SELECTION OF SOFTWARE SERVICE PROVIDER

REQUEST FOR PROPOSAL

"To create Online Application Portal for Registration and Conduct Auto & Human proctored All INDIA COMPETITIVE TEST (on the basis of Objective & Subjective Questions format) for Nestle Food Safety Institute (NFSI), administered by NIFTEM"

Reference Number: N/Ex/R&/2021/8/29

Sealed Tenders in two bid system are invited from reputed and established Software Service Providers. Bidders are advised to study the Tender Document (including all Sections, Annexures, etc.) carefully. Submission of Tender shall deem to have been done after careful study and examination of the Tender Document with full understanding of its implications. The Tender Document can be downloaded at free of cost from NIFTEM website **www.niftem.ac.in** from **21.12.2021** onwards.

The last date for receiving tender at NIFTEM, Sonipat is 3.00 PM on 11.01.2022.

REGISTRAR

Issued by:

National Institute of Food Technology Entrepreneurship & Management (NIFTEM)
Plot no: 97, Sector: 56, HSIIDC Industrial Estate, Kundli-131028, Distt. Sonipat. Haryana

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A. General Provisions

1. Definitions

    (a)   õAffiliate(s)ö means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Software Service Provider.

    (b)   õApplicable Guidelinesö means the policies of NIFTEM governing the selection and Contract award process as set forth in this RFP.

    (c)   õApplicable Lawö means the laws and any other instruments having the force of law in the Clientøs country, or in such other country as may be specifically described as part of this RFP.

    (d)õClientö means NIFTEM that shall sign the Contract for the Services with the selected Software Service Provider.

    (e)õSoftware Service Providerö (SSP) means a legally established firm or an entity that intends to provide Services to the Client and is submitting its proposal as part of the RFP.

    (f)   õContractö means a legally binding written agreement signed between the Client and the Software Service Provider.

    (g)õDayö means a calendar day.

    (h)   õExpertsö means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Service Provider or the Software Company whose software shall be deployed by the Software Service Provider, if awarded a contract.

    (i)   õGovernmentö means the government of the Clientøs country.

    (j)   õProposalö means the Technical Proposal and the Financial Proposal of the Software Service Provider.

    (k)   õServicesö means the work to be performed by the Software Service Provider pursuant to the Contract.

    (l)   õSub-contractorö means an entity to whom the Software Service Provider intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.

2. **Introduction**

2.1.   NIFTEM is planning to conduct an online objective & subjective test for selecting candidates to qualify for all India cadre of SAFE FOOD BUSINESS PROFESSIONALS at Nestle Food Safety Institute (NFSI). Nestlé is committed to food safety and quality. To strengthen the commitment to food safety, Nestlé has established the Nestlé Food Safety Institute India (NFSI India) in India in September 2017 at Nestlé R&D Centre India Pvt. Limited at Manesar (Gurugram). NFSI India has been established to develop a collaborative approach towards ensuring safe food. Envisioned as the local interface of Nestléøs global capabilities, the institute will build new research capabilities, new research partnerships in the country besides organizing trainings, workshop and capacity building in the area of Food Safety.

2.2.   The Software Service Providers (SSP) are invited to submit a Technical Proposal and a Financial Proposal, for software services required for the assignment **"To create Online Application Portal for Registration and Conduct Auto & Human proctored All INDIA COMPETITIVE TEST (on the basis of Objective & Subjective Questions format) for Nestle Food Safety Institute (NFSI), administered by NIFTEM"** The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected SSP.

2.3.   The Client will timely provide, at no cost to SSP, the inputs, relevant project data, and reports required for the preparation of the SSPøs Proposal

2.4.   A firm will be selected under **Quality and Cost Based Selection (QCBS) procedures** and in Full Technical Proposal format as described in this RFP, in accordance with the policies of the client and General Financial Rules 2017 issued by the Ministry of Finance.

3. Eligibility Criteria:

3.1. The Bidder should fulfil the Eligibility Criteria as per the following table. The Technical proposal of the Bidders who fulfil the Eligibility Criteria only shall be considered for further evaluation. The offer will be rejected if the Bidder does not fulfil any one of the Eligibility Criteria:

S. No.	Eligibility Criteria	Mode of Proof (Self-attested signed proofs to be enclosed) by Marking Page Nos.
1.	The Bidder should be in the business of Remote Online Proctored / Offline CBT Test for at least past three years (2018-19, 2019-20 & 2020-21).	Certificate of Incorporation/ Registration Certificate, copy of Work Order.
2.	The Bidder should possess valid Trade License, PAN and GST/ Sales Tax Registration Certificate.	Self-attested copies of valid certificates
3.	The Bidder should submit the Income Tax return for last three previous years (2018-19, 2019-20 & 2020-21) ending 31st March 2021.	Self-attested copies of valid certificates
4.	The Average Annual turnover from the business of Software Development Service /Remote Online Proctored Test / Offline CBT Tests and related services of the Bidder shall be minimum of Rs. 0.25 Cr in anyone year during the last 3 years.	Audited Profit & Loss account and Balance Sheet for last three years ending 31st March 2021. It should be duly attested by the Bidder's Chartered Accountant.
5.	The Bidder/Software Company (represented by the Bidder) must have successfully executed at least two õSimilar Worksö on All India basis for minimum of 500 Candidates in single session, (out of which at least one work should be for 1000 candidates in single session) during last three years.	Self -attested documentary evidence in the form of Work Order/ Contract and Performance Report/ Work Completion Certificate must be enclosed on the client's letterhead.
6.	The Software Company (represented by the Bidder) must have its own developed software/ Authorized License / Patent in the name of the Company of such software which can be customized/configured on RTU basis as per the requirements of NIFTEM. Bidder must have the duly signed & stamped authorization from the Directors (at-least two) of the Software Company to represent all its components of the software being used for executing the project	Duly attested documentary evidence to that effect for all respective points
7.	The Bidder should not have been debarred by the Department/Ministries of the Government of India / PSUs / Corporate Sectors / Educational Institutions / any other reputed organizations during last 3 years. (As on the last date of Tender)	Self-Declaration on Company Letter Head.
8.	The Bidder/Software Company (represented by the Bidder) should have a working software solution ready to be demonstrated, on the technical bid opening date or any subsequent date communicated by NIFTEM, covering all the points of the scope of work / at least point (3) of the Technical Evaluation Criteria	Technical Solution Demonstration with/without Dummy Data provided by NIFTEM
9.	The Bidder/Software Company (represented by the Bidder) would install Master Application Software (on-site license) on-premises at NIFTEM	Self-Declaration on Company Letter Head.

