GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
(A GOVERNMENT OF INDIA UNDERTAKING)
(भारत सरकार का प्रतिष्ठान)
Registered & Corporate Office Address: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700 024
Web site वेब: www.grse.in, CIN सी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)

Garden Reach Shipbuilders & Engineers Limited, a **leading Warship Builders and Engineering Product Company**, invites interested, reputed, resourceful Contractors to submit **single stage two-part (Part I- Techno-Commercial & Part II- Price) bids** through e-tendering mode for the work package as per following bid document:

NIT No निविदा संख्या:	**SCC/AS/OT/Online Recruitment Solutions/ET-3538 Dated: 29/09/2026**
Job Title कार्य का नाम:	**Triennial Rate Contract for Outsourcing of Online Recruitment Solutions of all category of Employees in GRSE Ltd.**
Tender issuing Dept. बिभाग द्वारा जारी :	Contract Cell (संविदा बिभाग), GRSE 61 Park

ARTICLE 1 अनुछेद-1: SCHEDULE OF CALENDAR DATES समायावली की अनुसूची:

SCHEDULE सारणी		
Pre-Bid Meeting	**05/10/2026 Time: 11:00 hrs.**	
Bid submission Starting Date निविदा जमा करने की प्रारंभिक तिथि	**10/10/2026**	**10:00 hrs**
Tender Due Date निविदा जमा की अंतिम तिथी	**22/10/2026**	**12:00 hrs**
Tender Opening Date (Part I) निविदा खुलने की तिथी (तकनीकी -वाणिज्यिकबोली भाग-I)	**23/10/2026**	**14:00 hrs**
Offer Validity Period minimum ऑफर की नियुन्तम वैधता अवधी	**180 days** from date of opening of Tender (Part – I)	

ARTICLE 2 अनुछेद – 2: COMMERCIAL REQUIREMENT FOR THE NIT निविदा की ब्यवसायिक आवश्यकता:

FEES / DEPOSITS	
Tender Fee निविदा प्रपत्र मुल्य (स्टैक के परिछेद 03 मे उदधृत)	Rs. 500/-
Earnest Money Deposit (EMD)	Rs. 1,93,000/-
Security Deposit (SD) प्रतिभूति	5% of Work Order Value (inclusive of GST)
Liquidity Damages परिनिर्धारित नुकसान	0.5% per week, Max. 5% of unexecuted job

Note: a) Bidders are required to submit EMD amount as Bid Security against this tender. In case of withdrawal of the bid/ fail or refuse to execute the contract / fail or refuse to furnish the security deposit, the EMD shall liable to be forfeited.

b) MSE/NSIC registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting the EMD and Tender Fee. Non-submission of EMD and Tender Fee or a valid MSE/NSIC certificate may lead to offer rejection.

c) The vendors registered with GRSE shall be exempted from submission of EMD subject to submission of valid copy of the registration certificate issued by GRSE. Having tender's service similar to tendering service listed with the list of items / services for which they are registered. In lieu, they shall be required to submit 'Bid Security Declaration' as per the format at **Annexure-6.**

d) In the case of Joint Venture, the entity should be registered with GRSE to qualify for exemption of EMD.

ARTICLE 3 अनुछेद – 3: ANNEXURES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलगित परिछेद:

ANNEXURES	DOCUMENT DESCRIPTION
Annexure 1 संलग्नक-1	Standard Terms of References (STOR) **(attached with NIT)**
Annexure - A	Scope of Work
Annexure - B	Deliverables / Time Lines
Annexure - C	Bid Evaluation Process
Annexure - D	Price Bid Format
Annexure - E	Technical Evaluation Matrix
Annexure - F	Methodology/Procedure for completing the Recruitment Process at a glance
Annexure - G	Qualifications and Experience of Key Personnel to be associated with the Project
Annexure - H	Basic Detail of The Bidder
Annexure - I	Details Of Similar Work Executed/Under Execution
Annexure - J	Performance Report Format
Annexure - K	Declaration by the Bidder
Annexure 2 संलग्नक-2	GRSE Standard Terms and Conditions (STAC) (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 3 संलग्नक-3	Format for Technical Eligibility Criteria
Annexure 4 संलग्नक-4	Format for Financial Eligibility Criteria
Annexure 5 संलग्नक-5	Format for Self-Certification for not having blacklisted
Annexure 6 संलग्नक-6	Check List for Bill submission (please refer **www.grse.in**→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 7 संलग्नक-7	Format for Bid Security Declaration**(attached with NIT)**
Annexure 8 संलग्नक-8	Fire & Safety Guidelines (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 9 संलग्नक-9	Special condition of contract (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 10 संलग्नक-10	Contractors Responsibility (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)

Annexure 11 संलग्नक-11	General Requirement (please refer www.grse.in → Tender → Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 12 संलग्नक-12	PF, ESI declaration form (please refer www.grse.in→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 13 संलग्नक-13	Format for - Bank Guarantee Format for SD (please refer www.grse.in→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 14 संलग्नक-14	Format for - Bank Guarantee Format for PBG (please refer www.grse.in→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 15 संलग्नक-15	Format for - Bank Guarantee for EMD (please refer www.grse.in→Tender→Enclosures Related to tenders of Sub-Contracting Activities)
Annexure 16 संलग्नक-16	Format for – Non-Disclosure Agreement to be submitted in Rs. 100/- Non-Judicial stamp paper (please refer www.grse.in →Tender →Enclosures Related to tenders of Sub-Contracting Activities)

ARTICLE 4 अनुछेद – 4: DOCUMENTS TO BE UPLOADED अपलोड हेतु दस्तावेज:

Self-Attested documents are to be scanned and uploaded with Part I of bid बिड के भाग-1 के साथ स्कैन एवं अपलोड हेतु स्वअभिप्रामाणित दस्तावेज		
1	DD/PO or MSE/NSIC Exemption certificate towards tender fee	Yes
2	DD/PO/BG or MSE/NSIC Exemption certificate towards EMD	Yes
3	Filled in Matrix for Standard Terms & Conditions / STAC, SOR, NIT (as per format at Annexure A to K)	Yes
4	DD/ BG towards EMD or MSE (UDYAM) or GRSE valid registration certificate having tendered service (similar type of job) listed and Bid security declaration (as per **Annexure-7**) to get exemption towards EMD	Yes
5	If MSE/NSIC firm, confirmation for whether SC/ST, and Women entrepreneur with documentary evidence to be submitted	Yes
6	Technical Acceptance Format as available with NIT after being downloaded and filled up	Yes
7	Commercial Acceptance Format as available with NIT after being downloaded and filled up	Yes
8	Documents meeting the Technical Eligibility Criteria as per format at **Annexure 3**	Yes
9	Documents meeting the Financial Eligibility Criteria as per format at **Annexure 4**	Yes
10	Audited/Certified Annual Accounts and Annual Report for immediate last three (03) financial years ending on 31st Mar'2026 in support of Financial Eligibility.	Yes
11	Self-certification for not having blacklisted as per eligibility criteria to be submitted as per format at **Annexure 5**	Yes
12	PAN /TAN, GST, Labour License Certificate 9 (if applicable), Registration Certificate of the Company with ROC, Memorandum and the Article of Association of the firm.	Yes
13	Copies of registration with PF, ESI authorities/ last challans etc.	Yes
14	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	Yes
15	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID	Yes

a. **In case of non-submission of documents as mentioned above, the bidder may liable to be considered as disqualified.**

b. **The Bidders has to submit ink signed hard copy of all above documents within 03 days from opening of Part I bid.**

c. **Bidders have to indicate Unique GeM Seller ID in COMMERCIAL MATRIX or prior to opening of price bids.**

ARTICLE 5 अनुछेद - 5: DOCUMENTS IN PHYSICAL FORM TO SUBMIT वास्तविक प्रपत्र जो जमा करने हैं:

PHYSICAL SUBMISSION		
1	**Tender Fee Instrument**	Within 03 days from opening of Part I bid
2	**EMD Instrument**	Within 03 days from opening of Part I bid
NOTE:	If instruments submitted through demand draft, the same to be drawn in favour of:	GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
	The demand drafts should be payable at	Kolkata

Note: Above mentioned original Negotiable Instruments as stipulated, to reach to **CGM (Contract Cell), Contract Cell, 2nd Floor, 61, Garden Reach Road, Kolkata – 700 024** within stipulated period as indicated above in a sealed envelope with tender number and job duly superscripting on it.

ARTICLE 6 अनुछेद - 6: JOB EXECUTION SCHEDULE कार्य निष्पादन:

(A) Mobilisation Period लामबंदी अवधी - 7 days from the date of placement of LOA/LOI/PO will be given for commencement of work.

(B) Tenure of Contract/ अनुबन्ध का समय: The contract will be established for a period of 03 (Three) years from the date of commencement with provision of extension of another twelve months at the same rate, terms & conditions for any subsequent requirement and subject to satisfactory performance of vendor.

(C)Job Starting Date कार्य आरम्भ तिथी - The Job has to be started immediately after mobilization & as per instruction of HR dept.

(D) Job Completion date / कार्य समाप्ती तिथी–The job has to be completed as per the schedule. Detailed scope of work is as per STOR Clause 7. (Annexure-B).

(E) Place of Work: As per SOTR.

ARTICLE 7 अनुछेद - 7: JOB EXECUTION कार्य निष्पादन:

Job is to be carried out strictly as per STOR at **Annexure 1** and relevant enclosures with Drawings and in case of doubt, instructions of HOD of HR dept. / their nominated representative are to be followed.

ARTICLE 8 अनुछेद - 8: GURANTEE & WARRANTEE गारंटी एवं वारंटी: Not Applicable.

ARTICLE 9 अनुछेद - 9: PRICE मूल्य:

Price quoted will be firm and fixed for the entire contract period till completion of work awarded during valid contract period. Price is to be quoted considering all Taxes & duties except GST. GST is to be indicated separately in the Price Bid and will be paid extra as per ruling rate. No escalation whatsoever will be considered under any circumstances within the valid tenure of contract. **No other attachment regarding price will be**

accepted along with Techno-Commercial bid and if submitted by the vendor then the offer will be treated as cancelled.

ARTICLE 10 अनुछेद - 10: ESCALATION मूल्य वृद्धी: Not Applicable

ARTICLE 11 अनुछेद – 11: UNREASONABLE QUOTES अतर्कसंगत भाव: Not Applicable

ARTICLE 12 अनुछेद - 12: OFFER VALIDITY प्रस्ताव की वैध्यता:
Offer should be valid for 180 days from the date of opening of Part-I bid i.e. Techno-commercial bid. Under exceptional circumstances GRSE may request for extension of price validity, beyond 90 days against valid reason.

ARTICLE 13 अनुछेद - 13: CONDITIONAL OFFER सशर्त प्रस्ताव:
Conditional offers w.r.t. this tender will not be accepted.

ARTICLE 14 अनुछेद - 14: DETERMINATION OF THE MOST COMPETENT BIDDER FOR AWARDING THE CONTRACT: Highest Scorer will be determined based on QCBS Methodology. The procedure for determination of H1 bidder shall be done will be as per methodology deliberated at Clause 8 of SOTR at **Annexure C.**

ARTICLE 15 अनुछेद - 15: BOQ बी ओ क्यु:
BOQ as part of STOR given in the tender is tentative. It may vary according to the actual requirement of job during the period of Contract. The bidder has to execute the required quantity at same rate, terms & conditions. In case of variation, purchase order will be amended as per actual requirement of the job during execution/after completion of the job. However, the Contractor will be paid based on actual quantity executed as per GRSE certification.

BOQ as per STOR Clause 10 Annexure-D is given below:

Sl. No.	Activity (Material Description)	Unit of Measurement	Quantity (illustrative based on last 3 years data)	Unit Rate (To be quoted by the bidder)	Total Amount
(A)	(B)	(C)	(D)	(E)	(F=D×E)
10	Development of Bi-lingual Online Application Module in the Portal (incl. one-time design & development of software and required IT platform, integration with online payment gateway for collection of application fees etc, modification of portal during the entire recruitment cycle, declaration of list of shortlisted candidates, declaration of final results, uploading of admit cards/call letters)	per advertised grade	90		
20	Development of Bi-lingual Question Paper (comprising of Subject based as well as General Aptitude	per Question	12000		

Sl. No.	Activity (Material Description)	Unit of Measurement	Quantity (illustrative based on last 3 years data)	Unit Rate (To be quoted by the bidder)	Total Amount
(A)	(B)	(C)	(D)	(E)	(F=D×E)
	Questions)				
30	Printing of Question Booklets, OMR sheets – applicable only in case of conduct of PBT (incl. secure and confidential dispatch of test material and collection of the same after written test)	per candidate	19000		
	Administration of CBT (incl. fixation of test centres, ensuring arrangement of basic infrastructure and amenities in the test centres, ensuring test centres personnel involved in GRSE's CBT/PBT are properly trained and qualified, allotment of candidates in different test centers/ sessions, ensuring Secrecy, Confidentially and Security of test material, conduct of fair and transparent manner without any mal-practices, result processing, uploading of Question paper, answers sheets, answer keys, Challenge management, preservation of records till final handover/ disposal, provide inputs and assisting in RTI queries, Court Cases, audits)	XXX	XXX	XXX	XXX
40	Administration of CBT for 1-100 candidates	per candidate (for PBT rates will be 70% of PBT)	350		
50	Administration of CBT for 101-500 candidates	per candidate (for PBT rates will be 70% of PBT)	400		
60	Administration of CBT for 501-2000 candidates	per candidate (for PBT rates will be 70% of PBT)	4200		
70	Administration of CBT for	per	13400		

Sl. No.	Activity (Material Description)	Unit of Measurement	Quantity (illustrative based on last 3 years data)	Unit Rate (To be quoted by the bidder)	Total Amount
(A)	(B)	(C)	(D)	(E)	(F=D×E)
	Beyond 2000 candidates	candidate (for PBT rates will be 70% of PBT)			
80	Providing services for interview-based selection process (incl. preparation and forwarding if evaluation sheets, attendance sheets, candidate's profile)	per candidate	1900		
TOTAL AMOUNT					

NB: i) Bidder to quote Unit Rate in Column (E). ii) Rates to be quoted in reference to the Scope of Work and Deliverables elaborated in the SOTR. Detailed as per STOR.

ARTICLE 16 अनुछेद - 16: OPENING OF BIDS निविदा खुलना:

Part I (techno-commercial) bid will be opened on the date declared in NIT. Part II bid will be opened post techno-commercial evaluation by GRSE. Only those Service Providers who have achieved at least minimum qualifying score will be treated as qualified and only their financial proposals will be opened. Disqualified bidders, either during technical assessment or commercial discussion or both techno-commercial evaluation will also be intimated about their non-consideration for further processing.

ARTICLE 17 अनुछेद - 17: MICRO & SMALL ENTERPRISES सूख्ष्म एवं छोटे उद्योग:

a) The 'Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012' and subsequent amendments / guidelines / press publications / circulars to the Order, as issued by the Ministry of MSME, shall be applicable as on the date of opening of the price bids.

b) The bidders are advised to check the website of the Ministry of MSME for details of the amendments / circulars issued by the Ministry of MSME.

ARTICLE 18 अनुछेद - 18: AWARDING JOBS TO MULTIPLE BIDDER बहुल बिडर के लिए ठेका कार्य:

Not Applicable.

ARTICLE 19 अनुछेद - 19: ELIGIBILITY CRITERIA पात्रता के मापदंड: As per Clause 5 of SOTR at Annexure E.

ARTICLE 20 अनुछेद - 20: INSTRUCTION TO THE BIDDERS बिडर हेतु अनुदेश:

1. Before submitting a bid, bidders are expected to examine the Bid Documents carefully, if they desire, may visit the work front, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents. NO consideration will be granted for any alleged misunderstanding regarding

   (i)The materials (if any) which are to be furnished by vendor for the work.
   (ii)The work which is to be performed by the vendor.
   (iii) Actual considerations made by bidder to complete all work.

(iv)To comply with conditions specified in the Bid Document.

2. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall immediately brought to notice of GRSE Tendering Dept.in writing, not less than 07 days prior to bid closing date.

3. It is understood that in receiving this bid, GRSE assumes no obligation to enter into a contract for the Work covered by this bid request. GRSE reserves the right to reject any and all unqualified proposals or waive irregularities therein. GRSE reserves the right to evaluate each and every proposal and accept the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted.

4. GRSE also reserves the right to reject any or, all bids and accept the bid, which in its opinion, appears to be most advantageous to GRSE. Receipt and review of this Bid Request constitutes an agreement of confidentiality between GRSE and each of the contracting Firms preparing its Bid. GRSE reserves the right to change the form of this request to Bids, or make clarifications thereto, within a reasonable time before date of submission of Bids.

5. Generally, Contractor will assume all safety related responsibility for the site and will furnish and maintain its own safety program for itself and its subcontractors. Contractor are bound to comply with all applicable Environmental, Occupational Health & Safety rules, regulations, procedures and guidelines when performing work in the facility or site.

6. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within **07** calendar days from the day bid document was made available to public. Failure of a bidder to object in the manner set forth in this paragraph shall constitute and irrevocable waiver of any such objection.

7. Job is to be carried out as per STOR and instruction of HR dept.

8. Any Drawings or technical information attached / provided with this NIT is the Intellectual Property of the Company and will be governed by the specific Acts applicable thereto.

9. Post submission of Tender, such drawings and technical information are to be physically returned. Also, all soft copies are to be destroyed and a self-certification to be submitted during TNC, failing which the processing of bid will not be taken further.

10. Contractors are responsible to clean up the area of work w.r.t all sort of debris generated on daily basis. If they fail to do so GRSE reserves the right to perform the cleaning activity and charge the contractor with penalty of up to 25%. As a part of National Mission of *Swachh Bharat*, GRSE has adopted *Swachh GRSE* and maintaining cleanliness of work area is an essential pre-requisite.

11. Bidder has to declare, in what capacity he is participating in the tender viz PSU, Limited Co, Pvt. Ltd. Co., Sole Proprietorship Organization, Partnership firm, Joint Venture etc. Supporting documents (scanned copy) confirming such status to be uploaded as attachment to Part I bid.

12. A Bidder is allowed to submit only one Bid under any capacity / status.

13. Difficulty in submitting the bid:
Any query/difficulty in understanding of TOR or other Technical Terms may be got clarified from **Mr. Ranadip Mitra, AGM (HR), Mobile No. +91 84200 08824, e-mail:** Mitra.Ranadip@grse.co.in / prior to submission of offer.

14. Any query/difficulty in understanding of Commercial Terms may be got clarified from and **Mrs. Archana Sharma, SM (Contract) / 61 Park, Mobile No. +91 91471 62441, e-mail:** Sharma.Archana@grse.co.in/ prior to submission of offer.

