

*The Number of candidates may vary as per actual number of candidates appearing in the Examination.
GST will be extra as per Govt. norms.

Signature of proprietor/authorized
signatory Name &
Designation_____ with
stamp of the firm

**D.El.Ed. and DPSE ANNUAL EXAMINATION
SCHEDULE OF PAYMENT**

I. Schedule of Payments First Phase 50%

- a). The total payment of Answer booklets may be released after the delivering of answer booklets in Examination Centres.
- b). The total payment may be released after compilation of printing of Examination forms, admit cards and pre-examination records etc.

II. Second Phase 50%

Remaining the total payment of A and B after deduction of penalties if any, shall be released after satisfactory performance of completion of examination process submission of complete records & reports as desired by Controller of Examinations.

NOTES:

- i. The agency will be required to supply a number of check lists and updates till all mistakes are removed from the Examination, application data, results etc. to the entire satisfaction of the SCERT.
- ii. The data checking will be the responsibility of the computing agency.
- iii. The errors other than documents errors shall be the responsibility of the computing agency and shall be treated as mistake.
- iv. The results / Marksheets / admit cards / reports will have to be prepared as per instructions of the SCERT in the formats given/approved by the SCERT after getting clearance in writing from the SCERT and will have to ensure 100% accuracy.
- v. The agency will have to supply up to three copies of records and reports wherever number of copies required is not mentioned.

Bid Security:

1. The contractor shall deposit (Earnest Money Deposit) for an amount of Rs.1,50,000/-(Rs. One Lakh fifty thousand only) in the form of an Account Payee DD, Fixed Deposit Receipt from a nationalized bank in favour of Director, SCERT, Delhi (Designation of the officer concerned and name of the Department) alongwith the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.
2. Any Tender not accompanied by Bid Security shall be rejected.
3. Earnest Money of the successful bidder shall be returned on receipt of performance security in the Department and after signing the contract agreement.
4. Earnest money shall be forfeited if the bidder withdraws his bid during the period of the tender validity.
5. Earnest Money shall be forfeited if the successful bidder refuses or neglects to execute the contract or fails to furnish the required performance security within the time frame specified by the Department.
6. Details of the intended participation by each member shall be furnished with compete details of the proposed division of responsibilities and corporate relationships among the individual members.
7. The bidder shall submit full details of his ownership and control or, if the bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
8. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.

D.El.Ed. and DPSE ANNUAL EXAMINATION**TERMS AND CONDITIONS**

1. The agency must quote rates for D.El.Ed. & DPSE Examination process per candidate in the format given in annexure-C keeping in view the details of work, time schedule, volume of work and specifications etc. given in tender document. GST will be paid by SCERT as per applicable rates.
2. The time schedule and directions of SCERT must be strictly adhered to as the work of examination process is highly time bound. In case of any delay in executing time bound assignment by the agency, it shall be liable to pay penalty to SCERT @ Rs.5000/-per day for delay and Rs.500/-per mistake maximum.
3. The accuracy in the examination process is of prime importance and any error is not acceptable. The agency will have to ensure 100% accuracy in scanning & processing of data and declaration of examination results. In case of any error, the agency shall be liable to pay penalty to be decided by the Director, SCERT.
4. In case the agency is not able to execute the work order to the entire satisfaction of the SCERT, the Director, SCERT may allot the work to any other agency/party. The excess of the payment to be made to the new agency shall be payable by defaulting agency along with penalty, if any, imposed by the Director, SCERT.
5. The agency to whom the work is allotted will be required to deposit 10 percent of the tendered amount payable to SCERT as performance Security for the work (subject to minimum of Rs.300,000) in the form of FDR or DD/Pay Order of the scheduled bank. This amount shall be liable to be forfeited in whole or in part in case of default as per decision of the Director, SCERT, which shall be final & binding upon the agency. Validity period of the security FDR/DD/pay order will be validity period of 3 years with addition 60 days after start of work.
6. The agency shall have to execute an agreement with SCERT on non-judicial stamp paper of Rs.100/-if considered for allotment of work.
7. The agency shall be required to undertake full responsibility of the safe custody of documents & data and to maintain secrecy of documents supplied by the SCERT. Each document and data given by the SCERT will have to be kept strictly confidential; and no part of it shall be divulged to any person at any time without written authorization from the COE, SCERT. In case of lapse, the SCERT would undertake legal action for non-performance and recovery of damages.
8. The Director SCERT reserves the right to reject any or all the Tender, without assigning any reason whatsoever.
9. The agency will arrange for collection of input documents/ data from the SCERT's office and return the same along with the output reports at the SCERT's office.
10. The data stored will be the property of SCERT and the agency will have to supply copy of the updated data file in PDF format on CD/Pen Drive as and when required by the SCERT. Data will not be erased without written permission of the SCERT.