3.2. ÷Similar worksø means Online Application Registration Management and/or conduct of CBT Tests and/or remote proctored online test with (Artificial Intelligence & Machine Learning based Proctoring and Remote Human Proctoring features) on All India basis for National/Regional level educational institutes and Central Universities/ State Universities; Reputed UGC or AICTE Recognized Private Sector

Universities/ Educational Institutions; Institutions conducting Competitive Entrance Tests for admission to Indian/Foreign Universities; and Reputed Public Limited Companies.

3.3. With regards to the various proof/supporting documents produced by the Bidders for establishing that they meet the various eligibility conditions, it shall be NIFTEMøs prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.

3.4. All the Mode of Proof Documents for meeting eligibility criteria enclosed with the tender are to be duly signed by the authorized signatory. If required, NIFTEM may insist for notarized copy or ask to produce originals to ascertain the veracity of the documents. NIFTEM also reserves the right to ask more proof to corroborate the eligibility declarations.

4. Corrupt and Fraudulent Practices

4.1. The client requires that no fraudulent or corrupt means shall be used by the SSP to get the award of work.

4.2. The SSP shall permit and shall cause its agents, experts, sub-contractors, or suppliers to permit the client, once mutually agreed, to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by external auditors, if needed & at no cost to SSP.

B. Preparation of Proposals

5. General Considerations

5.1. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

5.2. Response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of its Proposal.

6. Earnest Money Deposit (EMD):

6.1. Tender Fee (Non-refundable) of Rs. 1180/- (including GST) may be enclosed in the form of DD in favour of SBI, NIFTEM, Kundli, Sonepat.

6.2. Tender should be accompanied by an Earnest Money Deposit (EMD) for an amount of   **Rs. 5,00,000/-. (Rs. Five Lakh only)** in the form of Demand draft from any Scheduled (Nationalized Bank / Private) Commercial Banks drawn in favour of SBI, NIFTEM, Kundli, Sonepat.

No other form/ mode of deposit towards Earnest Money shall be accepted. Tenders without the Earnest Money Deposit in the manner prescribed by the NIFTEM will be summarily rejected. However, exemption from EMD may be considered by NIFTEM only upon written request enclosed with the technical bid duly enclosing the relevant and valid exemption certificates from MSME/NSIC. No exemption from payment of EMD is available to any Bidder for any other reason whatsoever.

6.3. The EMD of all unsuccessful Bidders would be refunded by NIFTEM within 90 days on selection of successful Bidder. No interest will be allowed on the Earnest Money. The EMD of the successful Bidder will be refunded only after the remittance of Security Deposit. Alternatively, the successful Bidder shall when his tender is accepted, furnish Security Deposit after adjusting the amount deposited by him as earnest money. The earnest money shall retain its character as earnest money deposit, till the successful Bidder furnishes the Security Deposit in full with or without adjustment of EMD.

7. Security Deposit:

7.1. The Software Service Provider shall be required to furnish the Security Deposit by transferring Online/ NEFT/ RTGS with necessary supporting document for the transfer effected and Transaction number, for an amount of 3% of the Purchase Order value within 15 working days from the date of receipt of the Purchase Order. Until submission of Security, EMD will be retained.

7.2. Security Deposit will be refunded / returned without any interest only 60 days after successful completion of contractual work and after adjustment of dues if any to NIFTEM or penalty imposed by NIFTEM.

8. Payment Terms:

8.1. 25% advance will be paid to the selected SSP after successful registration of the candidates & screening of applications. 75% payment will be made within 30 days on completion of all activities mentioned in the Scope of Work duly certified by Examination Section of NIFTEM, on submission of Invoice with all necessary supporting documents, as per NIFTEM.

8.2. TDS will be recovered at the prevailing rates from the bills payable to the Bidder.

8.3. Tax Invoice raised by the Service Provider should bear

The REGISTRAR,

NIFTEM - Plot no: 97, Sector: 56, HSIIDC Industrial Estate,
Kundli-131028, Distt. Sonipat. Haryana
GSTIN NO: 06AAAAN9069M1Z1

9. Penalty Clause:

9.1. In the event of delays on the part of the Bidder not attributable to NIFTEM in exception to Force Majeure causes, NIFTEM shall have the right to make ÷cutsø in payment at the rate of 1%of the amount payable for each day of delay but not exceeding 10% of the amount payable after giving a 3-day notice to show cause against the same.