15. Any difficulty in submitting / uploading of e-tender or for any system help **Mr. Saraswata Palit, DGM (GRSE E-PROCUREMENT), e-mail/** Palit. Saraswata@grse.co.in / GRSE Service Provider M/s. NIC personnel may be contacted [Land line no: 033 24893902]

16. **E-mail Address for communication संचार हेतू ई. मेल पता:** Vendor to provide e-mail address to enable faster communication.

ARTICLE 21 अनुछेद- 21: e-BID INSTRUCTION ई बिड के अनुदेश –

a) To participate in the e–Bid submission for GRSE, it is mandatory for the bidders to get their firms registered with GRSE E–Procurement portal **https://eprocuregrse.co.in**

b) It is mandatory for all bidders to have class – III Digital Signature Certificate (DSC) in the name of the person who will digitally sign the bid from any of licensed Certifying Agency (CA). Bidders can see the list of licensed CAs from the link http://www.cca.gov.in.

c) Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in E–Procurement portal **https://eprocuregrse.co.in;** Central Public Procurement Portal **https://eprocure.gov.in/cppp/** and GRSE website **https://grse.in/tender-published**. They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged. However, if there is any, it is to be commented accordingly and also stated in the separate deviation format.

d) Bidders need to fill up Part II (Price) bid online in Excel Template price bid format by inserting unit price only. No other attachment to the price bid will be reckoned.

e) In case the bidder does not quote his rate for any item(s), it will be presumed that the bidder has included the cost of that/those item(s) in the rates of other items and the rate for such item(s) shall be considered as **Zero** and the tender will be evaluated by the Employer accordingly and the work executed by the successful bidder accordingly.

f) Bids can be submitted only during validity of registration of bidder with GRSE e– Procurement portal.

g) The amendments / clarifications to the bid document, if any, will be posted on E- Procurement portal / GRSE web site only.

h) It will be the bidder's responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.

i) AMENDMENT OF TENDER DOCUMENT

i. Before the deadline for submission of tenders, the Tender Document may be modified by GRSE Ltd. by issue of addenda/corrigendum. Issue of addenda / corrigenda will however be stopped prior to the deadline for submission of tenders as finally stipulated.

ii. Addendum/corrigendum, if any, will be hosted on website / e-procurement portal and shall become a part of the tender document. All Tenderers are advised to see the website for addendum/ corrigendum to the tender document which may be uploaded prior to the deadline for submission of Tender as finally stipulated.

iii. To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

ARTICLE 22 अनुछेद - 22: BID REJECTION CRITERIA बिड अस्वीकृति के मापदंड:

Following bid rejection criteria may render the bids liable for rejection:

1. Bidder's failure to furnish sufficient or complete details for evaluation of the bids within the given period depending on the deficiencies noticed in the drawings / technical data.
2. Incomplete / misleading / ambiguous bid in the considered opinion of the Technical Negotiation Committee (TNC)/ Commercial Negotiation Committee (CNC)/ of GRSE.
3. Bid with technical requirements and/or terms not acceptable to GRSE / Customers / External agency nominated, as applicable.
4. Bid received without qualification documents, where required as per the tender.
5. Bid not meeting the pre-qualification parameters / criteria stipulated in the Tender Enquiry.
6. Bid with validity expiry date shorter than that specified in the Tender Enquiry.
7. Bidders not submitting Original instrument of EMD within 3 GRSE working days from the tender closing date.
8. EMD validity period is shorter than specified in the tender enquiry.
9. Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.
10. Bidder not agreeing for furnishing of the required Security Deposit (SD).
11. Bidder submitted false/incorrect documents etc.
12. Bidders who have submitted **PRICE** along with Techno-Commercial Bid.

ARTICLE 23 अनुछेद - 23: POST AWARD APLLICABLE CLAUSES ठेका जारी करने के पश्चात लागू उपधारा:

i. **Security Deposit प्रतिभूति जमा –**
Interest free refundable security deposit of **5%** of individual work order value (inclusive of GST) is to be deposited in the manner elaborated in GRSE STAC at **Annexure-2**.

ii. **Work Done Certificate (W.D.C.) कार्य पूर्ति प्रमाण-पत्र (डबल्यू.डी.सी) -**
Work done certificate to be submitted through OBPS portal. Work done certificate will be issued by HOD HR or his authorised officer. W.D.C. is to include whether work has been completed as per delivery schedule or with delay [in days/weeks specified therein]. Any recovery towards usage of GRSE resources is also to be indicated. WDC will be issued based on the Payment Stages.

iii. **Payment Terms भुगतान की शर्तें -**

A:Payment will be released per recruitment advertisement. 90% through ECS within 30 days of submission of bill along with certificate of satisfactory completion of job from the concerned authority on completion of selection process *(in accordance with the provisions of Standard Terms and Conditions)*. The Selection Process shall be deemed to be concluded on the part of the Agency against the Employment Notification on completion of the following stages of recruitment on the part of Agency for raising Invoice and for releasing payment:

(a) Officers - Interview based only:- Up to and inclusive of uploading of interview Call Letters on Online Portal and sending intimation to the candidates by email and SMS alert on their registered mobiles to download Interview Call Letter, forwarding of Evaluation sheet and other documents as per Scope of Work & Time lines

(b) Officers - CBT/PBT and Interview based:- Up to and inclusive of uploading of final result of merit listed selected candidates after interview on Online Portal and sending intimation to the candidates by email and SMS alert on their registered mobiles regarding declaration of result as per Scope of Work & Time lines.

(c) Non-Officers (CBT/PBT): Up to and inclusive of declaration/hosting of final results of merit listed selected candidates on Online Portal and uploading the call letter on portal for Pre-Employment Medical examination in a phased manner as well as intimation through by e-mail and SMS alert on their registered mobiles to download Call Letter, as per Scope of work & Time lines

The bill is to be raised only on completion of the whole process i.e. the steps mentioned in the scope of work for a group of posts / grade / category against a particular advertisement (Employment Notification). The bill shall thereafter be forwarded to Finance Department for payment. 10% of the remaining payment will be released after completion of six months from the date of completion of selection process as detailed above.

B.Bill Certifying Authority: HOD HR or his authorised officer.

C.Bill Submission: Payment to be made as per payment terms as stated above through ECS/NEFT within 30 days against online submission of GST e-invoice through OBPS portal with work done certificate duly certified by appropriate authority for the respective services and subject to compliance of labour laws and statutory dues where ever applicable.

Note:

(i) All Vendors having turnover above Rs. 5 Crore have to mandatorily submit Invoice.

(ii) All Vendors having turnover below Rs. 5 Crore are also to submit E-Invoice/digitally signed invoice. (Vendors having turnover under Rs. 5 Crore have option to create E-Invoice).

(iii) Invoice in hard copy is not desirable.

(iv) Transaction fee of Rs 500.00 for first return & Rs 1000.00 for subsequent return of bill with inappropriate documents will be charged.

iv. Liquidated Damages निर्णीत हर्जाना -

The vendor will be liable to pay minimum Liquidated Damages @ ½ % per week or part thereof on the undelivered work subject to a maximum of 5 % of the value of the order for delayed part. The amount of L.D. may be adjusted or set-off against any sum payable to the Contractor under this or any other Contract with the Company.

v. Limitation of Liability -

In any event, neither party shall be liable for any special, incidental, punitive, exemplary or consequential damages arising out of or in connection with the Contract entered between the parties. The aggregate liability of either party, whether under the contract, in tort or otherwise, shall not exceed the total contract value, provided that this limitation shall not apply to:

(i) Any obligation or claim arising out of or in connection with any third party claim of IPR infringement,

(ii) In the event of any gross negligence or willful misconduct on part of either party, as finally judicially determined by a court of competent jurisdiction.

vi. Risk Purchase जोखिम खरीद -

In case the progress of work is not satisfactory and the contractor fails to maintain the schedule, GRSE reserves the right to get the work done by alternative source at the risk and cost of sub-contractor.

GRSE shall be at liberty to purchase/obtain the service from the alternative source as it deems fit, to make good such default and or in the event of the contract being terminated, the balance of the remaining service to be delivered there under. Any excess over the job price / service rates, paid and incurred by GRSE, as the case may be, over the contract price shall be recoverable from the firm. To make good the recoverable excess amount paid, GRSE shall be at liberty to invoke Bank Guarantee and/or with other available dues of the firm.

ARTICLE 24 अनुछेद - 24: SUBMISSION OF BID बिड की पेशी -

1. Last date of submission of Bid / Date of opening of bid is indicated in GeM Bid Document. Tender is liable to be rejected if all the requisite documents are not enclosed with the Part I, Techno-Commercial offer.

2. Financial bid of all the Techno-Commercially qualified bidders will be opened in due course after conclusion of TNC/CNC meetings and acceptance of Techno-Commercial offer. After opening of financial bids, the techno-commercially qualified bidders can view the System Generated Price Comparison Sheet in GeM portal.

3. GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.

ARTICLE 25 अनुछेद 25: CONTRACT WORKMAN WAGE PAYMENT (for working inside GRSE): -

a. Contractor is liable for payment of PF, ESI to their engaged workmen and for other labour oriented mandatory liabilities as applicable for the job.

b. The Contractor has to comply with the minimum wages & statutory liabilities (as revised time to time) of the engaged manpower applicable for the job.

c. Payment of wages to the contractor's employee should be made through individual bank account on monthly basis instead of cash payment. PF-UAN activation of all the contractor's

employee/workmen is mandatory. Vendors are to comply all statutory provisions for disbursing payment to their workmen/employees.

ARTICLE 26 अनुछेद 26: PRE-BID MEETING बोलीपूर्व बैठक -

A pre-bid meeting will be held on **05.10.2026 from 11:00 hrs.** onwards at Contract Cell dept. Conference room, (GRSE 61 Park Unit) to discuss the detail scope of work of the tender. The Bidders should forward their Pre-bid queries (if any) through mail to the following contact person 02 days prior to the pre bid meeting:

i) **Mr. Ranadip Mitra, AGM (HR), Mobile No. +91 84200 08824, e-mail:** Mitra.Ranadip@grse.co.in

ii) **Mr. Bitosok Biswas, SM (HR), Mobile No. +91 91633 31759, e-mail:** Biswas.Bitosok@grse.co.in

Archana Sharma
SM (Contract)
Garden Reach Shipbuilders & Engineers Limited
61 Park Unit, 61, Garden Reach Road, Kolkata – 700 024
Email ID: sharma.archana@grse.co.in
Mobile: +9191471 62441

Annexure 1

Garden Reach Shipbuilders & Engineers Limited

Online Recruitment Solutions of all category of Employees in GRSE Ltd.

SOTR

1. GRSE Ltd. is one of the premier Defence Shipyards and a Navratna (CPSE) Company effectively contribute towards defence preparedness of the country by building different sophisticated and state-of-the-art warships. For induction of manpower as per needs of the organization, GRSE publishes Employment Notification (Advertisement) inviting applications from all over India. Abridged Advt. is published in Newspapers/ Employment News whereas detailed Advt. is hosted in company's website.

2. Online bids / offers are invited from Firm / Organization for providing comprehensive **Online Recruitment Portfolio Solutions** in respect of all categories of employees of GRSE Ltd., as per enclosed scope of work and deliverables. (Manual bids shall not be accepted). The Online Recruitment Portfolio Solution includes activities like Design, Development, Modification and Management of Online Application Portal, Designing and development of Question Papers for written test, pre-examination activities, conduct of Test Activities (Computer Based Test i.e. CBT or Paper based Test using OMR i.e. PBT), Interview Management, post-examination activities, priding services for interview based selection process, declaration of result, Preservation of data & documents / * For details please see **Scope of Work at SOTR (Annexure-I)**

3. **Based on the rates established through this Tender, RATE CONTRACT will be issued to the successful bidder *(hereinafter referred as 'Agency')*. The period of contract** will be for **36 months from the date of issuance of the rate contract** which may be extended depending on the requirements and at the sole discretion of GRSE Ltd. and based on the satisfactory performance of the agency. The rates will remain fix and firm during the entire contract period and extended contract period (if any). Individual Orders/Letter of Award (LOA) for each recruitment advertisement will be placed against the established Rate Contract.

4. The bidder should participate as a single entity. No consortium or group of companies/ organizations will be allowed.

5. **Pre-Qualification Criteria**: The following are the essential Pre-Qualification Criteria for the bidders to qualify for Technical Evaluation

(a) The bidder should be a firm / organization, registered in India under relevant statute, offering services on Online Recruitment and conduct of CBT/PBT for various recruitment/ admission related selection process. The Bidder should have executed/ completed similar assignments on managing online recruitment services (as detailed in para 2), conducting selection test (Pen-Paper/OMR/ Computer Based Test) in Government Sector / Public Sectors Undertaking / Autonomous Organizations / Societies / Institutes / Universities. The bidder should also have experience in conducting Computer Based Test (CBT) in a single day in single or multiple session, on Pan-India basis for the purpose of recruitment or admission test for academic/ professional courses. **The Essential Pre-Qualification Criteria is given hereunder-**

(i) The bidder must be a firm / organization, registered in India under relevant statute and should be operating in India for at least 10 (ten) years ending on 31.08.2026. (As a documentary proof certification of incorporation or registration certificate is required)

(ii) The bidder must have the experience of conducting PBT or CBT based written examination in Bilingual i.e. English & Hindi) for atleast 500 registered candidates for at least 05 (five) different PSU's/Govt. Bodies/Govt. Institutions in last 03 years ending on 31.08.2026.

(iii) The bidder must have completed at least 02 (two) written examination through CBT on All India basis for atleast 2000 registered candidates starting from receipt of application, conduct of examinations in a single day in single or multiple session and compilation of results in last 03 years ending on 31.08.2026.

(iv) The bidder must have completed at least 02 (two) written examination through PBT on All India basis for atleast 4000 registered candidates starting from receipt of application, conduct of examinations in a single day in single or multiple session and compilation of results in last 03 years ending on 31.08.2026.

(v) The Average Annual Financial Turnover during the last 03 financial years, ending on 31.03.2026 must be at least Rs. 25 lakh. *(Audited/ Certified Annual Account Statement to be submitted)*

(vi) The bidder must be profitable or have a positive surplus for last 3 consecutive Financial Years ending on 31.03.2026.

(vii) The bidder must have atleast anyone of the quality certifications - ISO 9001:2015, ISO 27001:2022 & atleast CMMi Level 3 for the examination services

(viii) The Bidder must be registered with appropriate tax authorities such as Income Tax, Service Tax/GST etc. and should submit valid certificates of registration with these authorities.

(ix) The bidder must have (owned/ outsourced) primary data center with DR site infrastructure for data Security. Both the Data Centers should be located in India in different seismic zones. The data center must be Tier III and ISO certified. Data Center should be certified as per the MeitY, Government of India Guidelines. Bidder should submit self-declaration along with Master Service Agreement with DC/DR Service Provider (for outsourced DC/DR).

(x) The bidder must be able to conduct computer-based examination in multiple subjects in English and Hindi. The test delivery system should be able to handle this aspect of multiple languages / multiple subjects very well. Self-declaration on company letter head or past performance experience certificate/contract agreement/work order from user to be submitted.

(xi) The bidder's CBT software must be STQC certified or the processes meet ISO 9001 & 27001 standards. The CBT software should meet the cyber security audit requirements as specified by CERT-In. Copy of valid certificates to be submitted.

(xii) The bidder must have infrastructure in all the major cities in India with validated nodes/computers, appropriate technology, hardware and software, dedicated connectivity, trained proctoring staff, adequate security measures and due diligence etc. Self-declaration on company letter head along with list of institutes/ schools/ colleges/ computer centre with whom bidder has agreement to be submitted.

(xiii) The bidder must submit a declaration that the bidder has not been blacklisted by Central / State government departments / undertakings, other organizations. The bidder should submit a declaration that there is no pending litigation / court proceedings / enquiry against any of the promoter(s) / director(s) / employees / sister concerns.

(xiv) All the Annexures must be properly filled up by the bidder and duly signed and submitted along with supporting documents.

NOTE- Bidder must submit the Tender Fees and EMD as per the requirement of the tender.

6. **Scope of Work as per Annexure-A.**

(a) Development of Bi-lingual Online Application Module in a Portal/ IT platform dedicated for GRSE's recruitment activities

(b) Development of Bi-lingual Question Paper
(c) Printing of Question Booklets & OMR Sheets (for PBT)

(d) Administration of Computer Based test (CBT) / Paper Based Test using OMR (PBT)

(e) Providing services for interview based selection process

7. **Deliverables / Time Lines as per Annexure-B.**

(a) Development of an Online Portal/ IT platform dedicated for GRSE's recruitment activities (one-time activity)

(b) Selection process of non-officer category of employees through CBT/ PBT

(c) Selection process of Officers through CBT/ PBT & Interview

(d) Selection process of Officers through Interview only

8. **Bid Evaluation**:

(a) Bids will be evaluated based on the Pre-Qualification / Eligibility criteria indicated in the SOTR.

(b) Selection of successful bidder will be based on Quality and Cost Based selection (QCBS) method as detailed in **Annexure-C**.

9. GRSE does not guarantee any definite volume of work or any particular service at any time or throughout the period of contract. **Number of posts** notified during last three years (upto 31.12.2025) are as under

(a) Selection through Written Test (PBT) – Officers - 70 posts
(b) Selection through Written Test (PBT) – Non-officers - 315 posts
(c) Selection through Interview – Officers - 268 posts

10. **Price Bid:**

(a) Price Bid format is given at **Annexure-D**. The Quantity mentioned against each activity is illustrative and GRSE does not give any guarantee of providing business of that volume to the Agency during the Rate Contract.

(b) For CBT/ PBT, rates to be quoted based on no. of applications received against a Recruitment Notification. As an example-

IN CASE OF CBT, IF TEST IS TO BE CONDUCTED FOR 2500 CANDIDATES (i.e. Admit Card is issued for 2500 candidates), then the total amount will be arrived as given below:

Rate quoted for 'Administration of CBT for 1 – 100 candidates' X 100 candidates
+
Rate quoted for 'Administration of CBT for 101 – 500 candidates' X 400 candidates
+
Rate quoted for 'Administration of CBT for 501 – 2000 candidates' X 1500 candidates
+
Rate quoted for 'Administration of CBT for Beyond 2000 candidates' X 500 candidates

(c) GRSE intends to conduct Computer Based Test (CBT) where selection process involves written test. However, GRSE on its sole discretion may decide to conduct Paper Based Test (PBT) for a particular Recruitment notification. Bidders are NOT required to quote separate rate for Paper Based test (PBT). In case PBT is conducted, 70% of the corresponding CBT rate will be applicable.