11. Blank computer stationery for printing of reports will be supplied by the agency as per the requirement of SCERT.
12. Only that agency will be awarded work order who could prove its credential as per the requirement of SCERT during visit of a committee constituted for the purpose of physical verification of infrastructure and human resources as mentioned in tender notice & document.
13. Secrecy to be maintained for the entire exercise.
14. Any downtime due to technical issues will attract penalty.
15. The Data is the sole property of SCERT and it cannot be shared with any third party.
16. No vender logo or advertisement is allowed in the website.
17. No extra payment will be made for developing any programme / software for the above purpose.
18. The company should have disaster management capabilities.
19. The SCERT reserves the exclusive right to cancel the tenders without assigning any reason.
20. In case of any dispute the decision of Director, SCERT will be final & binding. In case of any dispute/resolution/arbitration in court of law the same would be limited to jurisdiction of Govt of NCT of Delhi.
21. **Duration:** Contract will be awarded for a period of three year initially which will be extendable up to two more years on year to year extension 'after successful completion work of three years' based on the satisfaction of SCERT and approval of Director, SCERT. Each time, contract may be extended for one year upto maximum of two years(on year to year basis) after three years. Extension beyond this period will be mutual consent of both the parties and approved of Director of SCERT without any price escalation in any category of mentioned works. **The duration period initially will be 2025-2028.**
22. **Rates/Taxes on extension of contract:** contract may be extended for one year upto maximum of two years after three years on the same rates and terms and condition as quoted in the initial tender quotation of the Agency. Only the taxes may be revised & updated as notified by the Govt. of India
23. The agency will submit final result in soft copy as well as two sets in hard copy along with a binded copy of the result duly signed with seal by agency on each page.

Annexure E

ON NON JUDICIAL STAMP PAPER OF Rs 100

AFFIDAVIT

I _____ (designation of the authorized signatory) of the
firm _____.

I am competent to file this affidavit on behalf of
M/s. _____.

I am solemnly declare as under :

My firm/ agency/sister concern/promoter/owner/any of the office
bearer _____

1. applying for tender has not been debarred/ black listed/ will not be eligible for entry in the tender process.
2. The agency/sister concern/promoter/owner/any of the office bearer of the agency applying for tender has not been debarred/ black listed during last 3 years from any Govt./ Public/ Autonomous Organization/ Examining Body including SCERT .
(An affidavit to this effect must be furnished by the bidder.)
3. Agency shall submit an affidavit that the agency/sister concern/promoter/owner/any of the office bearer of the agency, that work awarded to the agency by any organization during last 3 years was completed satisfactorily and timely along with certificate from concerned organizations.

Signature of proprietor/authorized signatory

Name & Designation _____
with stamp of the firm

ON NON JUDICIAL PAPER STAMP OF RS.100/-

AFFIDAVIT

I _____ (Name and designation of the authorized signatory) of the firm_____.

I solemnly declare as under :

My firm/ agency/sister concern/promoter/owner/any of the office bearer of M/s _____ (Name of the agency) that work awarded to the agency by any organization during last 3 years was completed satisfactorily and timely along with certificate from concerned organizations.

Signature of proprietor/authorized signatory

Name & Designation _____
With stamp of the firm

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Pre Bid Schedule

Sr.No.	Particular	Date
1	Release of E-tenders through e-procurement system	13-09-2024
2.	Last date Online submission/receipt of Tenders	14-10-2024
3.	Submission of EMD in Physical	14-10-2024
4.	Technical Bid as uploaded through e-tendering must be deposited in SCERT Tender Box in sealed cover	14-10-2024
5.	Opening of Technical bids	14-10-2024
6.	Opening of Financial bids	24-10-2024