9.2. In the event of non-performance of any of the steps/activities not attributable to NIFTEM in exception to Force Majeure causes, NIFTEM shall have the right to withhold the corresponding payment for these steps/activities either fully or partly after giving a 7-day notice to the Vendor to show cause against the same, and to take such other legal action to make good the losses caused by the Vendor to NIFTEM. Penalty shall be decided by NIFTEM without any ceiling but not more than awarded value. NIFTEM shall also have the right to terminate the contract altogether (upon which the Security Deposit paid by the Vendor shall stand forfeited) and to entrust the remaining work to another Vendor.

10. Cost of Preparation of Proposal

10.1. The SSP is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the client to facilitate the evaluation process, and in negotiating a definitive ÷Contractø/Agreementø or all such activities related to the bid process. The client would not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process unless & otherwise agreed in writing.

10.2. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the SSP.

11. Language

11.1. The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the SSP and the Client shall be written in English Language.

12. Only One Proposal

12.1. The SSP shall submit only one Proposal, either in its own name or as part of a consortium in another Proposal. If a SSP submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.

13. Proposal Validity

13.1. The SSPøs Proposal must remain valid for 120 days after the Proposal submission deadline.

13.2. During this period, the SSP shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

13.3. The Client will make its best effort to complete the negotiations within the proposaløs validity period. However, should the need arise, the Client may request, in writing, all SSPs who submitted Proposals prior to the submission deadline to extend the Proposalsø validity.

13.4. If the SSP agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal

13.5. The SSP has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

14. Clarification and Amendment of RFP

14.1. The SSPs may request a clarification of any part of the RFP during the period beginning from the date of publishing of this RFP till the Proposalsø submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Clientøs address. The Client will respond in writing, or by standard electronic means. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so at any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means.

14.2. If the amendment is substantial, the Client may extend the proposal submission deadline to give the SSPs reasonable time to take an amendment into account in their Proposals.

14.3. The SSP may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

14.4. NIFTEM at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated on NIFTEM website and all Bidders are requested to visit the website for the latest updates.

14.5. **All communications with regards to this tender to be addressed to:** The Registrar, NIFTEM, Plot no: 97, Sector: 56, HSIIDC Industrial Estate, Kundli-131028, Distt. Sonipat. Haryana Email: registrar@niftem.ac.in; coe@niftem.ac.in;

15. Scope of Work

Software Service Provider (SSP) shall create, customize & enable an online portal for candidatesø registration, screening of applications & a virtual hall ticket generation. The Service Provider shall conduct an online end-to-end AI and Human Proctored Test with Audio/ Video proctoring, image capturing, etc. The broad scope of work awarded would include that the selected Bidder will have the sole responsibility to design, develop and implement online services for all activities related to the entire process of Candidateøs Registration, Conduction of Online Remote Proctored Test, Result preparation & declaration which is broadly divided into the following categories:

(a)   General
(b)   Pre-Test
(c)   During Test
(d)   Post Test

a.	No of candidates	Min 6000 (for objective type test) 500-600 (for subjective test)
b.	Total No. of Subjects	Multiple
c.	No. of Test days	7 TEST DAYs, Candidate can pre-select a TEST DAY & slot * of his/her convenience.
d.	No. of Test Sessions per day	There will be two slots per day: 1. 10:00 AM to 01:00 PM 2. 02:00 PM to 05:00 PM ❖ *Those candidates who missed the exam due to the genuine reason(s) may request (with valid proof) for the re-scheduling of the exam (only once) at*

		the given Email id:
e.	Time period (per session)	Objective Test (Non-Tech, 60min) + Objective Test (Technical, 120min). (Continuous Test Auto Proctored) All questions in the test will be randomized across subjects within the respective Technical / Non - Technical modules. Subjective Test (180 min): Only for selected candidates at a later date. (Batch Mode Test, Auto + Manual Proctored Both)

* The Screen would display "SLOT AVAILABLE" on assigned TEST DAYS. Once full seats are booked virtually allocated for a particular day, that DATE shall become INACTIVE for further selection by candidates. It shall be on FIRST COME FIRST SERVE basis. The candidates would be allowed to change the TEST DAY only once (with-in the registration fees already paid) & for any further DAY changes, he/she would need to pay the registration fees again.

1. **General**

    a. The SSP must deploy a Nodal Officer for coordination and escalation who will interface and provide support right from the commencement of the project till handing over the results of the test.
    b. Timelines for various activities related to the test will be mutually agreed sufficiently in advance.
    c. Instant connectivity to the Servers of the Service Provider and high availability. Secure access and accessibility to designated representatives only. Provision to upgrade/ amend as and when required.
    d. Responsiveness of the system-Response time of the server and the software should be quick to enable candidate to take the test without any technical glitches.
    e. The SSP will ensure that there is no loss of response related data for any candidate or any other data related to the test either from the client systems or the servers.
    f. The software system should be accessible using any standard Operating System and Browser.
    g. The SSP will ensure event-based log (audit trail) for every candidate will be generated and saved on the servers.
    h. The SSP will ensure the secrecy of the test material. The SSP shall have to maintain strict privacy and confidentiality of all the data it gets access to. Therefore, the SSP must sign NDA with NIFTEM. The NDA format shall be shared by NIFTEM.
    i. The selected SSP will provide the required training to the NIFTEM staff and faculty on the system for online proctoring to be used for Subjective Test.
    j. The Server should have adequate capacity to absorb the load of a large database including the images, photographs with minimum response time.
    k. The SSP should be ready to conduct Test within 60-90 days from the receipt of Work Order.
    l. In case of technical failure attributed to the Software Service Provider, they should conduct test once again for which NIFTEM will not be charged.
    m. The candidates should be informed well in advance about each the exam related activity/phase through SMS and email.