11. **Pre-Bid Meeting:**

(a) A pre-bid meeting will be held at HR Department, GRSE (to answer any queries or clarify doubts regarding submission of proposals. The bidder is advised to attend the pre-bid meeting and obtain all necessary information for preparing the tender and understanding of the defined **scope of work**. GRSE shall not be under any obligation to entertain /respond to suggestions made or to incorporate modifications sought for by the bidders during the pre-bid meeting or thereafter.

(b) The purpose of the meeting will be to clarify issues and to answer questions on any matter related to the tender enquiry that may be raised at that stage.

(c) The bidder or his authorized representative may attend the meeting. The cost for attending the meeting shall be at the bidder's expense. Issues needing clarification may be sent in advance by email to mitra.ranadip@grse.co.in and biswas.bitosok@grse.co.in , details of the persons attending the meeting should be forwarded to GRSE at least two working days before the scheduled date of the meeting.

(d) The Minutes of the Meeting including text of the question raised without identifying the sources and the replies given will be transmitted without delay to all bidders who will attend the pre-bid meeting. Any modification of the bidding documents which may become necessary as a result of pre-bid meeting shall be made by GRSE exclusively to the issue of an addendum and not through the transmission of the Minutes of the Pre-bid Meeting. The addendum shall invariably then be a part of the bidding documents.

(e) Any modification/ amendment of the bidding documents shall be made by GRSE exclusively through the issue of an amendment.

(f) Attending a Pre-Bid Meeting is not mandatory i.e. non-attendance at the pre-bid meeting will not be a cause for disqualification of bidders but at the same time shall not entitle them to raise any query at a later date.

(g) Any essential requirement not included in the Price Bid format but required for successful operation as per the Scope of Contract shall be indicated by the bidders and submitted before the pre-bid meeting by the date specified in the schedule. GRSE shall make related modifications/ amendments as may be considered necessary based on this form in the bidding documents as per provisions mentioned in this clause.

(h) Bidders shall not be permitted to indicate any additional requirements in the bid for any reason whatsoever after GRSE has considered such amendments.

12. **Payment**: Payment will be released per recruitment advertisement. 90% through ECS within 30 days of submission of bill along with certificate of satisfactory completion of job from the concerned authority on completion of selection process *(in accordance with the provisions of*

Standard Terms and Conditions). The Selection Process shall be deemed to be concluded on the part of the Agency against the Employment Notification on completion of the following stages of recruitment on the part of Agency for raising Invoice and for releasing payment :

(a) Officers - Interview based only:- Up to and inclusive of uploading of interview Call Letters on Online Portal and sending intimation to the candidates by email and SMS alert on their registered mobiles to download Interview Call Letter, forwarding of Evaluation sheet and other documents as per Scope of Work & Time lines

(b) Officers - CBT/PBT and Interview based:- Up to and inclusive of uploading of final result of merit listed selected candidates after interview on Online Portal and sending intimation to the candidates by email and SMS alert on their registered mobiles regarding declaration of result as per Scope of Work & Time lines.

(c) Non-Officers (CBT/PBT): Up to and inclusive of declaration/hosting of final results of merit listed selected candidates on Online Portal and uploading the call letter on portal for Pre-Employment Medical examination in a phased manner as well as intimation through by e-mail and SMS alert on their registered mobiles to download Call Letter, as per Scope of work & Time lines

13. The bill is to be raised only on completion of the whole process i.e. the steps mentioned in the scope of work for a group of posts / grade / category against a particular advertisement (Employment Notification). The bill shall thereafter be forwarded to Finance Department for payment. 10% of the remaining payment will be released after completion of six months from the date of completion of selection process as detailed above.

14. In case of non- fulfilment of the Agency's specific obligation as under the contract, which non-fulfilment leads to data loss/ non-compliance of event-based log/ data saving. The service provider shall indemnify GRSE to the extent of any loss suffered by GRSE as a result of such data loss/ noncompliance of event-based log/ data saving. However, the total liability of the Agency under this clause as well as under any other clause of the contract shall be limited to total amount payable for that particular selection process by GRSE to the Agency (under the terms of the contract), provided, however, that this limitation shall not apply to any liability for damages arising from willful misconduct or negligence which includes but not limited to question paper leak (full / part).

15. In case the Agency fails to execute the contract for reasons solely attributable to the Agency, GRSE shall have the liberty to get it done through any other agency. If the delay adversely affects conduct of examination the security deposit/ performance security will be forfeited and other legal action would be initiated as per terms and conditions of contract.

16. If any examination (CBT/ PBT) has to be conducted either on the buffer date or any of the unused weekends due to any technical or non- technical problems from the service provider's side, then the service provider has to bear the cost of the conduct of the examination (CBT/ PBT) as quoted in the commercial proposal.

17. **Force Majeure**

(a) For the purposes of this Contract, "Force Majeure" means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the Government, act of legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, sabotage which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

(b) The obligations of GRSE and the Agency shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond

their control. The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event.

(i) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and

(ii) has informed the other Party as soon as possible not beyond 48 hours about the occurrence of such an event and such impossibility subsists for not less than 60 days.

(c) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure. The Agency is entitled to the payments for the portion of the work already completed before the happening of any event constituting force majeure culminating in termination of contract only if the purpose of GRSE is fulfilled partly to proceed further. Decision of GRSE in this regard will be final.

18. The Agency shall not sublet, transfer or assign the contract or any part thereof to other party. In the event of the Agency contravening this condition, GRSE shall be entitled to terminate the contract and get the work done through other party at the risk & cost of the Agency. In such case the performance guarantee of the Agency, will be forfeited and the agency will be debarred from participating in any tender process of the Organization in future for a period of 05 years.

19. In case of any further clarification regarding the scope of work, specification, terms & conditions etc., the tenderer is advised to contact AGM (HR) at GRSE, 61 Park Unit during working hours or, contact through email: mitra.ranadip@grse.co.in / on phone: Mob No 8420008824.

(R. MITRA)
Addl. General Manager (HR)

Annexure-A
(Para/ Clause 6 of SOTR)

Scope of Work

I-A: DEVELOPMENT OF BI-LINGUAL ONLINE APPLICATION MODULE IN A PORTAL/ IT PLATFORM DEDICATED FOR GRSE'S RECRUITMENT ACTIVITIES

1. To develop a dedicated web based online portal exclusively for the GRSE's recruitment purpose based on the advertisement finalized by GRSE without disclosing the name of the Agency. The online application format to be customized as per the need of GRSE from time to time for different recruitment advertisements. The Portal has to be mandatorily linked to the GRSE official website, such that candidates can access all relevant information and upload through GRSE website as well as directly through the Recruitment Portal developed by the Agency for GRSE.

2. To update the information on the online portal regularly for information to candidates and maintain till the completion of the selection process.

3. To incorporate / upload details Abridged Advertisement (Press version), Detailed Advertisement, Guidelines for Online Application, Frequently Asked Questions (FAQ) etc. in the Online Registration Portal.

4. To design and develop online application form to be used by the candidates for submitting their online applications through GRSE website including provision for uploading photograph, signature, certificate / testimonials as attachments and capturing all necessary data like age/DOB, Essential Edu. Qualification, caste, Ex-SM, PwD status, relevant experience etc. as per GRSE's approved application format at the time of submission of application.

5. To host/ upload/ manage the online application form for registration on fully managed web server(s) and maintained by the Agency itself. All the system administration services also should be handled by the Agency itself. The source code of the software should be customized & ownership shall be the responsibility of the Agency so that necessary customization can be carried out as per requirement of GRSE. Self-certification in this regard to be submitted by the bidders in the technical bid.

6. To update / modify technical changes in the online application form, if required, after consultation/ approval from the competent authority of GRSE.

7. Type of post for which recruitment action is undertaken

(a) Officers (recruitment based on Interview)
Executive Director (ED), Chief General Manager (CGM), General Manger (GM), Addl. General Manager (AGM), Dy. General Manager (DGM), Sr. Manager (SM), Manager (M), Dy. Manager (DM), Jr. Manager (JM)

(b) Officers (recruitment based on CBT/PBT + Interview)
Asst. Manager (AM)

(c) Non-Officers (recruitment based on CBT/PBT + Practical/ Trade Test)
Supervisor, Office Asst., Operative, Journeyman (Operative)

8. The Agency to provide necessary connectivity with adequate bandwidth and shall maintain the server for the total duration of the project.

9. To ensure data backup is taken on daily basis and such data backup should be easily retrievable as and when needed.

10. The description of the fields in the Online application to be bilingual (Hindi and English). Mandatory and Optional fields to be clearly indicated.

11. To build up the features of auto scrutiny / data validation of the candidates' information, based on the validation criteria provided by GRSE. To incorporate different types of prompting, highlighting, instructions, guidelines etc. while filling the application by the candidate. The system shall take care of age, qualification, payment of fee and compliance of eligibility criteria, relaxation rules for SC/ST/OBC/ PwD/Ex-SM/Internal candidates on the cut-off date. The details of criteria of relaxation shall be provided by GRSE. Wherever, the system requires filling up of data in particular format, i.e., numeric/ alphabetical/ restriction on use of special characters etc., the system will guide the candidates by giving appropriate instructions.

12. It shall be the responsibility of the Agency to provide helpline (e-mail ID) for resolving the queries / difficulties occurring while applying online. The Agency shall resolve all queries on daily basis within 24 hours at maximum. Queries received after 5.30 PM on working days and on Sunday/ Holidays (through email) shall be resolved within working hours of next day. This Help Desk shall continue to provide support to candidates through e-mail for resolving the queries / difficulties of candidates throughout the recruitment cycle.

13. To ensure the designing and structuring of database in respect of recruitment process is in such a way that the information collected shall meet all the requirements of GRSE.

14. To ensure various levels of securities against the vulnerabilities, such as Physical Level (Authorization, Authentication), Logical Level (Firewalls, Intrusion Detection, Anti-virus, etc.) and Data Level (Encryption, Recovery etc.). It is also ensure that the online application for registration should have Comprehensive security solution to avoid hacking, phishing, and any other data/application threats and it is to be certified by CERT-In. The Agency shall host the GRSE's Online Recruitment solution and data on a secured Data Center complying with ISO 27001 Standards. The Agency shall furnish valid certifications to that extent for verification and to ensure re-validation of the certification such that it covers the contract period. The Agency shall restrict system and data access to its designated personnel only. GRSE shall have right to get the Agency's Data Center audited by independent reputed third party for its security, data integrity and audit trail, confidentiality, integrity, authentication, availability, authorization and non-repudiation related features (software security test), including provisions of CERT-In (Indian Computer Emergency Response Team). The Agency shall make any changes to satisfactorily meet any observations / flaws that may arise from any such test / audit.

15. Online application fee collection: To provide for integration of online payment gateway (Axis Bank payment gateway or any other Payment gateway assigned by GRSE) for payment through Credit Cards/Debit Cards (Rupay, Master, Visa etc.), Net banking, UPI in case payment of application fees through Payment Gateway mode is decided by GRSE. To verify the transactions made through payment gateway and to provide details of successful/ failed transactions.

16. To ensure that the system can generate receipts / acknowledgements and also will provide an automated reconciliation and payment/ receipt reports.

17. The system shall have an automated response through email and SMS to all the candidates about the User ID and Password immediately on successful registration and to allot a unique Application No. for every completed online application. The system should have provision to restrict submission of multiple applications for a same post by candidates.

18. To make provision for the generation of printable version of application form with a unique application no. after successful submission of online application by the candidate and automatic mail to the applicant.

19. The Agency shall exercise due check, care and caution to ensure successful registration of candidates, who fulfill the prescribed eligibility criteria. The Agency shall be solely responsible for any act of omission and/or commission.

20. The online application system shall be closed automatically on last date and time mentioned in the advertisement. Any change in last date and time as informed by GRSE to be implemented.

21. The Agency shall provide User Id and Password to the authorised representative of GRSE to access the Online Application portal with provision of a Dashboard / real-time MIS with application details (post-wise, Category-wise, exam centre-wise etc.) and facility to take print out of any application, if required.

Uploading of Call letter/ admit cards and Declaration of Result

22. To develop software for uploading of admit cards for written test (CBT/ PBT) on the GRSE's recruitment portal with facility for candidates to download their admit cards online and also sending intimation by email & SMS to the shortlisted candidates.

23. The result of written test to be uploaded on the portal for the candidates to login & view their result and marks

24. To develop software for uploading of admit cards / call letters for interview/practical test/trade test (as the case may be) on the dedicated portal with facility for candidates to download their admit cards / call letters online and also sending intimation by email & SMS to the shortlisted candidates. Details of interview/ practical test like schedule, content of the admit cards / call letters will be provided by GRSE.

25. To provide attendance sheet and profile of shortlisted candidates to GRSE for conducting interview/ practical test etc.

26. After completion of the individual stages & whole selection process, result to be uploaded on the portal for the candidates to login & view their result and marks.

I-B: DEVELOPMENT OF BI-LINGUAL QUESTION PAPER

1. To develop objective type question bank and/or question paper in bilingual i.e., English and Hindi.

2. To carry out the question item management including question paper development, answer key and detail solution management in the most secure manner.

3. To create the soft database of the questions with differentiated sections and upload the same in the secured question bank software.

4. The Agency shall engage various subject matter experts of repute for preparing the Question Paper so as to avoid risk associated with single source.

5. The agency shall prepare multiple choice objective type question (MCQ) for each post code based on syllabus provided/ prescribed by GRSE.

6. The questions should be in English & Hindi Language. System should support Special characters to support Engineering formulae.

7. Each test will have four sets (A, B, C, D) with same questions but with changed sequence. Randomization of questions across all the four sets should be ensured i.e. each question in each

series should be distributed in a unique manner so that no commonality in position of any question is found across any series.

8. The questions papers shall be of equal difficulty level so that testing of candidates is carried out on uniform basis. Composition of content of test paper and difficulty level shall be fixed in consultation with GRSE.

9. The Agency may require to prepare Question Papers for internal/ departmental examinations of GRSE. Question Bank will be provided by GRSE in such cases.

I-C: ADMINISTRATION OF COMPUTER BASED TEST (CBT)

(A) Assessment Platform requirement:

1. Exam software system is the most critical component for successful delivery of exam.

2. The proposed examination and question paper (in English and Hindi languages) generation software should be in-house developed by the Agency and the Agency must own the complete source code of the software being used for conducting the Computer based exam. They must have the copyright of the source code and all its components.

3. The Agency should have all the necessary components and dependency of source code of computer based examination system in place so that any change required in any of the components of the software can be undertaken by their in-house technical team. Required skills should be made available to make necessary configuration changes. The major/minor configuration changes in software requested by GRSE must be met immediately.

4. The Agency should have regular technical employees employed in-house in India for Conduct of exam, development of software, maintenance of software, networking and data security. The proof of identity issued by the Agency and self-declaration shall be submitted.

5. Different versions of Software code should be managed appropriately in a standard version control system within the organization.

6. Software code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster.

7. The Agency should own the test cases and regression testing code to produce, to prove that they have done necessary testing of the software to scale up to conduct large scale assessments. Testing should not be limited to system features and functionality. The system used to conduct the exam must be tested for Performance, Security, Usability, High-Availability, Business Continuity, and Disaster Recovery.

8. The bidder should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries and the infrastructure must be carried out.

9. The bidder should have in-house quality assurance group and a strong quality management system to do quality check of the software.

10. Proper security provision for source codes shall be maintained.

11. The proposed software should be Govt. of India compliant CERT-In certified for IT security.

12. The bidder must use 256 -bit encryption for Question paper storage and transfer.

13. The system should support question randomization with option shuffling ensuring that no two-candidate side by side have same set of question paper.

14. Information security and data privacy: The Agency will be responsible for providing secure systems. The Agency is expected to adhere to Information Security Management procedures as per acceptable standards with best practices. The Agency shall be responsible for guarding the Systems against virus, malware, spyware and spam infections using the latest Antivirus corporate/ Enterprise edition suites which include anti-malware, anti-spyware and anti-spam solution for the entire system. The Agency shall have to maintain strict privacy and confidentiality of all the data it gets access to.

15. During the tenure of the Rate Contract and its extension period (if any), the bidder shall take necessary measures to update the Software/ IT infrastructure required for CBT and Result processing according to the technology upgradation happening in the field.

(B) Pre-Examination Phase:

1. The Agency is expected to design the examination plan and examination processes as required by GRSE. Broadly, the requirements will be as follows:

(a) Complete Security management processes:

- ➢ Physical Security
- ➢ Information Security
- ➢ Server Security
- ➢ Network Security

(b) Candidate handling process :

- ➢ Mapping of candidates' details with Test Centres
- ➢ Validation and verification of identity
- ➢ Attendance and biometric (photograph and thumb impression) handling
- ➢ Machine/seat allocation randomly and handling of security parameters

2. The Agency shall prepare and provide Standard Operating Procedure (SOP) and documentary manuals for all processes for safe and secure conduct of examination along with rules for contingency and exception handling/ emergency procedures.

3. The Agency to arrange test centers at convenient locations in Kolkata and other cities across the country as per the requirement. The selected Test Centres shall preferably be "well reputed institutes/ colleges" having experience of conducting CBT for Central Govt./State Govt./ PSUs/PSBs/All India level admission tests. The Test Centre should be accessible from the key transport places with easily available public transport (rail/ road). List of test Centres will be vetted by GRSE. The Agency shall provide the Names and Contact details of the test centre in-charge and other officials deputed for GRSE examination. The candidates shall be provided with "How to Reach the Test Centre" information with their Admit Cards. Generally, GRSE conducts written test in Kolkata and Ranchi. In some cases, tests were conducted in Delhi, Mumbai, Chennai, Guwahati.

4. The Agency shall provide specifications for Hardware and Software required at all stages of the examination at:

- ➢ Test Centres
- ➢ Devices and systems to be used for authentication and audit trail mechanisms required for Exam.

5. The Agency, as per the requirements and directives from GRSE, shall setup systems at the required Test Centres ensuring that at least 10% of the systems are available as backup per shift in each Centre.

6. The Agency shall ensure that all Test Centres have the required (a) Hardware, Operating System, Processor Speed, RAM, Network and Key Boards, Screen Resolution etc. (b) Software, Browser for conducting smooth Examination (c) Network connectivity without any disruption/ technical error. The Agency shall host and manage the examination process through LAN -based solution at Test Centres.

7. The Agency shall ensure that UPS, Generator and Air Conditioners/ Air Circulation/ Ventilation facilities are available at each Test Centre in each lab for un-interrupted power. The Agency shall ensure Ambient temperature, adequate ventilation and lighting shall be maintained at all centres using air coolers/ fans/ air conditioners. The Test Centre should provide adequate comfort to the candidates, but not limited to toilet, water, cleanliness, parking (preferably), thermal, lighting, ventilation, etc. The Test Centre should provide basic life safety for the conduct of exams, but not limited to fire safety, firefighting equipment, electrical (electricity, DG, UPS, wiring), first aid, emergency procedures, etc.