2. **Pre-Test**

    a. The SOP to be followed for admitting the successfully registered & shortlisted candidates into the test, the processes to be followed during the duration of the test and after the test is completed, need to be described clearly in candidate user manual.
    b. There should be provision for candidate to take Mock Practice Test as many times as he/she wants. The Objective Questions for Mock Practice Test shall be provided by NIFTEM. There would be at least 10 days gap between the Mock Practice Test Sessions & the Final Objective Test Start Day. The Mock Practice Test shall be a replica of the Final Objective Test except capturing the malpractice events. NIFTEM/NFSI shall review the Questions Papers before the start of Mock Practice sessions.
    c. The Mock Practice Test Link to be enabled in NIFTEM website / Registration Portal/Test Server within 30-45 days from the receipt of Work Order.
    d. The Online Test should be allowed to be taken only through Laptop/Desktop/Android Mobile App.
    e. Dos & Don'ts shall capture probable cases that shall be treated as Malpractice events.
    f. The Software must have the facility to obtain the candidate's concurrence of the having read the instructions before start of test. The instructions should appear before the start of the test & the reading time should be over & above the test time.
    g. Candidate login time: 30 min before paper start time (Test time = 30 min + Paper duration). The user manual should explain the formalities to be completed by the candidate before starting the

test. The test can be commenced as soon as the candidate is ready to click the start button. At that time, his 60 + 120 minutes start without any gap.

3. **During Test**

    a. Once the candidate starts taking test, the application should block access to other applications. The Test system should disable all short cut keys and special function Keys. The Test system should disable mouse right click. The Test system should disable navigating to any other window while test is in progress.

    b. Software should start recording (min 30 sec video) malpractice events for all candidates as & when alerted. The Software would also keep candidate's screen recording for all such events. All such videos shall be reviewed by NIFTEM/NFSI for top 500 plus candidates. The SSP shall save such videos of all the candidates for six months from the date of test completion.

    c. Use of rough sheets - Permitted, Candidates would be advised to keep a distance of at least 1.5ft from the laptop/desktop screen. Only pencil/pen & rough sheets would be allowed on desk space. No separate mobile phones allowed unless taking the test from mobile.

    d. Remote Proctoring (AI & Human Proctoring): This activity involves the activation of Remote Proctoring facility for the candidates. This should be on a Real Time basis but without compromising the credibility and security of the test.

    e. Software does Facial Recognition (every minute) by comparing it with uploaded photographs during registration process. Candidates shall be advised to upload a recent passport size photograph (not more than 30 days old before registering for the competition) of max 1MB size.

    f. The onus is on candidate to have an uninterrupted min bandwidth of 2Mbps. In case of interruption, candidate shall get logged out & test is submitted. It should be communicated to candidates in advance through instructions in user manual. If the interruption is resumed within 5 minutes (during the entire exam), candidate would be able to continue with the test from where he/she got logged out.

    g. Ability to broadcast / announce messages across all the candidates who are live and if necessary, Invigilator may stop/pause the subjective test for a doubtful candidate.

    h. Display of remaining time available.

    i. Display of candidate details on the screen (including the uploaded photograph) during the Test.

    j. Limit the number of times candidate from moving away from test window.

    k. Search for any candidate attempting the test. Ability to detect imposter or additional person.

4. **Post Test**

    a. Total Cumulative Marks scored (Non-Tech + Tech) by candidates shall be DISPLAYED on their respective screens. The result is displayed as how many questions of each level are seen/attempted & scored, correct answers/model answers of the questions. Number of marks that a question carries, or its difficulty level is not to be displayed with each question during the test.

    b. Preparation & declaration of results for each phase.

Other Requirements

15.1.   Attendance log details for all the candidates to be generated.

15.2.   Software Bulk upload features for the following:

    (a) Question Papers / Question Paper Bank
    (b) Candidate Information
    (c) Proctor Information from NIFTEM during Subjective Test
    (d) Software to provide AI & ML based Auto as well as Human Proctoring during the conduct of the test.

15.3. Software & Service Deliverables for Post Test operations include

    a) A consolidated mark report of all candidates
    b) Detailed response sheet for each & every candidate.
    c) PDF Reports of Answer Scripts downloaded along with the Malpractice events recording in HDD & handed over to NIFTEM
    d) The Audit Logs / Integrity / Malpractice report of each & every candidate
    e) The SSP would be responsible to answer all the RTIs or any complaint related to the Test.

16. Technical Proposal

16.1. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

17. Financial Proposal

17.1. The Financial Proposal shall be prepared using the Standard Forms provided at Form 3 in Annexure-A.

17.2. The SSP shall be responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise.

C. Submission, Opening and Evaluation

18. Submission, Sealing, and Marking of Proposals

18.1. An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both.

18.2. Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.

18.3. The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked õTECHNICAL PROPOSALö, RFP reference number, name and address of the SSP, and with a warning õDO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].ö The technical proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the Financial Proposal.

18.4. The original Financial Proposal shall be placed inside of a sealed envelope clearly marked õFINANCIAL PROPOSALö followed by the name of the assignment, reference number, name and address of the SSP, and with a warning õDO NOT OPEN WITH THE FINANCIAL PROPOSAL.ö

18.5. The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, SSPøs name and the address, and shall be clearly marked õDO NOT OPEN BEFORE [insert the time and date of the submission deadline that is **11th January 2021**]ö.

18.6. If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

18.7. The Proposal or its modifications must be sent to the following address and received by the Client no later than 11th January, 2022, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

The Registrar,
National Institute of Food Technology Entrepreneurship & Management (NIFTEM)
Plot no: 97, Sector: 56, HSIIDC Industrial Estate, Kundli-131028, Distt. Sonipat. Haryana
Email: registrar@niftem.ac.in
Website: http://www.niftem.ac.in

19. Confidentiality

19.1. From the time the Proposals are opened to the time the Contract is awarded, the SSP should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the SSPs who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

19.2. Any attempt by shortlisted SSPs or anyone on behalf of the SSP to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in immediate rejection of its Proposal.