8. The Agency shall ensure suitable drinking water and separate hygienic toilet facilities for Boys, Girls and PwBD candidates at each Test Centre.

9. The Agency shall securely install and implement Question Papers (in English and Hindi) for "Computer Based Test (CBT)-Examination". The Examination shall be provided onscreen on a random basis, without any manual intervention.

10. The Agency shall ensure checking of original documents and admit card of the candidates at the entrance gate of the Test Centre. Individual password shall be given to each candidate by the Agency at the Test Centre after verification of the documents.

11. The Agency shall ensure that the candidates have pasted passport size photograph and Signature of the candidate is taken on the specific space in the attendance sheet and Verification of the signature and photograph in attendance sheet is done vis-à-vis the signature and photograph in the admit card.

12. The Agency shall ensure complete Biometric registration process of the candidates (digital photo, fingerprint etc.) and allow candidates to appear for exam at Test Centre through randomly allotted seat/machine. The biometrics taken at this stage may be used later for authentication purposes.

13. The Agency shall arrange/provide adequate displays and provide required instructions/ information to the candidates appearing for exam at Test Centres.

14. The Agency shall ensure availability of proper security, frisking (through Handheld Metal detector (HHMD) and Hand Pat) at the Test Centres. Separate frisking facilities for Female candidates to be arranged and only Female staff will frisk the female candidates. The Test Centres shall deploy designated Security Guards only for frisking/ security check.

15. The Agency shall deploy adequately trained manpower and ensure required hardware and software for smooth conduct of examination at each Test Centre. The Agency shall make necessary arrangements for following at each Test Centre:

(a) Minimum number of personnel to be deployed:

- Test Centre Administrator/ Centre Superintendent: One
- IT In-charge: One per 250 nodes (minimum 1 in a Centre)
- Deputy Centre Superintendent: For more than 250 nodes : one for each additional 250 nodes; (minimum 1 in a Centre)
- Invigilators: One per 25 nodes (minimum 2 in a room)
- Security Guards: Minimum One per 100 students. Atleast one Female Security Guard to be deployed. Support Staff/ Peon: As per requirement for timely completion of the activities

The above staff should be increased proportionately on the basis of size of the Centre in terms of nodes for exam. The Centre Superintendent, Deputy Centre Superintendent, IT In-charge and Invigilators must be regular teachers/ staff of the test centre which may be a recognized college/ school/ computer institute.

(b) Minimum Candidate System Pre-requisites:

- Screen Resolution: 1024 X 768
- Screen Size: At least 15 inch monitor
- Operating System: Windows 7 or higher version with appropriate Service Pack
- Browser: Internet Explorer 7.0 or higher version as supported by above Operating Systems
- Browser settings: Java Script enabled, Pop-up blocker enabled, Under 'Settings' of 'Temporary Internet Files', set 'Check for newer versions of stored pages' to 'Every visit to the page', Proxy disabled (Direct Internet), USB disabled, Keyboard disabled during exam after login

(c) Minimum Exam Centre Server Prerequisites:

- Processor: CPU Speed 1.5 GHz or above.
- RAM: 4GB or higher
- Screen resolution: 1024 X 768
- Operating system: Compatible for candidates systems as clients, must meet the performance criteria
- Performance Criteria: Must support at least 100 clients without any perceivable degradation in performance. All mouse/key clicks are to be recorded for each client with time stamp for audit purposes. Response time for question/ page loading must be less than one second. All responses to be acted upon in real time

16. Sufficient time of 15-20 minutes shall be allotted before the exam for providing orientation to the candidates on the structure of the exam, time limits and guidelines for answering the question papers.

17. Computer based exam software should support standard features such as display of details of candidates, detailed instruction upon login, start and closure of examination at scheduled time, virtual numeric scientific keypad, time left, flag questions for review, marking/unmarking of question, display of status of questions with different color and symbols, switching between sections, switching between Hindi and English languages, provision for enlargement of font, navigation to unanswered questions and prompt for submission. Application will display only one question on screen at a time with various options. The test will close automatically on completion of the test timing.

18. The Agency shall ensure that under no circumstances any computer node used by examinees shall go to sleep mode during the entire examination.

19. All pre-examination phase processes shall be carried out by the Agency in consultation with GRSE.

(C) <u>Infrastructure</u>:

1. The Agency shall complete biometric registration process of the candidates before start of examination (digital photo and biometric fingerprint) and after that allow candidates to appear for test at Test Centres.

2. While the exam will be conducted on local LAN, data of test progress should be transferred to central server every 10 minutes (or as specified by GRSE) for monitoring purposes.

3. The Agency would arrange for the necessary servers to conduct the examination at each test Centre. One main server and one backup server will be available for every 250 candidates at a test Centre.

4. The Agency must have the requisite MOUs/ agreement with the colleges/ schools/ reputed computer centers and who would arrange for the client systems necessary for the conduct of examination at each Test Centre.

5. There must be adequate spacing (atleast 5 feet) between two adjacent seats so that no two candidates may indulge in discussion/ cross-talk. Agency should arrange for opaque partition of appropriate size between adjacent seats.

6. At the Test Centre, main server, backup server and client systems would be provided with functional UPS with generator backup. Uninterrupted power should be made available for the period of each session and for 30 minutes prior to and after each session on the day of examination.

7. The Agency shall maintain audit trails of all activities of the candidate (click by click) during the course of the examination.

8. The Agency shall obtain candidate's feedback through online Feed Back Form, after the examination is over.

9. The Agency shall provide stationary (Black ball point pen and writing pads with 10 sides/5 Sheets white sides (A4) instead of loose sheets for rough work). Extra sheets may be supplied on demand. Other Stationery items as required for conduct of exam are to be supplied by the Agency/ test centre. All examination material will be collected after the exam/test.

10. The Agency shall have a contingency plan for candidate management/Shifting in case of any emergency.

11. At the end of the exam, transfer/export of candidate Biometric Registration response and audit trails shall be done by the Agency on secured channel from local server to Central server of the Agency within 4 Hour from each Test Centre.

12. Other hard copy documents such as attendance sheet, filled Proformas, Admit Cards, ID proofs, Rough Sheets, etc. (if any) should be sent to the Agency's office within 5 days of conclusion of the examination. The Agency to provide access to scan copies of these documents to GRSE as per requirement. GRSE should be able to search these documents with required identifier like Roll Number or Centre Number, etc.

13. MOU/ Agreements of Agency with test Centre/colleges should include a clause that Centre/college has to permit installation/use of Jammer Equipment (if required by GRSE) at Centre/college to monitor the candidates for smooth and fair conduct of examinations. In case Centre/college does not permit Jammers Installation/ use then that Centre/college may not be considered for holding exam.

(D) Post Examination Phase:

1. The Agency shall calculate marks obtained by each candidate as per the requirement and marking scheme to be provided by GRSE and prepare the merit list as per the requirements of GRSE.

2. The candidate's responses, biometric, photograph, audit trails should be uploaded automatically from the local server to the Agency's data Centre in a secured manner. Post uploads, there should not be any traces left of any data pertaining to candidate whatsoever post uploads left on the exam server.

3. The Agency shall provide Post Examination Analytics Report (as per the / formats provided/ desired by the GRSE) like Item analysis of MCQ responses of the candidates, Student performance Analysis, Summary of analysis of audit logs, any other reports by analyzing the data stored, whenever required by GRSE.

4. The Agency shall provide documented inputs and support for handling Candidates' queries, Press queries, RTI queries, Court Cases etc.

(E) Invitation of Online Objections to the Answer Keys

1. The Agency to arrange uploading of the question paper, responses of the candidate along with right answer on the portal for the candidates to login & view their answers vis-a-vis the right answers within 3 days of the written exam.

2. To prepare the program/software for inviting online objections from the candidates to the Answer Keys of the written examination.

3. To maintain the server on which the said software/program for inviting online objections is uploaded/ run till the last date of inviting objections.

4. To design and develop online objection form to be used by the candidates for submitting their objections to the answer keys.

5. To develop provision of submission of Review Fees (if so decided by GRSE) through payment gateway. There shall be provision for return of Review Fee by the Agency at its own cost if the objection raised by the candidate is found correct.

6. To resolve all the Objections received within the designated period (normally 3 days window will be given) within 3 days of close of the window.

7. To arrange to send the reports of objections received from the candidates to GRSE in such formats as may be prescribed by it.

(F) Result Processing

1. The Agency to retrieve the data securely as per defined procedure and evaluate the answer sheets of the candidates.

2. To carry out the test scores calculations as per defined procedure by GRSE.

3. To process the results, compile the test reports.

4. To prepare and provide the post and discipline wise merit lists in a mutually agreeable format in respect of different categories. The same may be handed over in the form of Hard copy duly signed and stamped by the authorized person of the Agency (in a sealed cover) and Soft copy (password protected) within 05 days of closure of objection resolution window.

(G) Important points to be looked after by the Agency:

1. Agency shall ensure that the center does not have any other examination on the day of the GRSE test.

2. The Agency shall ensure that the final soft copy of Centre Master having Centre No. and Centre details and allotment of candidates in Test Centres is provided to the GRSE at least 02 weeks before the actual date of conduct of examination.

3. There should be provision of CCTV coverage in the Test Room and other areas of the Test Centres.

4. The Agency shall allow the GRSE or an agency identified by it to carry out an independent Audit of its Centres or processes including software etc. The Agency is required to provide various details as per GRSE's requirement well in advance.

5. The Agency will have to carry/ demonstrate complete System Test Run with test data to GRSE before implementation of the software. The Agency should also be able to demonstrate click by click audit trail for any type of enquiry.

6. The Agency should also be able to demonstrate Application server logs to capture all errors, warnings and exceptions that are generated in applications along with the time at which they occurred.

7. The Agency shall archive the result and other test related data for a period of one year as custodian from the date of declaration of result for the particular assignment.

8. The Agency shall provide adequate information (MIS/ customized reports) as per the requirement of GRSE.

9. In case of any specific Government directive, social distancing measures to be implemented in the test centres as per specified norms.

10. For fair and smooth conduct of examination, GRSE is authorized to take any step as deemed fit in the test Centre(s) to maintain due integrity in the conduct of examination and the Agency unconditionally agree to it.

11. The Agency to ensure uniformity in the procedure followed across all the Test Centers

12. The Agency to conduct Online test in a professional manner and no unfair means are to be adopted by any candidate at any test center. In case any instance of any unfair means adopted by any candidate comes to the notice of the authorized representatives at a particular center, the candidate has to be disqualified immediately and matter to be reported to GRSE. In the event of this clause being violated, the GRSE shall be free to call off the entire selection process and initiate fresh exercise at the full cost of the Agency.

I-D: ADMINISTRATION OF PAPER BASED TEST USING OMR (PBT) & PRINTING OF QUESTION BOOKLETS & OMR SHEETS

(A) Pre-Examination Phase:

1. The Agency is expected to design the examination plan and examination processes as required by GRSE. Broadly, the requirements will be as follows:

(a) Complete Security management processes:
- ➢ Physical Security
- ➢ Information & Server Security

(b) Candidate handling process :
- ➢ Mapping of candidates' details with Test Centres
- ➢ Validation and verification of identity
- ➢ Attendance and biometric (photograph and thumb impression) handling

2. The Agency shall prepare and provide Standard Operating Procedure (SOP) and documentary manuals for all processes for safe and secure conduct of examination along with rules for contingency and exception handling/ emergency procedures.

3. The Agency to arrange test centers at convenient locations in Kolkata and other cities across the country as per the requirement. The selected Test Centres shall preferably be "well reputed institutes/ schools/ colleges" having experience of conducting written test for Central Govt./State Govt./ PSUs/PSBs/All India level admission tests. The Test Centre should be

accessible from the key transport places with easily available public transport (rail/ road). List of Test Centres will be vetted by GRSE. The Agency shall provide the Names and Contact details of the test centre in-charge and other officials deputed for GRSE examination. The candidates shall be provided with “How to Reach the Test Centre” information with their Admit Cards. Generally, GRSE conducts written test in Kolkata and Ranchi. In some cases, tests were conducted in Delhi, Mumbai, Chennai, Guwahati.

4. The Agency shall ensure that UPS, Generator and Air Conditioners/ Air Circulation/ Ventilation facilities are available at each Test Centre in each lab for un-interrupted power. The Agency shall ensure Ambient temperature, adequate ventilation and lighting shall be maintained at all centres using air coolers/ fans/ air conditioners. The Test Centre should provide adequate comfort to the candidates, but not limited to toilet, water, cleanliness, parking (preferably), thermal, lighting, ventilation, etc. The Test Centre should provide basic life safety for the conduct of exams, but not limited to fire safety, firefighting equipment, electrical (electricity, DG, UPS, wiring), first aid, emergency procedures, etc.

5. The Agency shall ensure suitable drinking water and separate hygienic toilet facilities for Boys, Girls and PwBD candidates at each Test Centre.

6. The Agency shall ensure checking of original documents and admit card of the candidates at the entrance gate of the Test Centre.

7. The Agency shall ensure that the candidates have pasted passport size photograph and Signature of the candidate is taken on the specific space in the attendance sheet and Verification of the signature and photograph in attendance sheet is done vis-à-vis the signature and photograph in the admit card.

8. The Agency shall ensure complete Biometric registration process of the candidates (digital photo, fingerprint etc.) and allow candidates to appear for exam at Test Centre through randomly allotted seat. The biometrics taken at this stage may be used later for authentication purposes.

9. The Agency shall arrange/provide adequate displays and provide required instructions/ information to the candidates appearing for exam at Test Centres.

10. The Agency shall ensure availability of proper security, frisking (through Handheld Metal detector (HHMD) and Hand Pat) at the Test Centres. Separate frisking facilities for Female candidates to be arranged and only Female staff will frisk the female candidates. The Test Centres shall deploy designated Security Guards only for frisking/ security check.

11. The Agency shall deploy adequately trained manpower and ensure required infrastructure for smooth conduct of examination at each Test Centre. The Agency shall make necessary arrangements for following at each Test Centre:

(a) Minimum number of personnel to be deployed:

- Test Centre Administrator/ Centre Superintendent: One
- Deputy Centre Superintendent: For more than 250 candidates: one for each additional 250 candidates; (minimum 1 in a Centre)
- Invigilators: One per 25 candidates (minimum 2 in a room)
- Security Guards: Minimum One per 100 students. Atleast one Female Security Guard to be deployed. Support Staff/ Peon: As per requirement for timely completion of the activities

The above staff should be increased proportionately on the basis of size of the Centre in terms of candidates for exam. The Centre Superintendent, Deputy Centre Superintendent, IT In-charge and Invigilators must be regular teachers/ staff of the test centre which may be a recognized college/ school/ computer institute.

12. Sufficient time of 15-20 minutes shall be allotted before the exam for providing orientation to the candidates on the structure of the exam, time limits and guidelines for answering the question papers.

13. All pre-examination phase processes shall be carried out by the Agency in consultation with GRSE.

(B) Infrastructure:

1. The Agency shall complete biometric registration process of the candidates before start of examination (digital photo and biometric fingerprint) and after that allow candidates to appear for test at Test Centres.

2. There must be adequate spacing (atleast 5 feet) between two adjacent seats so that no two candidates may indulge in discussion/ cross-talk.

3. The Agency shall obtain candidate's feedback through online Feed Back Form, after the examination is over.

4. The Agency shall provide 01 Black ball point pen to each candidate. Other Stationery items as required for conduct of exam are to be supplied by the Agency/ test centre. All examination material will be collected after the exam/test.

5. The Agency shall have a contingency plan for candidate management/Shifting in case of any emergency.

6. Hard copy documents such as attendance sheet, filled Proformas, Admit Cards, ID proofs, Rough Sheets, etc. (if any) should be sent to the Agency's office within 5 days of conclusion of the examination. The Agency to provide access to scan copies of these documents to GRSE as per requirement. GRSE should be able to search these documents with required identifier like Roll Number or Centre Number, etc.

7. MOU/ Agreements of Agency with test Centre/colleges should include a clause that Centre/ college has to permit installation/use of Jammer Equipment (if required by GRSE) at Centre/ college to monitor the candidates for smooth and fair conduct of examinations. In case Centre/ college does not permit Jammers Installation/ use then that Centre/college may not be considered for holding exam.

(C) Printing of Question Paper Booklet & OMR Sheets and handling of Test Material

1. Question paper Booklets to be prepared with instructions are the front page and questions in bi-lingual section-wise. Printing of Questions and its options should be double spaced. The series of the Question paper booklet to be mentioned prominently in the top page of the booklet. Thickness of pages of Question paper booklet should be minimum 50 gsm. At the end of the Question paper Booklet, 3 to 4 pages should be kept blank for rough use by the candidates.

2. The OMR answer sheet should be of A4 size having unique serial number of answer sheet. Each OMR answer sheet must contain a Bar code/QR code. There should be one carbonless copy of the original OMR Answer sheet. The leaves of the Answer sheet should be printed in different colours for easy identification. The thickness of the original OMR Answer sheet should be minimum 100 gsm and thickness of the carbonless copy of OMR Answer sheet (candidate's copy) should be minimum 50 gsm. The Agency should ensure that the answer sheets are securely packed in water proof and tamper proof packing to avoid any damage during transit.

3. The OMR answer sheet should have columns/ space for filling 50-150 answers (may vary depending on the pattern of the exam) with multiple choices of a, b, c and d. The answer sheet should contain space for writing the Roll No, Name, Question Booklet Number, Candidates Signature, Invigilators Signature etc. and also filling bubbles for Roll No, Booklet series etc.

4. The Question Booklets and OMR Answer Sheets to be packed in properly labelled envelopes room-wise for each test centre as per the room allocation and seating plan.

5. The Agency should ensure secure and confidential dispatch of test material and collection of the same after written test through pre-identified and designated courier service. The test material from/ to Test Centres should be transported in sealed metal boxes (trunks). The Agency should have a SOP for test material handling during transit as well as in the test centres which is to be vetted by GRSE before implementation.

(D) Post Examination Phase:

1. The Agency shall provide Post Examination Analytics Report (as per the / formats provided/ desired by the GRSE) like Item analysis of MCQ responses of the candidates, Student performance Analysis, Summary of analysis of audit logs, any other reports by analyzing the data stored, whenever required by GRSE.

2. The Agency shall provide documented inputs and support for handling Candidates queries, Press queries, RTI queries, Court Cases etc.

(E) Invitation of Online Objections to the Answer Keys

1. The Agency to arrange uploading of the question paper, responses of the candidate along with right answer on the portal for the candidates to login & view their answers vis-a-vis the right answers within 3 days of the written exam.