19.3. Notwithstanding the above provisions, from the time of the Proposalsø opening to the time of Contract award publication, if a SSP wishes to contact the Client on any matter related to the selection process, it shall do so only in writing.

20. Evaluation of Proposal

20.1. The SSP is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

20.2. The client shall constitute a Proposal Evaluation Committee (comprising its own officials) to open and evaluate the responses of the bidders to the RFP.

21. Opening of Technical Proposals

21.1.1. The Clientøs evaluation committee shall conduct the opening of the Technical Proposals in the presence of the SSPø authorized representatives who choose to attend. The opening date, time and the address are stated in the bid document. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with an independent authority until they are opened in accordance with the regulations of financial proposal evaluation.

21.1.2. At the opening of the Technical Proposals the following shall be read out: (i) the name of the SSP (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate.

21.1.3. The Client may require the SSPs to make a presentation/technical demonstration of the working solution conforming to the scope of work to the Proposal Evaluation Committee (÷committeeø).

21.2. Evaluation Process

21.2.1. The committee constituted by the client shall evaluate the responses to the RFP and all supporting documents / documentary evidence. The decision of the committee in the evaluation of responses to the Proposal /Expression of Interest with respect to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the committee.

21.2.2. To assist in the examination, evaluation and comparison of Proposals, the client may at its discretion, ask the Bidder for clarification of its Proposal.

21.2.3. The client will examine the Proposal to determine whether it is complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposal is generally in order.

21.2.4. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

21.2.5. Prior to the detailed evaluation, the client would determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of this RFP, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The clientøs determination of a proposaløs responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

21.2.6. Proposal determined as not substantially responsive will be rejected by the client and may not subsequently be made responsive by the Bidder by correction of the non-conformity

21.3.   Bid Evaluation and Selection Process

21.3.1. Overall evaluation of the bids will be done in two stages namely Technical and Financial evaluation based on **Quality & Cost Based Selection (QCBS)**. Only at the end, the short-listed bidders may be informed of the result and called for a presentation/technical demonstration and the subsequent final selection. The final awarding of the contract will be done based on a QCBS procedure.

21.3.2. After the bidders submit their Technical and Financial bids according to the instructions provided in the sections below, the bids will be evaluated through a two-stage process as described below:

    a) Technical Evaluation (80% weightage): Phase I Qualifier
    b) Commercial Evaluation (20% weightage): Phase II post shortlisting in Phase I - Calculation of Final Score (Phase I + II Score)

21.3.3. **Technical Evaluation**

As the first step, the Technical bid will be evaluated based on the õTechnical Evaluation Methodologyö provided below. Only those Technical Proposals that qualify will be considered. Each bidder must score at least 75 Points out of maximum 100 Points as per table below to qualify the Technical Evaluation round.

Sr.No.	Criteria / Description	Total Score
1a	Prior experience of the SSP/Software Company (represented by the Bidder) in conducting remote proctored online tests with Govt University 2 marks per completed year but maximum 10.	10
1b	Prior experience of the SSP/Software Company (represented by the Bidder) in conducting offline CBT Tests for Govt. Organizations in self-owned labs. 2 marks per completed year but maximum 10.	10
1c	Prior experience of the SSP/Software Company (represented by the Bidder) in conducting 100% paperless handwritten digital assessments with any higher education institution. 2 marks per completed year but maximum 10.	10

1d	List of successfully completed similar assignments 2.5 marks per completed assignment but maximum 10.		10
Mode of Proof: Work Order/ Work Completion Certificate for each Organization.			
2a	SSPøs certification on Software Patent / License / IPR wholly owned by an Indian Software Company (represented by the Bidder).		10
2b	The SSP/Software Company (represented by the Bidder) would have option to install Master Application Software on-premises at NIFTEM (on-site license on Right to Use (RTU) basis), if required.		10
Mode of Proof: Self Attested copy of the valid Certificate duly signed by at least two directors of the Software Company			
3.	Software Platform Deliverables Live Demo		40