2. To prepare the program/software for inviting online objections from the candidates to the Answer Keys of the written examination.

3. To maintain the server on which the said software/program for inviting online objections is uploaded/ run till the last date of inviting objections.

4. To design and develop online objection form to be used by the candidates for submitting their objections to the answer keys.

5. The develop provision of submission of Review Fees (if so decided by GRSE) through payment gateway. There shall be provision for return of Review Fee by the Agency at its own cost if the objection raised by the candidate is found correct.

6. To resolve all the Objections received within the designated period (normally 3 days window will be given) within 3 days of close of the window.

7. To arrange to send the reports of objections received from the candidates to GRSE in such formats as may be prescribed by it.

(F) Result Processing

1. The Agency to retrieve the answer sheets securely as per defined procedure and evaluate the answer sheets of the candidates.

2. To carry out the test scores calculations as per defined procedure by GRSE.

3. To process the results, compile the test reports.

4. To prepare and provide the post and discipline wise merit lists in a mutually agreeable format in respect of different categories. The same may be handed over in the form of Hard copy duly signed and stamped by the authorized person of the Agency (in a sealed cover) and Soft copy (password protected) within 05 days of closure of objection resolution window.

(G) Important points to be looked after by the Agency:

1. Agency shall ensure that the center does not have any other examination on the day of the GRSE test.

2. The Agency shall ensure that the final soft copy of Centre Master having Centre No. and Centre details and allotment of candidates in Test Centres is provided to the GRSE at least 02 weeks before the actual date of conduct of examination.

3. There should be provision of CCTV coverage in the Test Room and other areas of the Test Centres.

4. The Agency shall allow the GRSE or an agency identified by it to carry out an independent Audit of its Centres or processes etc. The Agency is required to provide various details as per GRSE's requirement well in advance.

5. The Agency shall archive the result and other test related data for a period of one year as custodian from the date of declaration of result for the particular assignment.

6. The Agency shall provide adequate information (MIS/ customized reports) as per the requirement of GRSE.

7. In case of any specific Government directive, social distancing measures to be implemented in the test centres as per specified norms.

8. For fair and smooth conduct of examination, GRSE is authorized to take any step as deemed fit in the test centre(s) to maintain due integrity in the conduct of examination and the Agency unconditionally agree to it.

9. The Agency to ensure uniformity in the procedure followed across all the Test Centers

10. The Agency to conduct Online test in a professional manner and no unfair means are to be adopted by any candidate at any test center. In case any instance of any unfair means adopted by any candidate comes to the notice of the authorized representatives at a particular center, the candidate has to be disqualified immediately and matter to be reported to GRSE. In the event of this clause being violated, the GRSE shall be free to call off the entire selection process and initiate fresh exercise at the full cost of the Agency.

I-E: PROVIDING SERVICES FOR INTERVIEW BASED SELECTION PROCESS

1. To forward the Evaluation Sheets / lists in the desired formats (post wise/discipline wise) to GRSE for scrutiny of applications

2. After scrutiny by GRSE, the name of the eligible candidates to be called for interview will be forwarded to the agency.

3. To design the call letter format in the online portal in consultation with GRSE.

4. To prepare attendance sheets containing the names of candidates along with photographs and signatures board wise and post wise/discipline wise.

5. To prepare Bio-Data (Brief Profile) of shortlisted candidates in the desired format (post wise/discipline wise) being called for interview.

Annexure-B
(Para/ Clause 7 of SOTR)

Deliverables/ Time Lines

II-A: DEVELOPMENT OF AN ONLINE PORTAL/ IT PLATFORM DEDICATED FOR GRSE'S RECRUITMENT ACTIVITIES (ONE-TIME ACTIVITY)

Activity	Details	Planned Time (No. of Days)
A0	Award of Contract	A0
A1	Development of Online Application Portal for Registration of Candidates and pilot testing (Common for all category of employees-one time)	A0 + 25

II-B: SELECTION PROCESS OF NON-OFFICER CATEGORY OF EMPLOYEES THROUGH CBT/ PBT

Activity	Details	Planned Time (No. of Days)
B1	Issuance of LOI and Detailed Employment Notification	
B2	Online Application development in the portal and after testing and necessary modifications, making of website live	B1 + 10
B3	Commencement of Online Registration of Applications	B2
B4	Last date of Online Registration of Applications	B3 + 21
B5	Development of Question Papers and Answer Sheets	Simultaneous Activity of Agency
B6	Finalization of examination plan (*to be conducted within 45 days from close of online registration*) along with schedule and list of Test Centers and forwarding the same to GRSE	B4 + 7
B7	Announcement of test schedule	B9 - 21
B8	Uploading of Admit Cards for CBT on website and sending intimation to candidates to download Admit Cards by email & SMS	B9 - 10
B9	Conducting CBT/PBT (for lead time to candidates)	B4 + 45
B10	Uploading of Question Paper, Answer Key and Candidate's Answer Sheets and enable Objection Management module	B9 + 3
B11	Window for submission of Objections	B10 + 3

Activity	Details	Planned Time (No. of Days)
B12	Resolving the Objections received within the designated window	B11 + 3
B13	Result Processing- Result in given formats post wise/trade wise/category wise as per requirement of GRSE and forward the Result to GRSE in soft and hard form duly signed by the Authorized signatory with seal of the Agency or on same day of CBT if required	B12 + 4 (CBT) B12 + 7 (PBT) **(CBT- 79 days from B3;** **PBT-82 days from B3)**
B14	Processing of file for obtaining Approval on shortlisting of candidates for Trade/Practical Test (15 days approx.)	Activity by GRSE
B15	Declaration of Results in Website	B14 + 3
B16	Finalization of Trade/Practical Test schedule and Test Centres	*Activity by GRSE*
B17	Uploading of Admit Cards/Call letters to intimate/call the shortlisted candidates for Document verification and Tade/Practical Test. Sending intimation to the shortlisted candidates to download Admit Cards for Practical /Trade test by email & SMS on their registered mobiles.	B16 + 5
B18	Forwarding of Attendance Sheet (with scanned photograph and scanned signature) for Document verification and Practical Test	B19 - 5
B19	***Conduct of Document Verification and Practical Test***	Activity by GRSE
B20	Result Processing for Trade/Practical test and Preparation of Final Merit list. Based on Merit, list of Selected and Empaneled candidates will be prepared	Activity by GRSE
B21	Hosting of information about list of candidates being called for Pre-Employment Medical examination and Physical Efficiency Test (if applicable)	B20 + 2
B22	Sending of call letters for Pre-Employment Medical examination and Physical Efficiency Test (if applicable)	Activity by GRSE
B23	Conduct of Pre-Employment Medical examination and Physical Efficiency Test (if applicable)	Activity by GRSE
B24	Issuing of Offer letters to the selected candidates	Activity by GRSE
B25	Hosting of the result of finally selected candidates	B24 + 2

Note:

The delivery timelines mentioned in the table above are indicative only depending upon the response/requirement the timeline may be modified mutually.

II-C: SELECTION PROCESS OF OFFICER THROUGH CBT/ PBT & INTERVIEW

Activity	Details	Planned Time (No. of Days)
C1	Issuance of LOI and Detailed Employment Notification	
C2	Online Application development in the portal and after testing and necessary modifications, making of website live	C1 + 10
C3	Commencement of Online Registration of Applications	C2
C4	Last date of Online Registration of Applications	C3 + 21
C5	Development of Question Papers and Answer Sheets	Simultaneous Activity of Agency
C6	Finalization of examination plan (*to be conducted within 45 days from close of online registration*) along with schedule and list of Test Centers and forwarding the same to GRSE	C4 + 7
C7	Announcement of test schedule	C9 - 21
C8	Uploading of Admit Cards for CBT on website and sending intimation to candidates to download Admit Cards by email & SMS	C9 - 10
C9	Conducting CBT/PBT (for lead time to candidates)	C4 + 45
C10	Uploading of Question Paper, Answer Key and Candidate's Answer Sheets and enable Objection Management module	C9 + 3
C11	Window for submission of Objections	C10 + 3
C12	Resolving the Objections received within the designated window	C11 + 3
C13	Result Processing- Result in given formats post wise/trade wise/category wise as per requirement of GRSE and forward the Result to GRSE in soft and hard form duly signed by the Authorized signatory with seal of the Agency or on same day of CBT if required	C12 + 4 (CBT) C12 + 7 (PBT)
C14	Processing of file for obtaining Approval on shortlisting of candidates for Interview (15 days approx.)	Activity by GRSE
C15	Declaration of Results in Website	C14 + 3
C16	Finalization of Interview schedule	*Activity by GRSE*
C17	Uploading of Admit Cards/Call letters to intimate/call the shortlisted candidates for Interview and Document Verification/ Psychometric Test. Sending intimation to the shortlisted candidates to download Admit Cards for interview by email & SMS on their registered mobiles.	C16 + 5
C18	Forwarding of Attendance Sheet (with scanned photograph and scanned signature), brief profile of the candidates for Document verification and Interview	C19 - 5

Activity	Details	Planned Time (No. of Days)
C19	***Conduct of Interview and Document Verification/ Psychometric Test***	Activity by GRSE
C20	Result Processing based written test and interview results and Preparation of Final Merit list. Based on Merit, list of Selected and Empaneled candidates will be prepared	Activity by GRSE
C21	Hosting of information about list of candidates being called for Pre-Employment Medical examination	C20 + 2
C22	Sending of call letters for Pre-Employment Medical examination	Activity by GRSE
C23	Conduct of Pre-Employment Medical examination	Activity by GRSE
C24	Issuing of Offer letters to the selected candidates	Activity by GRSE
C25	Hosting of the result of finally selected candidates	C24 + 2

Note:

The delivery timelines mentioned in the table above are indicative only depending upon the response/requirement the timeline may be modified mutually.

II-D: SELECTION PROCESS OF OFFICER THROUGH INTERVIEW

Activity	Details	Planned Time (No. of Days)
D1	Issuance of LOI and Detailed Employment Notification	
D2	Online Application development in the portal and after testing and necessary modifications, making of website live	D1 + 10
D3	Commencement of Online Registration of Applications	D2
D4	Last date of Online Registration of Applications	D3 + 21
D5	Preparation of Evaluation Sheets post-wise in the formats as per requirement of GRSE and forwarding of editable version through email	D4 + 10
D6	Scrutiny of applications and shortlisting of candidates for interview	Activity by GRSE
D7	Uploading of Call letters to intimate/call the shortlisted candidates for Interview. Sending intimation to the shortlisted candidates to download Call letters for interview by email & SMS on their registered mobiles.	D6 + 3
D8	Forwarding of Attendance Sheet (with scanned photograph and scanned signature) brief profile of the candidates for Interview	D9 - 5
D9	***Conduct of Interview***	Activity by GRSE
D10	Based on Merit, list of Selected and Empaneled candidates will be prepared	Activity by GRSE

Activity	Details	Planned Time (No. of Days)
D11	Hosting of information about list of candidates being called for Document Verification and Pre-Employment Medical examination	D10 + 2
D12	Sending of call letters for Pre-Employment Medical examination	Activity by GRSE
D13	Conduct of Document Verification and Pre-Employment Medical examination	Activity by GRSE
D14	Issuing of Offer letters to the selected candidates	Activity by GRSE
D15	Hosting of the result of finally selected candidates	D14 + 2

Note:

The delivery timelines mentioned in the table above are indicative only depending upon the response/requirement the timeline may be modified mutually.

Annexure-C
(Para/ Clause 8 of SOTR)

Bid Evaluation Process

1. The entire evaluation process will be carried out by **Quality and Cost Based Selection (QCBS)** method.

2. Detailed technical evaluation shall be carried out along with other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation.

3. The responsive bidder(s) of the tender who comply with all terms and conditions may be called for discussion to facilitate and assess their understanding of the scope of work and its execution. The bidder should give a detailed presentation on how his/her technology/process is best suited for GRSE's requirement.

4. Only those work for which Work Order/ Contract is placed on the Agency will be considered as "Experience". Experience should not include subletting work.

5. The Financial Bid of those Bidders who have been found to be technically eligible will be opened. The Financial bid of non-eligible bidders will not be opened.

6. The financial bids shall be opened in the presence of representative of technically eligible bidders, who may like to be present.

7. 70% weightage will be awarded for Technical Evaluation and 30% weightage will be awarded for Financial Evaluation. Technical Bid will be assigned a Technical score (TS) out of a maximum of 100 points, as per the Scoring Model provided given below.

8. A bidder will be considered as technically qualified when their technical score is more than or equal to 60. However, GRSE reserves the right to relax the benchmark of 60 marks so as to ensure availability of adequate number of bidders for financial evaluation.

9. Both the technical and financial score will be normalized to 100 and will be evaluated.

10. The Price Bid of those bidders who qualify in the technical evaluation as per evaluation criteria will only be opened.

10. **Technical Evaluation Scoring Model**

S. No.	Description of Marking Scheme	Supporting Documents	Maximum Marks
(a)	**Bidder's Profile** Overall staff strength on roll (Project Management / Development / Quality Assurance / Implementation/ Operations etc.)	EPF Registration Certificate and Self Declaration from the Authorized Signatory / HR Head	**05 Marks**
	20 – 50 employees		01
	51 – 100 employees		03
	101 & above employees		05
(b)	**Bidder's certification** The CBT software should have valid certificates- *ISO 9001:2015, ISO 27001:2022 & atleast CMMi*		**05 Marks**

S. No.	Description of Marking Scheme	Supporting Documents	Maximum Marks
	Level 3 for the examination services		
	Any one certification	Certificate copy	01
	Any two certifications	Certificate copy	03
	All the three certifications	Certificate copy	05
(c)	**Bidder's Financial Turnover** Average annual turnover in INR in India during last 3 financial years ending on 31.03.2026	Audited Balance Sheet or CA Certificate	**05 Marks**
	Rs. 25 lakh		01
	> Rs. 25 lakh and < Rs.100 lakh		03
	>= Rs.100 lakh		05
(d)	**Bidder's experience of conducting PBT or CBT** Written examination in Bilingual i.e. English & Hindi) for atleast 500 registered candidates for different PSU's/ Govt. Bodies/ Govt. Institutions in last 03 years ending on 31.08.2026	**Customer Experience Certificate / Work Order/ Relevant Supporting documents**	**10 Marks**
	05 organizations		03
	06 – 10 organizations		05
	More than 10 organizations		10
(e)	**Bidder's experience of completing CBT** Written examination on All India basis for atleast 2000 registered candidates in last 03 years ending on 31.08.2026 - starting from receipt of application, conduct of examinations in a single day in single or multiple session and compilation of results.	**Customer Experience Certificate / Work Order/ Relevant Supporting documents**	**10 Marks**
	02 examinations		03
	03 – 05 examinations		05
	More than 05 examinations		10
(f)	**Bidder's experience of completing CBT** Written examination on All India basis in a single day in single or multiple session in last 03 years ending on 31.08.2026.	**Customer Experience Certificate / Work Order/ Relevant Supporting documents**	**10 Marks**
	For 2000 – 3000 candidates		03
	For 3001 – 5999 candidates		05
	For 6000 or more candidates		10
(g)	**Bidder's experience of completing PBT** Written examination on All India basis for atleast 4000 registered candidates in last 03 years ending on 31.08.2026 - starting from receipt of application, conduct of examinations in a single day in single or multiple session and compilation of results.	**Customer Experience Certificate / Work Order/ Relevant Supporting documents**	**10 Marks**
	02 examinations		03
	03 – 05 examinations		05
	More than 05 examinations		10
(h)	**Bidder's experience of completing PBT** Written examination on All India basis in a single day in single or multiple session in last 03 years ending on 31.08.2026.	**Customer Experience Certificate / Work Order/ Relevant Supporting documents**	**10 Marks**
	For 4000 – 5000 candidates		03
	For 5001 – 9999 candidates		05
	For 10000 or more candidates		10
(i)	**Bidder's expertise in developing test papers in various fields** **A-** Finance & Accounts, Management (like HR Management, Project Management etc.)	**Customer Experience Certificate / Work Order/ Relevant Supporting documents**	**10 Marks**

S. No.	Description of Marking Scheme	Supporting Documents	Maximum Marks
	B- Engineering disciplines (in atleast in 3 streams like Mechanical, Electrical, Civil etc.) **C-** Technical trades (in atleast in 3 trades like Fitter, Electrical, Welder etc.)		
	Any one (A or B or C)		03
	Any two of the above		05
	All three i.e. A, B & C		10
(j)	**Primary data center with DR site infrastructure for CBT examination** The bidder must have (owned/ outsourced) primary data center with DR site infrastructure for data Security. Both the Data Centers should be located in India in different seismic zones. The data center must be Tier III and ISO certified. Data Center should be certified as per the MeitY, Government of India Guidelines.	**Relevant Supporting documents**	**05 Marks**
	Both (Primary Data Centre and DR) outsourced		01
	Primary Data Centre owned and DR outsourced		03
	Both (Primary Data Centre and DR) owned		05
(k)	**Presentation & demonstration made by the bidder** Bidders shall be called for Presentation to present their approach and methodology of executing the assignment. Bidder may also highlight various issues envisaged by them in carrying the assignment and their approach for handling those issues.	**Presentation for the Approach and Methodology**	**20 Marks**
	Approach & Methodology to execute the examinations (4 marks)		
	Innovativeness, Quality Assurance (4 marks)		
	Technology used (4 marks)		
	Demonstrated past experience with different set of clients (4 marks)		
	Demonstration of the CBT software (4 marks)		
	Total Technical Score (Tb)		**100**

11. **<u>Evaluation Criteria</u>**

(a) The individual bidder's **Technical score (Tb)** i.e. Total score obtained after technical evaluation (based on their respective score on parameters laid down in technical evaluation scoring model and marks allotted on the presentation made by the respective bidder) will also be normalized as per the formula.

Tn = (Tb / Th) * 100

Where

Tb = Technical sore of the bidder

Th = The bid with highest technical score

Tn = Normalized technical Score of the respective bidder

(b) Evaluation of Price Bids: The price bids shall be opened in the presence of technically eligible bidders (representatives who choose to attend). The name of technically eligible bidders and their technical scores shall be read aloud. The lowest evaluated financial bid will receive the maximum score of 100 marks. The score for other financial bids is inversely proportional to its quoted price. The individual bidder's financial scores will be normalized as per formula.