Software Platform Deliverables Live Demo

- ✓ Passive registration is done on auto mode based on information sought for in the online application form. The online application form, with documents upload facility, is designed & deployed on registration portal.
- ✓ A separate workflow to get validation done by NIFTEM/NFSI should be provided as a possible option before the final test registration confirmation or NIFTEM may ask SSP to automate the validation (screening of applications) process. In such case, all process information shall be shared by NIFTEM in detail. Real time validation of uploaded documents (be it Aadhaar Card/Domicile/SC/ST certificate/Academics Certificates etc) is out of scope.
- ✓ Syntax validation on email address will be done. Email and cell number both must be unique in the system. For Self-Reg: Candidate will enter all details. Email and Cell number uniqueness, age limits will be checked. Then the info will be displayed back (preview) for verification & submission by candidate.
- ✓ Registration will be first created as UNCONFIRMED. OTP will be sent to email and cell number with validity as defined by NIFTEM/NFSI (even up to a week or OTP resend). Candidate should enter back these two OTPs. Then registration will be changed to Payment-Pending.
- ✓ Only after both OTPs are verified, payment is allowed. Candidate can do the payment any time till the last date for applying using email and cell number. Then registration will be changed to CONFIRMED. At this time system will send an email and SMS with actual site password and in the email, an attachment with all their entered details.
- ✓ If candidate fails to enter both OTPs within the specified time as defined by NIFTEM/NFSI, the software will clean off the entry totally. The candidate will have to re-register with full data again.
- ✓ Resend OTP link will also be given in case candidate misses it in SPAM folder. They can enter email and cell number and ask for OTP to be sent again. But validity will remain for the period from original registration.
- ✓ For Excel file-based upload (database of candidates), software will follow the same process as described in points above. Any entry removed due to OTP validation expiry will be communicated to NIFTEM/NFSI for corrective correction.
- ✓ Any time after process is completed, candidate can click on resend password link giving the email address and cell number and get the password.
- ✓ Candidate can login to the Test Portal (Server) & see his/her upcoming registered test.
- ✓ NIFTEM/NFSI shall share a mailbox with credentials to use it for sending emails to applicants/candidates.
- ✓ Software should be able to do self-registration as explained above without the need to feed in applicants/candidates data individually.
- ✓ Software should have a provision to charge payment from applicants/candidates which shall get credited to NIFTEM account directly. NIFTEM shall get registered with CC Avenue/UPI with credentials & payment gateway link be provided in the registration portal. The payment is directly processed by the payment gateways (CC Avenue/UPI). The software will always be able to correlate the completion of the payment to the correct applicant/candidate ID. The SSP will have to ensure payment gateway functioning with the consultation of Bank & NIFTEM.
- ✓ It will store the Transaction Reference ID returned by the payment gateway against each applicant/candidate.
- ✓ Software should have an Android App for applicants/candidates to take test from Android Mobile (min Android OS 7.0)/Mac OS or Chromebook. The other option would be to take it from FireFox/Chrome/Edge/Safari browser.
- ✓ Software shouldnøt have an upper limitation or capping on the number of applicants/candidates to take test simultaneously.
- ✓ Software should be able to give seamless auto & human proctoring experience @ 2Mbps upload & download internet speed at applicant/candidate end.
- ✓ The Software should have provision for applicants to choose TEST DAY to take test. The system shall start recording (candidateøs video & screen recording) at the trigger of the malpractice event indicated by software & it shall be done for next half a minute for records to be reviewed it later. The real time corrective feedback, in case of human proctoring, can be provided to candidates by

proctors through audio/text messages. The text messages are recorded & would be seen along with auto-proctored video recordings (if any) / photos to get holistic review of candidates answer scripts before result publication.

- ✓ The Software shall retain data/information for the next 180 days after the end of each test cycle.
- ✓ There is no concept of exam window. Candidates would be free to take test at any time of his/her convenience on the pre-selected TEST DAY.
- ✓ The SSP should have a provision to provide a dedicated/shared backend call centre where one seat is allocated to 100 candidates for trouble shooting during MOCK & TEST.
- ✓ The SSP shall share a detailed usage manual having instructions on how to configure system/install app etc. The candidates shall get to appear in MOCK TEST at least twice, no capping on upper limit, so that escalations during FINAL TEST are negligible. There would be at least 10-15 days gap between the last MOCK & the start of the FINAL TEST date. The number of candidates per TEST DAY can be managed to have equal distribution over the test duration window time frame of minimum 7 days.
- ✓ The software should have a provision to extract questions dynamically from Question Bank & delivered to candidates on real time basis, as the test is conducted on a continuous non-batch mode. Objective type paper generation must be in sync with the following strategy

The below data is for **explanation only**, say

a) 60-minute test time
b) 60 questions (1 question per minute) ó Bonus questions for those who finish early
c) 4 levels of difficulty, 5 topics in the Test.
d) 10000 questions in the question bank, with rough distribution of 500 questions in each level per topic.
e) Levels will be adjusted according to candidateøs performance, but this will be topic-wise. For each candidate, first 15 questions selected, 3 in each topic with level 1 difficulty. They can be presented in random order to the candidate
(these will not be topic wise)
f) As candidate answers the questions, against each topic, system notes down if correct answer given. After the 15 questions are answered, those topics where 3 correct answers have been given, will be shifted to next level. The rest topics will remain at same level.
g) If in a particular topic and level, candidate answered 2 out of 3 correct in first 15, and then 1 of 3 correct in next 15, they would have answered 3 out of 6 after 30 questions. At this point they will be shifted to next level for that topic. (Otherwise,
a candidate who misses even a single question can never have a change in level for that topic).
h) This will repeat for every set of 15 questions selected. It is possible candidate has reached difficulty level 4 in 1 topic and is still in level 1 in another topic.
i) If candidate finishes 60 questions earlier than 60 minutes, another set of 15 questions will be presented under the current difficulty levels. These will be bonus questions for the candidates.
j) There wouldn't be any negative marking & candidates would not be allowed to go back to previous question to change/review & there won't be time allocated per question, candidate can switch to next question as soon as he/she is able to answer or skip. The skipping means zero marks & the candidate shall continue to get questions from the same level.
k) The candidate should have the possibility to answer as many questions as the candidate can attempt during the available 180 minutes. At the end of 120 minutes of the Technical Module, the test stands submitted.
l) Level 1 questions would be of 1 Mark & marks are incremented by 1 with increase in difficulty level. The highest difficulty question of level 4 would be of 4 marks.
m) The format of QP is a simple word document (able to capture complex formulae, equations & images). For subjective test, all questions will be same for all candidates to ensure fairness and ease of correction for the examiners.
n) Software shall provide Result & Malpractice Report to NIFTEM and all Auto-Proctored data, highlighted in the report, for validation & elimination. The Software would allow candidates to view their answer scripts through a portal. The evaluation report would have right answers/model answers seen to candidates in case of Objective/Subjective Tests.
o) The Software should have provision to conduct Subjective (typing based answers) and Handwritten test on paper (photo upload through mobile application/browser) where candidates would be manually proctored while taking test & uploading answer scripts. Each handwritten answer (photo) is uploaded through software application against respective question which shall be digitally evaluated by designated examiners. Candidatesø answer scripts are virtually divided to get assessed by multiple examiners at the same time. Candidatesø answer scripts are shared among multiple examiners to get assessed in a mutually exclusive way or in a linear workflow. No Human Error: Software ensures mandatory marking of all answers & does auto-totaling. 100% Cloud or 100% On-Premises or Hybrid Deployment Models available.
p) The scoring template & the process should be explained in the user manual.