Fn = (Fmin / Fb) * 100

Where
Fn = Normalized financial score of the respective bidder
Fb = Financial bid by bidder
Fmin = Lowest Bid quoted by any bidder under consideration

12. **Final Evaluation**

(a) **Evaluation of Bid** - Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined on basis of Quality and Cost Based Selection (QCBS). 70% weightage shall be provided to Technical Score (Tn) & 30% weightage shall be provided to Financial Score (Fn). The overall score will be calculated as follows: -

Bn = 0.70 * Tn + 0.30* Fn

Where
Bn = overall score of the bidder under consideration
Tn = Normalized Technical score of the bidder under consideration
Fn = Normalized Financial score of the bidder under consideration

13. **Selected agency with highest score (Bn) shall be awarded the work.**

14. **Illustration-**

(a) The scoring system of this "Quality-Cum-Cost-Based" to be used for obtaining final scores is illustrated below. Technical proposal score & Financial proposal offer & scores shown below have been assumed for illustration purpose only.

	Technical Proposal		Financial Proposal		Combined Score		
	Technical Score (Tb)	Normalized Technical Score **(Tn)**	Bid amount (in INR) (Fb)	Normalized Financial score **(Fn)**	Technical weightage	Financial weightage	**Total (Bn)**
	(A)	(B)	(C)	(D)	(E) = (B)*0.70	(F) = (D)*0.30	(G) = (E) + (F)
Bidder 1	60	80.00	5.00	100.00	56.00	30.00	86.00
Bidder 2	65	86.67	5.50	90.91	60.67	27.27	87.94
Bidder 3	70	93.33	6.00	83.33	65.33	25.00	90.33
Bidder 4	75	100.00	6.50	76.92	70.00	23.08	93.08

(b) **Bidder 4 having emerged with the highest total score will be awarded the work**

(c) In case of tie in Total Combined Score, the bidder with higher Technical Score will be supersede the other bidder.

15. GRSE reserves the right to further negotiate with the successful bidder or the bidder to whom the contract will be awarded. While negotiating, the following aspects will be considered:

- Further reduction in charges quoted for the undertaking the work
- Advancing the delivery timelines
- To include additional services without any extra cost to GRSE

Annexure-D
(Para/ Clause 10 of SOTR)

Price Bid Format

1. Bidder to quote Unit Rate in Column (E).
2. Rates to be quoted in reference to the Scope of Work and Deliverables elaborated in the SOTR.

Matrix/Format:

Sl. No.	Activity (Material Description)	Unit of Measurement	Quantity (illustrative based on last 3 years data)	Unit Rate (To be quoted by the bidder)	Total Amount
(A)	(B)	(C)	(D)	(E)	(F=D×E)
10	Development of Bi-lingual Online Application Module in the Portal (incl. one-time design & development of software and required IT platform, integration with online payment gateway for collection of application fees etc, modification of portal during the entire recruitment cycle, declaration of list of shortlisted candidates, declaration of final results, uploading of admit cards/call letters)	per advertised grade	90		
20	Development of Bi-lingual Question Paper (comprising of Subject based as well as General Aptitude Questions)	per Question	12000		
30	Printing of Question Booklets, OMR sheets – applicable only in case of conduct of PBT (incl. secure and confidential dispatch of test material and collection of the same after written test)	per candidate	19000		
	Administration of CBT (incl. fixation of test centres, ensuring arrangement of basic infrastructure and amenities in the test centres, ensuring test centres personnel involved in GRSE's CBT/PBT are properly trained and qualified, allotment of candidates in different test centers/ sessions, ensuring Secrecy, Confidentially and Security of test material, conduct of fair and transparent manner without any mal-	xxx	XXX	XXX	XXX

Sl. No.	Activity (Material Description)	Unit of Measurement	Quantity (illustrative based on last 3 years data)	Unit Rate (To be quoted by the bidder)	Total Amount
(A)	(B)	(C)	(D)	(E)	(F=D×E)
	practices, result processing, uploading of Question paper, answers sheets, answer keys, Challenge management, preservation of records till final handover/ disposal, provide inputs and assisting in RTI queries, Court Cases, audits)				
40	Administration of CBT for 1-100 candidates	per candidate (for PBT rates will be 70% of PBT)	350		
50	Administration of CBT for 101-500 candidates	per candidate (for PBT rates will be 70% of PBT)	400		
60	Administration of CBT for 501-2000 candidates	per candidate (for PBT rates will be 70% of PBT)	4200		
70	Administration of CBT for Beyond 2000 candidates	per candidate (for PBT rates will be 70% of PBT)	13400		
80	Providing services for interview-based selection process (incl. preparation and forwarding if evaluation sheets, attendance sheets, candidate's profile)	per candidate	1900		
				TOTAL AMOUNT	

Annexure-E
(Para/ Clause 5 of SOTR)

Technical Evaluation Matrix

Minimum qualifying requirement		Bidder's Remark	GRSE Remark
i)	The bidder must be a firm / organization, registered in India under relevant statute and should be operating in India for at least 10 (ten) years ending 31.08.2026. (As a documentary proof certification of incorporation or registration certificate is required)		
ii)	The bidder must have the experience of conducting PBT or CBT based written examination in Bilingual i.e. English & Hindi) for atleast 500 registered candidates for at least 05 (five) different PSU's/Govt. Bodies/Govt. Institutions in last 03 years ending on 31.08.2026.		
iii)	The bidder must have completed at least 02 (two) written examination through CBT on All India basis for atleast 2000 registered candidates starting from receipt of application, conduct of examinations in a single day in single or multiple session and compilation of results in last 03 years ending on 31.08.2026.		
iv)	The bidder must have completed at least 02 (two) written examination through PBT on All India basis for atleast 4000 registered candidates starting from receipt of application, conduct of examinations in a single day in single or multiple session and compilation of results in last 03 years ending on 31.08.2026.		
v)	The Average Annual Financial Turnover during the last 03 financial years, ending on 31.03.2026 must be at least Rs. 25 lakh.		
vi)	The bidder must be profitable or have a positive surplus for last 3 consecutive Financial Years ending on 31.03.2026		
vii)	The bidder must have atleast anyone of the quality certifications - ISO 9001:2015, ISO 27001:2022 & atleast CMMi Level 3 for the examination services		
viii)	The Bidder must be registered with appropriate tax authorities such as Income Tax, Service Tax/GST etc. and should submit valid certificates of registration with these authorities.		
ix)	The bidder must have (owned/ outsourced) primary data center with DR site infrastructure for data Security. Both the Data Centers should be located in India in different seismic zones. The data center must be Tier III and ISO certified. Data Center should be certified as per the MeitY, Government of India Guidelines. Bidder should submit self-declaration along with Master Service Agreement with DC/DR Service Provider (for outsourced DC/DR).		
x)	The bidder must be able to conduct computer-based examination in multiple subjects in English and Hindi. The test delivery system should be able to handle this aspect of multiple languages / multiple subjects very well. Self-declaration on company letter head or past performance experience certificate/contract agreement/work order from		

Minimum qualifying requirement		Bidder's Remark	GRSE Remark
	user to be submitted.		
xi)	The bidder's CBT software must be STQC certified or the processes meet ISO 9001 & 27001 standards. The CBT software should meet the cyber security audit requirements as specified by CERT-In. Copy of valid certificates to be submitted.		
xii)	The bidder must have infrastructure in all the major cities in India with validated nodes/computers, appropriate technology, hardware and software, dedicated connectivity, trained proctoring staff, adequate security measures and due diligence etc. Self-declaration on company letter head along with list of institutes/ schools/ colleges/ computer centre with whom bidder has agreement to be submitted.		
xiii)	The bidder must submit a declaration that the bidder has not been blacklisted by Central / State government departments / undertakings, other organizations. The bidder should submit a declaration that there is no pending litigation / court proceedings / enquiry against any of the promoter(s) / director(s) / employees / sister concerns.		
xiv)	All the Annexures must be properly filled up by the bidder and duly signed and submitted along with supporting documents.		
xv)	Bidder must submit the Tender Fees and EMD as per the requirement of the tender.		

Annexure-F

Methodology/Procedure for completing the Recruitment Process at a glance

Sl. No.	Statement	Response to the statement (Brief write up/ supporting documents to be given)
1	Understanding of GRSE needs. i) Scope of Work as per para/ cl. 6 of the SOTR, at Annexure-I (A) – I (E) ii) Deliverables/Timelines as per para/ cl. 7 of the SOTR at Annexure-II (A) - II (D).	Yes/ No Yes/ No If no, then comments on the same.
2	Proposed Approach and Methodology of conducting the Recruitment Process (including conducting of CBT including security arrangement at Test centers etc.): i) Presentation ii) Methodology/ Procedure for completing the Recruitment process iii) Risk Identification and Mitigation Strategy	1. Presentation to be given during the Pre-Bid meeting 2. Brief write up step by step
3	Any additional support required to carry out the assignment	Details to be given

Annexure-G

Qualifications and Experience of Key Personnel to be associated with the Project:

Particulars	**Professional # 1**	**Professionals #2, #3 etc.**
Name and Designation		
Experience/ Work History		
Educational / Professional Qualification(s)		
Expected Nature of Involvement (Specific roles / activities Full time/ part time		

Note 1: Documentary evidences are to be submitted towards all the experiences claimed and clearly highlighting the relevant part in the document.

Note 2: At the time of evaluation of the techno commercial bid, the Evaluation Committee may, if required, ask the bidders to make a presentation on the above points for more clarity.

Annexure-H

Basic Detail of the Bidder

S. No.	Bidder Details	To be filled by the Bidder or Firm	For use of Technical Evaluation Committee
1	Name of the Bidder		
2	Legal Status of the Organisation (Company / Society Partnership etc.)		
3 (a)	Contact Details of the Establishment (Address /Phone No. / Fax no. /Mobile No. / Email ID)		
3 (b)	Whether any Office / Branch in Kolkata	Yes / No	
3 (c)	If yes then Contact details of Kolkata Office		
4	Name, Designation, Mail ID and Mobile no. of the Authorised Personnel		
5	Registered Firm / Company & Date of Commencement of the Establishment / Registration		
6	Trade License Details		
7	Cost of Tender Form Details		
8	EMD Remittance Details		
9	Gross Financial Turnover of Bidder in last 03 Financial Years		
9 (a)	FY 2023-24		
9 (b)	FY 2024-25		
9 (c)	FY 2025-26		
10	Average Annual Turnover during last three financial years (ending on 31.03.2026)		
11	Average earning either singularly or collectively during last three years ending on 31.03.2026 exclusively from recruitment consulting practice, online recruitment portfolio solution, conduct of CBT and PBT		
12	Particulars of Registration with various Government bodies & Statutory Tax Authorities (Trade License / PAN / TAN / GST etc.) (Attach attested photocopy)		
13	PF Code of the Establishment		
	ESI Code of the Establishment		
14	Area of Specialisation		
15	Any Additional Remarks		

(All supporting documents to be attached i.r.o. sl.no. 2,5,6,9,11,12,13)
The information given above is correct. In case, at any stage, any information is found to be false, my bid/ offer stands rejected.

(Signature of the Bidder with Seal)

ANNEXURE-I

Details of Similar Work Executed/Under Execution

S N0	Name of Client Organization & Location	Name, Designation, Mail ID and Mobile number of the Concerned officer of the Client Organisation to whom reference may be made	Scope of Service	Period of Contract (Start Date & End Date) *(in case the project is under execution please write Till Date)	Pen/Paper Based Test			Computer Based Test (CBT)			Remarks
					Total No. of Candidates Handled	Total No. of Shifts taken for completion	States / Cities Covered	Total No. of Candidates Handled	Total No. of Shifts taken for completion	States / Cities Covered	
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**

(Signature of the Bidder with Seal)

ANNEXURE-J

Performance Report Format

1. Name of Work/Project & Location :
2. Details of Client Organisation :
   (Address/Phone/Fax/Mail) :
3. Work Order /Agreement No. :
4. Order Value :
5. Start Date of the Project :
6. Stipulated Date of Completion :
7. Actual Date of Completion :
8. LD for Delayed Completion (if any) :
9. Performance Assessment (by client)
   (a) Quality of work : Excellent/ Very Good/ Good/ Fair
   (b) Resourcefulness : Excellent/ Very Good/ Good/ Fair

(Signature with date and Seal of Client Organisation)

Name:
Designation

ANNEXURE – K
(Para/ Clause 5(xiii) of SOTR)

Declaration by the Bidder

This is to certify that our organization M/s……(name)……, ……. (address) …… have never been blacklisted by central / state government departments / undertakings, other organizations. We hereby submit this declaration that there is no pending litigation / court proceedings / enquiry against any of the promoter(s) / director(s) / employees / sister concerns.

STANDARD TERMS & CONDITIONS (STAC)

मानक निबंधन और शर्तें (एसटीएसी)

(1) **INTEGRITY PACT समग्रताअनुबंध (For the value of Contract more than Rs. 2.0 Cr.):**

All the participating vendors in this tender are required to enter into agreement by signing an Integrity Pact.

"The Pact essentially envisages as agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both the parties, not to exercise any corrupt influence on any aspect of the contract".

Signing of Integrity Pact will be preliminary qualification for participation of this tender, only those vendors who have entered into this Pact with GRSE will qualify for the contract. This Integrity Pact will be effective from the stage of invitation of bids till the date of complete execution of this contract.

Signing Authority for Integrity Pact:

(A) Vendor: Proprietor / Director / Authorized representative

(B) GRSE: Head of the ordering department, not below the rank of DGM / AGM

Vendors need to sign on each page of the Integrity Pact document and provide the same on a Govt. issued bond paper of Rs.100/-. The scanned copy of the same need to be uploaded along with the technical Bid documents and original copy of the same to be forwarded to Tendering Department before the due date of the tender.

The vendor has to submit Integrity Pact as per GRSE Format along with Techno-commercial bid, wherever applicable as per NIT.

(2) **MICRO & SMALL ENTERPRISE (सूक्ष्मऔरछोटेउद्यम) -**

a) Purchase preference will be given to eligible Micro and Small Enterprise firms as per MSME Act on submission of valid Udyam Registration Certificate (URC) or NSIC copy along with their offer to claim the benefit. Tendered Service is to be listed in the URC or NSIC submitted else they are disqualified to avail the benefit.

b) Out of 25% target of annual procurement from MSEs, 4% (within the 25%) reservation will be provided for MSEs owned by Schedule Caste (SC) /Scheduled Tribe (ST) entrepreneurs and 3% (within the 25%) reservation will be provided for MSEs owned by women entrepreneurs. Necessary documents to be submitted along with the techno-commercial bid as evidence failing which benefit shall not be accorded. However, in the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price, 4% reservation for MSEs owned by SC/ST entrepreneurs and 3% reservation for MSEs owned by women entrepreneurs will be met from other MSEs.

c) Following facilities/benefits may be given to MSEs: -
(i) Exemption for payment of Tender Fee & Earnest Money Deposit.
(ii) Relaxation in prior Turnover and prior Experience Criteria (Specially for Start Ups- Certificate of DIPP is required to Claim the benefit)

d) (i) MSEs registered with MSME authority as stated above, quoting price within the band of L1 +15% will be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where the L1 price is from someone other than MSE. Such MSEs will be allowed to supply at least 25% of total tendered value. To avail this purchase preference, submission of Udyam Registration Certificate /NSIC is mandatory failing which the benefit will not be accorded.

(ii) In case L1 is not an MSE and there is more than one MSE within the range of L1 +15%, only the lowest MSE shall be considered for 25% order in case of divisible item or 100% in case the order quantity is not divisible, subject to matching the L1 prices.

(iii) If the lowest MSE refuses to accept the L1 price, then the second lowest MSE within the range of L1 +15% will be considered. This process will continue till a MSE in the range accepts the L1 price or the MSEs in the L1 + 15% range are exhausted.

(iv) In case no MSE accepts the L1 price or there is no MSE available in the L1 +15% range, then the order shall be placed to the L1 bidder without applying this principle.

e) Non-Divisibility of Tender Items: - In case of non-divisible / non-splittable item in tenders, an MSE quoting in the price band of L1+15% may be awarded for full/complete supply of total tendered value, considering the spirit of policy for enhancing the government procurement from MSEs subject to matching the L1 prices by the MSE concerned. However, contract will be awarded as per GOI policy and at discretion of GRSE.

f) To qualify for entitlement as SC/ST owned MSE, the SC/ST certificate issued by the District Authority must be submitted along with the offer or the same should be indicated in the relevant document NSIC / Udyam Registration Certificate.

g) For the MSEs owned by SC/ST owned entrepreneur, the benefits as stated above shall be accorded only in the following cases:
(i) For proprietary MSE, proprietor(s) shall be SC/ST.
(ii) For partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
(iii) For Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

(3) **TENDER FEE (निविदाशुल्क): NON-REFUNDABLE (गैर वापसी योग्य)**

i. Amount of declared non-refundable tender fee is to be submitted in the form of Demand Draft / Pay Order, Payable at Kolkata and issued in favour of “Garden Reach Shipbuilders & Engineers Limited” by any Nationalized/Scheduled Bank other than Co-operative Bank. Physical DD/PO to be forwarded to Tendering Department of

GRSE within 07 days of tender due date. A scanned copy of the same is to be uploaded as an attachment to the PART I of e-bid submission.

ii. MSE registered firms having the tendered service listed in their MSE document will be eligible for exemption of tender fee. To claim the exemption, a copy of the valid MSE certificate with its annexure is to be scanned and uploaded as an attachment to the PART I of e-bid submission. The same is to be confirmed in the techno-commercial concurrence format.

iii. Non-submission of tender fee or a valid MSE certificate may lead to offer rejection.

(4) **EARNEST MONEY DEPOSIT (INTEREST FREE) बयाना जमा (ब्याज रहित)**

i. Amount of declared interest free Earnest Money Deposit (EMD) is to be submitted in form of Demand Draft / Pay Order, Payable at Kolkata and issued in favour of "Garden Reach Shipbuilders & Engineers Limited" by any Nationalized/Scheduled Bank other than Co-operative Bank. Physical DD/PO to be forwarded to Tendering Department of GRSE within 07 days of tender due date. A scanned copy of the same is to be uploaded as an attachment to the PART I e-bid submission.

ii. EMD may also be submitted in the form of Bank Guarantee with six months validity as per enclosed GRSE format of Bank Guarantee and is to be forwarded directly to GM (Finance), GRSE in Bankers' sealed envelope failing which same will not be accepted. Details of B.G. are to be in Techno-Commercial part of offer.

iii. MSE registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting EMD.To claim the exemption a copy of the valid MSE certificate with its annexure is to be scanned and uploaded as an attachment to the General Document part of E-PROCUREMENT. The same is to be confirmed in the PART I concurrence format.

iv. MSE Registered Firms has to be submit Bid Security Declaration In lieu of Earnest Money Deposit as per GRSE format.

v. Non-submission of EMD /Bid Security Declaration and valid MSE certificate may lead to rejection of offer.

vi. Refund of Earnest Money Deposits (बयाना जमा की वापसी)

a. EMD of unsuccessful bidders will be refunded/ returned within 30 days of finalisation of order on surrendering the original copy of GRSE Money Receipt with an application by bidder addressed to HOD of Ordering Department, GRSE on receipt of intimation from GRSE.

b. EMD of disqualified bidders in TNC/CNC will be returned within 30 days from the date of receipt of application along with original copy of Money Receipt from the bidder. EMD, if not claimed within 1 year from the date of notification EMD will be forfeited.

c. EMD of successful bidder will be returned after receipt of security deposit against work order as per contractual terms.

vii. Forfeiture of Earnest Money Deposit (बयाना जमा की जब्ती)

EMD may be forfeited under the following circumstances:

a. The bidder withdraws the bid after opening of Price Bid during the period of validity of offer.

b. The bidder does not accept the correction of error in bid price as indicated in **Clause 37** hereinafter.

c. The successful bidder fails within the specifies time limit to:

1. Acknowledge the LOA/Order
2. Furnish the required Security Deposit
3. Non-performance of the contract by the Contractor

(5) **VALIDITY OF OFFER (प्रस्ताव की वैधता) :-**

Your offer should remain valid for a period of 90/120/180 days (as per terms of specific NIT) from the due date of the tender.