	q) The SSP/Software Company name should not be visible on the portal, or URL & it would be joint branding in the name of NIFTEM & NFSI. r) The SSP shall sign an NDA ensuring that no marketing or promotional or email shall be sent to candidates other than related to this test/program in consideration for at least three years post successful culmination of this test/program.	
	TOTAL	100

21.3.4. Mandatory Presentation and Live Demo

All Bidders who satisfy the above Eligibility Criteria will have to give Presentation and Live Demo of their system highlighting the Essential Features mentioned in para (3) of table above through Video Conferencing/ in-person at NIFTEM on a date which will be notified through email. This is a mandatory condition for further evaluation. If the Bidder fails to give presentation and Live Demo, their bids will not be considered for further evaluation.

Technical Bid submitted by each Bidder would be assessed based on the Technical Evaluation Criteria already announced. The Technical Score (TS) of the Bidder getting the highest mark will be treated as 80, and those of the others will be arrived at proportionately, using the formula: $TS = (T/T_{max}) \times 80$ where T_{max} is the highest mark secured in the technical evaluation by one of the Bidders, and T is the mark secured by any given Bidder. In this manner, each Bidder will be assigned a Technical Score (TS) out of 80.

The Financial Bids of those Bidders who did not possess the Minimum Eligibility Criteria or did not score at least 75 points from the Technical Evaluation, will not be opened, and evaluated.

For Calculation, (say Bidder 1 marks are 90/100, Bidder 2 marks are 75/100)
Technical Score (TS) of Bidder 1 would be equal to (90/90) x 80 = 80 whereas
Technical Score (TS) of Bidder 2 would be equal to (75/90) x 80 = 66.7

21.3.5. Financial Evaluation

Financial Proposals, only for shortlisted bidders whose Technical Proposals qualify will be considered. Financial Proposals of the bidders whose proposals were not shortlisted will be returned unopened.

The Financial Bids of only those Bidders who have been found to be Technically Eligible (with scores of 70 points or more from Technical Evaluation) by the Committee shall be opened. The Financial Bids shall be opened for the eligible Bidders in their presence on the date notified through email. One representative from each Bidder will be allowed with proper authorization. The Financial Scores (CS) of the Bidders would be normalized on a scale of 20, with the lowest quote getting a score of 20 and the rest being awarded on a pro-rata basis. Only the Technically Qualified Bidders shall be intimated about the opening of the Financial Bids.

Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

21.3.6. Calculation of Final Score

The lowest amount quoted by the Bidders in the Financial Bid shall be designated as L1.
The Financial Score (FS) out of 20 for each Bidder shall be arrived at using the formula: $FS = (L1 / LB) \times 20$ where L1 is the value of the lowest bid and LB is the value of the Financial Bid of any given Bidder.
For calculation, say Bidder 1 quote a higher price than Bidder 2, Bidder 2 price is 150/- whereas Bidder 1 price is 200/-, FS of Bidder 1 would be equal to (150/200) x 20 = 15 whereas FS of Bidder 2 would be equal to (150/150) x 20 = 20.
The Total Score for a Bidder (out of 100) = TS + FS.
Total Score of Bidder 1 = 80 + 15 = 95 (WINNER)
Total Score of Bidder 2 = 66.7 + 20 = 86.7
The Bidder with the highest score would be awarded the contract. In case of a tie, the SSP with a higher technical score would be shortlisted.

21.3.7. Proposed Timelines for selection process

Event	Target Date
RFP issued / published on the website	21st Dec 2021
Last date and time for receipt of request for clarifications	24th Dec 2021
Start Date of submission of proposal	28th Dec 2021
Last date of submission of proposal with solicited documents	11th Jan 2022
Date and time for opening of Technical Bids	12th Jan 2022
Shortlist bidders basis their ÷Technicalø evaluation	To be communicated separately to the bidders through mail.
Date and time for opening of Financial Bids	
Selection of the finalist basis their ÷Technicalø and ÷Financialø evaluation	
Award of contract to the finalist by NIFTEM	
Commencement of implementation of project post the signing of the ÷Agreementø	20th April 2022

22. Award of Contract

22.1. Criteria for award of contract

The client reserves the right to accept or reject any Proposal and to annul the selection process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected SSP or any obligation to inform the affected SSP(s) of the grounds for the clientøs action prior to expiration of the period of proposal validity. The client would award the contract to the qualified SSP whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

22.2. Signing of the contract

Within 7 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to the Client.

The selected Bidder/SSP will be notified in writing by the client. As noted earlier in this document, this date is subject to change at the sole discretion of the client. The signing of a Contract/Agreement between the client and the Bidder/SSP is subject to the approval of the clientøs respective authorities.

22.3. Contract Finalization

The Contract/Agreement to be entered into between the selected SSP and client would be finalized with the Bidder/SSP by the client and will contain client standard terms and conditions. If, in the opinion of the client, it appears that a contract will not be finalized with the selected Bidder/SSP within seven (7) working days, negotiations with other Bidder/SSP submitting responsive proposals may be undertaken.