(6) **SECURITY DEPOSIT (INTEREST FREE) प्रतिभूति (ब्याज रहित):**

i. Successful bidder will deposit an amount equivalent to the declared per cent of the total contract value as interest free Security Deposit (SD) in the form of Pay Order/D. D/Bank Guarantee (with validity of sixty days beyond contract period as per GRSE format) on any schedule bank other than Co-operative bank payable at Kolkata, duly crossed favouring Garden Reach Shipbuilders & Engineers Limited., within 15 days from the date of site clearance/receipt of LOA or PO/as specified in the NIT. In case of non-submission of SD as per schedule, penal interest will be charged for delayed period of submission of SD beyond 15 days at the prevailing SBI cash credit rate on the amount of SD to be submitted.

ii. If S.D is submitted in the form of B.G then same is to be forwarded directly to Gen. Mgr. (Finance) in Banker's sealed envelope failing which same will not be accepted. Details of B. G. should also be confirmed to Ordering Department, GRSE.

iii. S.D. amount would be refunded / returned after successful execution of the job and certification of Material Reconciliation Statement by Internal Audit, if applicable. Vendor is to apply for release of their SD along with Job Completion Certificate which has to be certified by PL/Engineer-in-charge/authorized representative of concerned department through GRSE Ordering Dept. In the event of failure to execute the order satisfactorily or default by the contractor/ sub-contractor, the security deposit will be forfeited.

(7) **WORK DONE CERTIFICATE (W.D.C.) (किए हुए काम का प्रमाणपत्र) :-** Firm will put up Work Done for certification to site engineer /PL /or as specified in the NIT, along with clear inspection report signed by Quality Assurance Authority. W.D.C. is to include whether work has been completed as per delivery schedule or the delay in days/weeks occurred in completion of work.

(8) **BILL SUBMISSION(बिल प्रस्तुति):**

On obtaining WDC, bills are to be raised on monthly/quarterly/half-yearly/annually(as specified in NIT) progressive basis in accordance with the Checklist as per GRSE format. Bills are to be submitted at the Bill Receiving Counters located at the respective unit of Company. Bill is to be submitted (in 03 copies) in sealed envelope super-scribing on the envelope the Purchase Order No., Vendor code, Bill / Invoice No., Name of person /employee to whom bill is addressed, for processing. For this Service Name of the person to be mentioned on sealed envelope will be concerned Project Leader of the Ship/Bill certifying officer.

(9) **COMPLIANCE OF ESI & PF (ईएसआई और पीएफ़ का अनुपालन): -**

a) Compliance of ESI & PF of the engaged workman is the responsibility of the contractor.

b) For execution of job inside GRSE premises, vendor has to obtain clearance from HR Dept. regarding statutory compliance of minimum wages, PF, ESI, etc. of their engaged workmen for release of payment.

(10) **POLICE VERIFICATION FOR CONTRACT LABOUR WORKMEN (ठेका श्रमिकों का पुलिस सत्यापन) :-**

(a) Police Verification certificates of character antecedents in respect of all employees of Contractors/Sub-contractors for operating inside GRSE Ltd. are required to be submitted to Security Dept./GRSE Ltd. before processing of Gate Passes.

(b) A certificate from the contractor's labour, clearly endorsing that characters of all his labourers have been duly verified and found to be satisfactory be submitted to GRSE at the time of making Gate Pass.

(c) Photo Identity Card /Gate Pass as required by GRSE will be arranged by the contractor for his employees at his own cost.

(11) **GST REGISTRATION (जी एस टी पंजीकरण): -** The vendor will have to submit copy of GST registration certificate (Part A & Part B) along with the Technical bid. Any bidder without having GST Registration Certificate will not be considered for Ordering.

(12) **GUARANTEE PERIOD (गारंटी अवधि):-**

Workmanship will be guaranteed for satisfactory performance for a period ***as stated in NIT.*** Any faulty work carried out by the sub-contractor is to be rectified by them within the time stipulated by the GRSE. In case of failure of sub- contractor to meet the ship's programme, outstanding deficiencies shall be rectified by GRSE and all costs of such work shall have to be borne by the sub-contractor).

During guarantee/ warranty period if any equipment or any component thereof supplied by the contractor, suffers due to defective material and/ or due to improper design and/ or due to defective drawing or due to faulty workmanship the contractor will assume full responsibility of rectification of such defective equipment or component thereof including all direct expenses relating to removal and re-positioning of the replacement/ repaired equipment or component thereof and subsequent test & trial, incurred thereon without any financial implication to GRSE.

(13) **PRICE (मूल्य):**

A. For Tender in NIC Portal (एन आई सी पोर्टल टेंडर हेतु):

a) Price bid need to be filled up (excluding GST) in html format only through e-portal. No other attachment regarding price will be allowed, if so, then offer will be rejected. For break-up of prices, GRSE may attach excel sheet with the html format price bid and the bidder has to fill up their prices in excel sheet and also in html format as per instruction in NIT.

B. For Tender in GeM Portal (जे ई एम पोर्टल टेंडर हेतु):

a) Price bid needs to be filled up (with or without GST as specified in NIT) only through GeM portal for the total job.

b) The Bidder may have to upload the breakup of their quoted price in line with BOQ, as specified in NIT, along with their price offer in GeM portal.

c) The price should remain firm & fixed till satisfactory execution of the entire contract as per NIT. GST percentage has to be indicated in the offer. GST registration certificate for the service being tendered is to be enclosed with the techno-commercial bid. GST registration number is to be quoted in all bills.

(14) **QUANTITY VARIATION (मात्रा भेद) :** Quantity as specified in the NIT/SOTR/Price Bid is tentative and it may vary according to the actual requirement of the job. The selected bidder has to execute the required quantity at the same rate, terms & conditions up to variation (+/-25%) or as specified in the NIT in addition to the initial tendered quantity. Necessary amendment of Purchase Orders will be issued accordingly.

(15) **UNREASONABLE QUOTES**अतर्कसंगत भाव –

A. For Job Contract (कार्य संविदा हेतु) :

i) In case the price of L-1 Bidder is found to quote unreasonably low and/or express desires to withdraw from the tender then such bid will be cancelled and EMD will be forfeited and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

ii) However, in case the L1 Bidder agrees to take-up the job with such unreasonable low quote, lower by 30% or more than estimate and also if the difference in price between L1 & L2 is 30% or more, then the quoted price to be analysed w.r.t tender requirement and if the L1 bidder fails to justify their quoted rate, the obtained L1 quote will be rejected and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

iii) If the justification is acceptable to GRSE, then the bidder has to submit Bank Guarantee of 10% of the total Contract value (inclusive of GST) in addition to the Security Deposit (SD) and Performance Bank Guarantee (PBG) for execution of the job till satisfactory completion of entire contract. There shall be no exemption / relaxation for the Guarantee against unreasonable quote. In case of breach of contract GRSE shall reserve the right to invoke the BG and may impose tender holiday for a period as per GRSE Vendor policy.

B. For Manpower Contract (श्रमशक्ति संविदा हेतु):

i) The quoted price of the L1 bidder should comply with the prevailing Minimum Wages Act & Other Statutory requirements i.e PF, ESI etc.

ii) In case the quoted price of the L1 bidder is found unreasonably low i.e does not comply with the Minimum Wages Act & Other Statutory requirements and the L1 bidder fails to justify their quoted rate then the obtained L1 quote will be rejected and punitive action will be taken in line with the provision as per GRSE Vendor Policy.

(16) **JOINT VENTURE (संयुक्त ऊधम) :**

The bids submitted by a joint-venture company of two or more firms/persons/entities as partners/promoters shall comply with the following requirements:

i) The Joint Venture Agreement must be a registered document under the Indian Registration Act and must be an independent and registered entity under the Companies Act/Indian Partnership Act, having its own trade name and having separate CIN, PAN, GST and other Statutory Licenses/Registrations independent of its promoters/partners.

ii) All partners/promoters of the joint venture shall be liable jointly and severally for the execution/performance of the project/contract and for all sorts of contractual

obligations, responsibilities and liabilities and consequences arising out of breach of terms and conditions of contract.

iii) A Certified/True copy of the Joint Venture Agreement shall have to be submitted with the bid along with the resolution of Board of Directors (in case of a company) or a Power of Attorney to be executed by all the Partners (in case of Partnership Firm) of JV entity authorizing such person who will sign on behalf of JV entity.

iv) Submission of EMD/SDs/Performance Guarantee etc., to be made by the Joint Venture Company/Firm and similarly all payments would also be remitted to/in favour of the JV entity.

v) In order for a joint venture to qualify/meet the minimum criteria as may be specified in the Tender, the experience and financial capability of each of its promoters/ partners would be considered jointly to judge the experience and/or the financial capability of the JV entity as an independent entity. That is to say that the individual experience/qualification of each partner/promoter of the JV would be considered together for ascertaining the experience/qualification criteria of the JV. However, if any specific criteria/qualification is mentioned in the Tender that has to be met by each of the partners, then in such case each of the JV partner/promoters have to meet the same.

vi) Neither the JV entity nor any of its partners/promoters should have been blacklisted, banned or debarred from issuing any Tender or suffering Tender Holiday from participating in any Tender process of Government of India or any of its Agencies or by any State Government or by an PSU (both Central & State included) or by any Court/Tribunal. If so, then the bid is liable to be rejected.

vii) If selected, PO would be issued in favour of the JV.

(17) **CONSORTIUM (अल्पकालीन संघटन):**

The bids submitted by a Consortium of two or more firms as partners shall comply with the following requirements:

i) There must be a written Agreement for formation of the Consortium amongst its members which should *inter alia* include the role of each member, the ratio of investment and the ratio of profit/loss sharing. The terms of the Agreement cannot be modified post submission of the bid and during execution of Contract, if awarded, without the express consent of GRSE. The Consortium Agreement must record that as to which member would act as the Lead Member in the Contract/Tender. This authorization shall be evidenced by submitting with the bid a Power of Attorney authorizing such member to act on its behalf as Lead Member, signed by legally authorized signatories of all other partners/members.

ii) Each partner firm/company of a Consortium must legally authorize its representative who will represent the partner firm/company to sign and execute the Consortium Agreement and all other necessary papers/documents required for the formation of Consortium and all other purpose relating to activities of Consortium.

iii) The leader shall be authorized to incur liabilities and to receive instruction for and on behalf of any and all partners/members of the consortium and the entire execution of the contract and all other related documents shall be done under the supervision and involvement of the lead member.

iv) All partners of the consortium shall be liable jointly and severally for the execution of the project or contract without any limitation of liability. Any default or lapse on the part of any of the members of the Consortium regarding performance of the contract will be treated as default on the part of the Consortium as a whole and the Lead Member alone will be responsible for all consequential losses and damages that may be sustained by GRSE for such default or lapse on the part of a member.

v) A Certified True copy of the Consortium contract/agreement entered into by and between the consortium partners and a certified True copy of the Power of Attorney, referred above, must be submitted with the bid and failure to submit any of such documents will make the bid of the Consortium liable to be rejected.

vi). If Contract is awarded to the Consortium, an Agreement would be executed by and between GRSE and all the Consortium members wherein, inter alia, the role of each member and the mode of payments to be specifically defined and/or mentioned. However, all the consortium members shall remain, jointly and severally, responsible for execution and completion of the Contract and also to make good for all losses and damages if any sustained or to be sustained by GRSE in the subject contract due to default and/or negligence of the Consortium as a whole or of any of its members. Any statement or clause seeking to limit the liability of each member of the Consortium, such statement or clause to be treated as incompatible with the principle of joint and several liability and the bid of the Consortium will be liable to be rejected as not in compliance of tender specifications, without further evaluation.

vii) In order to qualify/meet the qualification criteria, each of its partners/members or combination of partners/members must meet the minimum criteria set for the individual bidder. Failure to comply with this requirement will result in rejection of the Consortium's bid. The data/figures of each of the partners/members of the Consortium shall be added together in proportion to their participation in the Consortium, to determine the bidder's capacity as a whole to comply with the minimum criteria.

viii) The percentage of partnership of the lead partner shall be highest among all the Consortium partners. Bid has to be submitted by the Lead Partner in its name however it should be clearly indicated that the lead partner is submitting such bid on behalf of a Consortium of which it is the Lead Partner.

ix) The lead partner shall be responsible for payment of Bid Security/EMD as well as the Security Deposit & Performance Guarantee. However, the same has to be submitted by MSME/NSIC firms also if such firm acts as a Lead partner.

x) All Payments to be made to the Lead Member pursuant to satisfactory execution of the job as specified in the Contract irrespective of the performance by all the members. Payments made to Lead partner of the Consortium would be construed as valid payment. Further the Consortium members agree not to entangle GRSE in any internal dispute between the Consortium members regarding payment/non-payment or any other issue and accordingly waives their rights, if any in this regard.

xi) None of the consortium partners/members should have been blacklisted, banned or debarred or issued any Tender holiday from participating in Government Contracts by either the Government of India or any of its Agencies or by any State Government or by an PSU (both Central & State included) or by the Courts/Tribunals. If so, then the bid is liable to be rejected.

Note: The Consortium Agreement & the PoA is to be submitted by the Consortium's Lead partner along with the Bid for examination by GRSE. If the Consortium Agreement or the PoA does not meet the criteria as specified in the clause then such bid would be liable to be rejected.

(18) **MAINTENANCE OF MACHINES (यंत्रों का अनुरक्षण): -** The maintenance of machines brought in by contractors are to be undertaken as per OEM recommendations. Certificate to this effect is to be rendered by the contractor.

(19) **SUB-CONTRACTING OF SUB-CONTRACTED JOB (उप संविदा कार्य का उप संविदा) : -**

a) Sub-Contracting of the Sub-Contracted job is usually discouraged. When a contract is being finalised with a Vendor/ Contractor for execution of a particular job, the Contractor shall not sub-contract the job / a part of the job.

b) However, in case of requirement, the job in part or full could be sub-contracted with an approval from GRSE and copy of the same has to be forwarded to Ordering Dept. & HR Dept. for their information.

c) For sub-contracting of the sub-contracted job, the Vendor/Contractor has to submit the details of the sub-contractor to whom the job will be loaded including their name, credentials, document of past performance etc. for approval of GRSE Engineer In-Charge/ In-charge of User Dept./Project Leader / Project Superintendent /Head of Units.

(20) **EXCESS/WASTE/REJECTED MATERIALS (अतिरिक्त/बेकार/ अस्वीकृत सामग्री) : -**
Removal of excess/waste/rejected materials etc. generated during execution of work should be arranged by the Contractor at their own cost immediately after completion of work each day and for non-removal of same by the Contractor, the expenditure incurred by GRSE (if any) in removing these materials will be recovered from the available dues of the Contractor.

(21) **FIRE &SAFETY PRECAUTIONSअग्नि एवं संरक्षा सावधानियाँ : -** The Vendor/Contractor shall abide by the Safety regulations/rules of the GRSE as detailed in Fire & Safety Guidelines (please refer www.grse.in). The Vendor/Contractor should take all safety precautions and provide adequate supervision & control for their workmen in order to carry out the job safely. In case of any violation of safety precaution and non-usage of safety equipment, Contractor shall be liable for a penalty which is detailed in Fire and Safety Guidelines (please refer www.grse.in). Penalty amount depends on the type and frequency of violation mentioned in the safety guideline and the same will be deducted from the defaulter's bill.

(22) **SAFETY GUIDELINE FOR MATERIAL HANDLING EQUIPMENT (सामग्री चालन उपकरण हेतु मार्गदर्शन):** The Vendor/Contractor shall abide by the Safety Guidelines /regulations of GRSE as detailed in NIT. The Vendor/Contractor should comply with all the Safety requirements like Statutory Examination and Certification of Crane & associated lifting tackles, Display of SWL, Competency requirement of Crane Operators, PUC etc. in order to carry out the job safely. In case of any violation GRSE will take appropriate action as per policy.

(23) **MANDATORY USE OF ISI MARKED PPE BY CONTRACTOR EMPLOYEES (संविदा कर्मचारी द्वारा आई एस आई निशान पी पी ई व्यवहार की अनिवार्यता):** The Contractor shall ensure the use of ISI marked PPE by their engaged Employees. An indicative list of ISI marked Personal Protective Equipment, is appended below for mandatory compliance by the vendors without any deviation:

LIST OF PPES (पी पी ई की सूची)

Sl. No.	Name of PPE	Standard
(a)	Safety Helmet	IS: 2925 / EN 397.
(b)	Safety Footwear	IS 15298 / EN ISO 20345
(c)	Safety Goggles	ANSI Z87.1 / EN166.
(d)	Ear Plug	IS: 9167/ EN 352
(e)	Hand Gloves	(i) IS 4770 for electrical work (ii) EN 420 for general requirement (iii) EN 388 for mechanical hazard (iv) IS:6994 / EN 407 for heat applications (gas cutting / welding).
(f)	Welding Fume Respirator & Dust mask	IS: 9473 / EN: 149
(g)	Double lanyard Safety Belt & harness, automatic fall arrestor	IS: 3521

(h)	Cotton Boiler Suit Cloth	IS: 177 - 1989 (Amended up to date), Variety 3

Note: Apart from the above-mentioned PPE, vendors may consider any other type of standardized PPE as per job requirement, in consultation with GRSE Safety Department.

(24) **ENVIRONMENT MANAGEMENT AND OCCUPATIONAL HEALTH & SAFETY(पर्यावरण प्रबंधन एवं व्यावसायिकस्वास्थ्य सुरक्षा):** - The vendor shall ensure compliance of Environment Management System (ISO14001:2014), Occupational Health & Safety (ISO 45001:2018) & Energy Management System (ISO 50001:2011) while carrying out their activity in the yard.