22.4. Execution of Agreement:

The successful Bidder has to enter into an agreement with NIFTEM incorporating all clauses of the Tender document and any other as may be agreed to by both the parties on a Non-Judicial Stamp Paper of Rs.200/-.

22.5. Termination Clause:

In the event of the breach of any of the provisions of contract by the Bidder, NIFTEM shall have the right to terminate the tender summarily, at any stage. In the event of NIFTEM terminating the contract for breach by the Software Service Provider of any of the provisions thereof, the Software Service Provider shall be liable for any loss suffered by NIFTEM up to the time of the termination of the contract.

In the event of the insolvency / bankruptcy of the Software Service Provider, NIFTEM shall have the right to terminate the contract summarily and to purchase in the open market any Goods / Services covered by the contract. In this case, the Software Service Provider shall be liable for any excess in the price paid, for any such purchases over the tender price.

22.6. Period of Contract:

One Year extended up to 5 years on yearly basis on mutual consent & satisfactory performance.

22.7. Settlement of Disputes:

The Bidder shall make request in writing to The Registrar, NIFTEM for settlement of any dispute within 30 (Thirty) days of arising of the cause of dispute, failing which no disputes / claims shall be entertained by NIFTEM. The decision of NIFTEM will be final and binding on the parties.

22.8. Force Majeure:

Neither NIFTEM nor the Bidder shall be considered in default in performance if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind, flood, earthquake or because of any Government action or of any act of God or of any other cause whether of similar or dissimilar nature beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations by a State of Force Majeure lasting continuously for a period of six months, the two parties shall consult with each other regarding the future implementation of the agreement. Prevailing COVID-19 which is a pre-existing condition would not be construed as a Force Majeure for this tender.

22.9. Arbitration & Jurisdiction:

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavor to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by NIFTEM. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Haryana. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Haryana only.

22.10. Applicable Law:

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction of Haryana Courts only.

23. Documents

The following set of documents needs to be submitted to qualify for the evaluation process.

These documents are:

Annexure A
- Form 1: Covering letter with the Proposal in response to this RFP
- Form 2: Relevant project experience
- Form 3: Financial bid format
- Form 4: Pre-receipt of Refund of EMD

Form 1: Covering letter with the Proposal in response to RFP notice

(To be submitted on the Letterhead of the responding firm)

{Place}
{Date}

To,
The Registrar,
National Institute of Food Technology Entrepreneurship & Management (NIFTEM)
Plot no: 97, Sector: 56, HSIIDC Industrial Estate, Kundli-131028, Distt. Sonipat. Haryana

Ref: RFP Notification noí í í í í í í í í í datedí í í í í í ..(DD/MM/YYYY)

Subject: Submission of proposal in response to the RFP for **"To create Online Application Portal for Registration and Conduct Auto & Human proctored All INDIA COMPETITIVE TEST (on the basis of Objective & Subjective Questions format) for Nestle Food Safety Institute (NFSI), administered by NIFTEM"**
Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated <dd/mm/yyyy> for w.r.t. the subject concerned in full conformity with the said RFP document.

2. We attach our technical bid and our financial bid; the technical bid and the financial bid in a separate sealed cover as requested, both of which together constitutes our proposal, in full conformity with the said RFP.

3. We undertake, if our proposal is accepted, to adhere to assign a team dedicated to the successful completion of this project.

4. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

5. We undertake, if our proposal is accepted, to adhere to the scope of work set out in the RFP document.

6. We agree to unconditionally accept all the terms and conditions set out in the RFP document.

7. We affirm 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 through this proposal is true, accurate, and complete.

8. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the NIFTEM as to any material fact. We agree that NIFTEM is 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 of the products/ services 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 corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 20___
(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

Form 2: Relevant Project Experience

Project Experience Summary

S No	Name of the Project/Engagement	Client name	Duration (Period)

Form 3: Financial Bid format
 (To be submitted by the bidder as per the format given below in a separate sealed cover)

S.No	Details	Rate per Candidate including all components expenditure In figures (Rs.)			Rate per Candidate including all components expenditure In words (Rs.)		
	No of Candidates	**Upto 6000**	**6001-7500**	**7501-10000 & more**	**Upto 6000**	**6001-7500**	**7501-10000 & more**
1	Creating Online Application Portal for Registration and conduct auto & human proctored tests (on the basis of Objective Questions) as detailed in the tender documents (Remote Proctoring by AI & ML Software Algorithm & Proctoring by NIFTEM).						
	No of Candidates	**Upto 500**	501-750	751-1000 & more	**Upto 500**	501-750	751-1000 & more
2.	Conduct auto & human proctored test (on the basis of Subjective Questions) as detailed in the tender documents (Remote Proctoring by AI & ML Software Algorithm & Proctoring by NIFTEM).						

Note: The rates quoted shall be exclusive of GST and the percentage of GST shall be indicated in figures and words column.

(Signature of the Bidder)

Form 4: CERTIFICATE

(PRE-RECEIPT FOR REFUND OF EARNEST MONEY)

(To be duly Filled & duly Signed)

Received with thanks from Accounts Officer (Cash) O/o NIFTEM a sum of Rs/-
(Rs…   Only), towards refund of Earnest Money Deposit paid in respect of Tender for
……
…………..

Tender No :………………………………………….. dated ………………………..

Cancelled Cheque to be Attached

Date:
Signature of Bidder
Place: (On one rupee revenue stamp)

(Note: Earnest   Money   will   be   returned   to   unsuccessful   Bidder   only
after finalization/completion of the tender)

Name: _____

Address:

Bank A/c No:………………………………….
IFSC Code:………………………………

End of Document