(25) **ENERGY CONSERVATION (ऊर्जा संरक्षण): -**

GRSE will provide power supply at free of cost for execution of job. The vendor should ensure that the power during execution of job shall be used in a very economic way to save energy as per Energy Management System of ISO 50001: 2011.

(26) **GUARANTEE FOR RAW MATERIAL(अनिर्मित सामग्री की गारंटी) :** This Clause will be applicable for Collection of Raw materials /Free Issue materials from GRSE for the jobs which are to be executed outside GRSE premises.

a) Raw materials will be required to collect from GRSE against submission of Bank Guarantee as per GRSE format for the equivalent value of material as specified in NIT/Purchase Order. Transportation of materials from GRSE to Sub-contractor's premises and transportation of finished materials from Sub-contractor's premises up to GRSE is the responsibility of the contractor or as specified in NIT.

b) Indemnity Bond affixing the Common Seal from the registered sub-contractors may be accepted in lieu of Bank Guarantee but it should be backed by Insurance Coverage with GRSE as the beneficiary on case to case basis. If the contractor is unable to take coverage, GRSE will cover such risk and cost of premium will be borne by the contractor/recovered from their dues.

c) Indemnity Bond has to be submitted as per GRSE Format on the non-judicial Stamp paper of value Rs. 100/- and to be Notarized if Common Seal is not applicable.

d) During collection of material, the Transporter of the Sub-Contractor has to submit L-R copy, failing which materials will not be issued to the Sub-Contractor.

e) For the jobs which are to be executed inside GRSE premises, submission of Bank Guarantee or Indemnity Bond for Collection Raw materials is not required.

(27) **MATERIAL RECONCILIATION STATEMENT (MRS) (सामग्री मिलान विवरण) : -**

(a) Firms are to furnish the material reconciliation statement (running MRS) to GRSE, for items supplied by GRSE for execution of a job at vendor's premises. Furnishing of MRS to be done immediately on delivery of the Finished item/Block but not later than 30 days of delivery of the finished item showing details of raw materials received, material actually consumed, excess material returned, wastage etc. This statement should be submitted with documentary evidence of material issued/returned/wastage duly accepted by competent authority of GRSE and as per the GRSE format and filled up check list for MRS. Permissible variation in MRS is 1.5% of design weight of structure. MRS certification is to be completed by GRSE within 60 days of receipt of the same from vendors.

(b) Quantity of stiffeners used in transportation are to be mentioned in delivery challan clearly indicating whether the stiffeners are: -

i) Temporary stiffeners supplied by vendor.
ii) Sections of ABS quality supplied by GRSE.

(c) While submitting MRS of Finished item/Block, copies of certified MRS of all previous Finished items/Blocks are to be enclosed. This will be called the final MRS.

(28) **INSURANCE (बीमा): -** In case the sub-contracted job has to be executed at contractor's premises, the Insurance has to be taken by the contractor with appropriate value coverage for the underlying risks (the beneficiary would be GRSE by endorsement) e.g. Loss due to following:

(i) Fire as per AIFT including EQ, STFI at Contractors premises.
(ii) Burglary including theft during Storage at Contractors premises.
(iii) Marine transit to and fro as per ITC(A) including SRCC (on the basis of agreed valuation between GRSE & contractors).
(iv) Loading & unloading including TP liability at all fabricator's premises.
(v) Loss due to infidelity of contractors whilst in storage.
(vi) Spoilage of material by contractors by any accidental reasons whatsoever.

If the contractor is unable to take coverage, GRSE will cover such risk and cost of premium will be borne by the contractor/recovered from their dues.

For the jobs which are to be executed inside GRSE premises, Insurance coverage will not be the responsibility of contractor.

(29) **SITE-INCHARGE/ LOG BOOK/ HINDRANCE & OTHER RECORDS (कार्यस्थान प्रभार/कार्यपंजी/बाधा एवं अन्य रिकार्ड)**: **-**

a) One fully responsible and Qualified Site-in-charge has to be posted at the site during progress of work.

b) Attendance Register, Wage Register etc. are to be maintained daily for the particular job on board and to be shown as and when required.

c) Details of technical personnel deployed for the job.

d) Monthly progress report.

e) Log book for re-work/ modification.

f) Details of materials brought by vendor along with copies of challan.

g) Proper record of hindrances is to be maintained by the sub-contractor for the purpose of timely removal of the hindrance and is to be put up for approval by Project Leader/Site Engineer on weekly basis. A copy of the same would have to be enclosed while submitting any request for waiver of liquidated damages.

h) Sufficient Supervisory Staff should be provided by the contractor during execution of work and in case of any accident/ damage to GRSE properties, full responsibility will be attributed to the contractor and loss incurred will be recovered from the contractor.

(30) **WORKING HOURS (कार्य समय) :**

The Contractor's normal working hours shall be in between 8 AM-5:06 PM from Monday to Friday & from 8:00 AM to 1:00 PM on Saturday. 1st & 3rd Saturday is Non-Duty Saturday. Work may also be required to be carried out in shifts (A, B & G shifts) as per GRSE's requirement. Also, work may be required to be carried out on Sunday/Holiday or beyond schedule working hours as per requirement of GRSE and the Contractor will have to arrange for same as per NIT Terms.

(31) **RISK PURCHASE (जोखिम खरीद):**

In case the progress of work is not satisfactory and the contractor fails to maintain the schedule, GRSE reserves the right to get the work done by alternative source at the risk and cost of sub-contractor.

GRSE shall be at liberty to purchase/obtain the service from the alternative source as it deems fit, to make good such default and or in the event of the contract being terminated, the balance of the remaining service to be delivered there under. Any excess over the job price / service rates, paid and incurred by GRSE, as the case may be, over the contract price shall be recoverable from the firm. To make good the recoverable excess amount paid, GRSE shall be at liberty to invoke Bank Guarantee and/or with other available dues of the firm.

(32) **INDIVIDUALITY OF THE CONTRACT (संविदा की वैयक्तिकता)**:

This Contract should be treated as an individual contract and should not be related with other orders with GRSE in respect of progress of work or payment.

(33) **SECRECY OF INFORMATION (सूचना की गोपनियता): -**

All documents and drawings of this project are of confidential in nature and should be used explicitly for the purpose for which they are provided. Drawings should not be copied and should be returned to GRSE on completion of work.

No information in respect of contracts/orders shall be released to the national or international media or any one not directly involved its execution without the express written approval of the Integrated Headquarters, MOD (NAVY). In the event of any breach of above provisions, the vendor would have to make good of any loss/ cost/ damage/ any other claim whatsoever preferred by anybody to GRSE in this respect.

Non-Disclosure Agreement (NDA) as specified in the NIT has to be submitted as per GRSE Format.

(34) **REGISTRATION OF NEW VENDOR (नए बिक्रेता का पंजीकरण):**

The contractor has to confirm if they are registered with GRSE and Indicate Vendor Code (5 digits) and Product Code group accordingly in their offer. If the contractor is not registered with GRSE, then documents required for provisional vendor registration has to be submitted to the Ordering Department. For Permanent Vendor Registration with GRSE, the contractor has to submit their application to GRSE Vendor Development Cell.

(35) **CONTRACT WORKMAN WAGE PAYMENT (संविदा कामगार का मजदूरी भुगतान): -**

Payment of wages to the contractor's employee/workmen should be made through individual bank account on monthly basis instead of cash payment. PF-UAN activation of all the contractor's employee/workmen is mandatory.

(36) **INSPECTION (निरीक्षण): -**

(i) Quality assurance authority: As per NIT/SOTR.

(ii) Inspection to be carried out stage wise by Quality Assurance Authority. On completion of work for any stage, vendor has to submit Inspection Offer to GRSE (Inspection Agency) for stage inspection. GRSE (Inspection Agency) shall co-ordinate with the Outside Inspection Authorities (as applicable) for carrying out inspection of completed job.

(iii) GRSE reserve the right to inspect all operations to be carried out by the contractor. Free access to the work site at all the time shall be ensured by contractor. The presence or absence of GRSE representative does not relieve contractor of the responsibility for quality control. The contractor shall provide all assistance for carrying out inspection of completed work.

(iv) Repeat inspection for any particular job is to be discouraged as far as possible. Hence the vendor should complete the job in all respect prior to submission of Inspection Offer to avoid reoffering. In case of repeat inspection happens for more than two occasions then the additional cost implication incurred by GRSE will be deducted from the bills of the vendor at actual. Number of occasions of repeat inspection for any particular job is to be indicated by GRSE in inspection note and same is to be incorporated in

the work done certificate for deduction of additional cost implication for repeat inspection. Cost of deduction shall be calculated by Executing Dept., GRSE with the help of Finance Dept., GRSE.

(37) **CORRECTION OF ERRORS (त्रुटि सुधार):**

Bids determined to be responsive will be checked by GRSE for any arithmetic error. Errors will be corrected by GRSE as follows:

(i) For Manual Tendering: -

a) Where there is a discrepancy between the rates in figures and in words, the rates in words will govern.
b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

(ii) For Tendering through NIC Portal: -

Where there is a discrepancy between the rates in html format and the attachment to price bid (if applicable), the rates in attachment to price bid will govern. In attachment to Price bid; if any discrepancy found between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will be considered.

(iii) For Tendering through GeM Portal: -

Where there is a discrepancy between the total price quoted in GeM Portal and the attachment (i.e break up of quoted price in line with BOQ) to price offer, the total price quoted in GeM portal will govern. In attachment to the Price offer, if any discrepancy found between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will be considered.

(38) **FORCE MAJEURE (अप्रत्याशित घटना) :**

In the event of contractor being unable to fulfil the obligation under the agreement owing to force majeure, such as War, Fire, Earthquake, Flood, Strike/ Lockout at GRSE premises where the contractor is working, the party affected shall not be held responsible for any failure or non-performance of the duties and obligations under the agreement, provided that all responsible efforts have been made to overcome the consequences of such failure, or non-performance. The time for performances of the contractual obligation shall then be extended by period not more than the duration of such events.

In the event of Force Majeure condition existing at contractor's site in GRSE Premises or CPT areas for GRSE work, GRSE is to be intimated with details of such happenings and cessations thereof, within 3 days. Force Majeure is to be limited to contractor's site in GRSE/CPT premises for GRSE's work only. Lock out/ Closure of contractor's factory premises or office or any other place outside GRSE/CPT/GRSE nominated place as indicated above cannot be considered as a Force Majeure condition under this contract.

(39) **TERMINATION OF CONTRACT (अनुबंध की समाप्ती):** In the event of non-performance or non-engagement of manpower for the execution of the job within the notice period, GRSE reserves the right to cancel the order in part or in full, and no compensation whatsoever will be entertained.

(40) **DAMAGE OF MATERIALS / EQUIPMENTS (सामग्री/उपकरण की छती)**: The contractor will ensure that no damage is caused to the materials, equipment or any other property of GRSE due to negligence and / or any reason whatsoever by the contractor's personnel. The cost of such damage will be suitably recovered from contractor's bills.

(41) **OFFICE & STORAGE SPACE (कार्यालय एवं भंडारण स्थान):** The contractor will have to arrange their office & storage required for execution of job, for cumulative order value of Rs.75 lakhs and above, of their own. However, space for placing up to one container will be provided free of cost by GRSE. Container will have to be removed by the contractor within 03 months from the date of final settlement with GRSE. In case of non-removal of container within specified period penalty as deemed fit will be imposed for the occupied area of GRSE.

(42) **ARBITRATION (मध्यस्थता): -**

i. If at any time, before during or after the contract period, any unsettled claim, question, dispute or difference arises between the parties, upon or in relation to or in connection with or in any way touching or concerning this order, the same shall be settled/adjudicated through Arbitration to be conducted by a Sole Arbitrator, to be appointed by the parties on mutual consent, in accordance with the provisions of the Arbitration and Conciliation Act, 1996.

ii. In the event the parties fail to mutually appoint a Sole Arbitrator within 30 days from the receipt of a request by one party from the other, then either of the parties may approach the Hon'ble High Court at Calcutta under the provisions of the Arbitration and Conciliation Act, 1996 for appointment of a Sole Arbitrator by the Hon'ble Court.

iii. Such arbitration shall, in all respects, be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules framed there under or any statutory modification or re-enactment thereof for the time being in force.

iv. The Award of the Sole Arbitrator shall be final, conclusive and binding upon the Parties.

v. In the event of the death or resignation or incapacity or whatsoever of the said Sole Arbitrator if appointed by the parties mutually the said parties may again appoint a suitable Substitute Arbitrator in place of the erstwhile Sole Arbitrator to continue with the proceedings. In the event of appointment of the Sole Arbitrator by the Hon'ble High court at Calcutta on death or resignation or incapacity or whatsoever of the said Sole Arbitrator, either of the parties in this behalf, may make an application to the Hon'ble High court at Calcutta for appointment of a Substitute Arbitrator and the Hon'ble Court may pass such orders as it deems fit and proper.

vi. Also, in the event an Arbitration award is set aside by a competent court the parties may appoint a Sole Arbitrator mutually or on failing to appoint a Sole Arbitrator mutually within the statutory period then either of the parties may file an application before the Hon'ble High Court at Calcutta under the provisions of the Arbitration and Conciliation Act, 1996 for appointment of a Sole Arbitrator by the Hon'ble Court in accordance with the provisions of the Arbitration & Conciliation Act.

vii. The cost of the arbitration, fees of the arbitrator, remuneration of the stenographer and clerk, stamp paper etc. shall be shared equally by the parties, unless otherwise directed by the Sole Arbitrator. The venue of arbitration shall be at Kolkata and unless otherwise decided by the parties or by the Sole Arbitrator himself, the venue shall be the premises of Garden Reach Shipbuilders & Engineers Ltd. located at 43/46, Garden Reach Road, Kolkata 700 024.

viii. The language of the proceeding shall be in English.

(43) **JURISDICTION (न्याय अधिकार):** Litigation, if any, pertaining to this contract will come under the jurisdiction of High Court at Kolkata.

i) All contracts shall be deemed to have been wholly made in Kolkata and all claims there under are payable in Kolkata City and it is the distinct condition of the order that no suit or action for the purpose of enforcing any claim in respect of the order shall be instituted in any Court other than that situated in Kolkata City, West Bengal State, India.

ii) The Firm is warranted that all service rendered by them shall conform to applicable city, states & central laws, ordinances and regulations and the said Firm shall indemnify / defend / relieve GRSE harmless, from / of against loss, cost of damage, by reason or any actual or alleged violation thereof.

iii) GRSE shall not be liable under the workmen's compensation Act of 1923; in case any employee or workmen receives injury while actually serving his employer in connection with the latter's work inside the compound of GRSE Ltd.

iv) All existing applicable Laws such as ESI, PF, SERVICE, CONTRACT LABOUR, CHILD LABOUR etc. as applicable, shall be binding for the contract.

1. For any discrepancy between NIT (Notice Inviting Tender) and STAC, NIT statement may be taken as final.

2. Clarification required, if any, regarding Tender Document, should be got resolved by contacting competent authority of GRSE prior to submission of bid.

Annexure – 3

FORMAT FOR EXECUTED RELEVANT JOBS TO JUSTIFY TECHNICAL ELIGIBILITY

1. **Name of the Bidder and Address:**
2. **Job Description:**
3. **GeM Tender/Bid Reference:**

(A) Details of Executed relevant jobs:

Sl. No	Description of Executed relevant jobs	Order No. & Date *(Supporting documentary evidence to be submitted)*	Order placed by	Start & Completion date as per Order	Actual start date	Actual Completion Date	Value of Purchase order (in INR)	Scope of work for executed contract	Work completion certificate Ref. No. & date *(Supporting soft or, hard copy to be submitted)*
1									
2									
3									
4									
5									

Note: Please add additional pages if required

(Signature of Authorized Representative)

Date:

Name:

Designation:
Official stamp

ANNEXURE-4

FORMAT ON FINANCIAL ELIGIBILITY CRITERIA

(To be submitted on Company's letter head)

1. **Name of the Bidder:**
2. **Job Description:**
3. **Tender Reference:**

A. Financial Data for evaluating Financial Eligibility

SL. No.	Financial Years	Turn Over (in Rs.)
1	2025-26	
2	2024-25	
3	2023-24	

Note: i) Audited reports for above FY to be submitted as supporting documents.

(Signature of Authorized Representative) Date:

Designation:

Note:
Audited reports for above FY to be submitted as supporting documents.

Annexure – 5

SELF-CERTIFICATION FOR DECLARATION REGARDING BLACKLISTING/ TENDER HOLIDAY

(To be submitted in Company's Letterhead)

1. **Name of the Bidder:** **Date:**
2. **Job Description:**
3. **Tender/Bid Reference:**

Dear Sir,

i. I / We, Proprietor/ Partner(s)/ Director(s) of M/s. ---------- hereby declare that our firm/company namely M/s.---------- have neither been blacklisted nor have received any tender holiday by any PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations during last 03 (three) years ending **on 31.08.2026** from taking part in Government tenders.

or

I / We Proprietor/ Partner(s)/ Director(s) of M/s. ---------- hereby declare that our firm/company namely M/s.---------- has received tender holiday from M/s----------(name of PSUs/Central & State Govt. Organizations or any other Government / Quasi Government Organizations) from taking part in Government tenders for a period of ---------- months w.e.f.----------to ----------(date). The period is over on ----------(date) and now our firm/company is entitled to take part in Government tenders. (relevant withdrawal/revocation document is attached).

ii. In case the above information are found inappropriate, I/We are fully aware that the offer submitted by our firm / contract awarded to our firm/company namely M/s ---------- ----------will be rejected/cancelled by M/s GRSE, and EMD/SD shall be forfeited and appropriate action will be taken in accordance with the vendor policy of GRSE.

Signature ----------

Name ----------

Designation: ----------

Name & address of the firm: ----------

Date: Signature of Bidder with Seal

ANNEXURE-7

Form for Bid Security Declaration
(To be submitted in Company's Letterhead)

Date:
Bidder's Ref: _____
Tender Ref:

To
M/S. Garden Reach Shipbuilders & Engineers Ltd.
61, Garden Reach Road,
Kolkata - 700 024
Kind Attn: (Name & Designation of tender issuing officer)

Dear Sir / Madam,

We the undersigned declare that:

We understand that, according to tender conditions, bids must be supported by a bid Security Declaration along with valid MSE GRSE vendor Registration certificate.

We accept that we will automatically be suspended from being eligible for bidding in any contract with M/s. GRSE Ltd. for the period of 03 Years starting from date of opening of price bid, if we are in breach of our obligation(s) under the bid conditions, because we:

(a) Have withdrawn our bid after opening of price bid and within the bid validity specified in the tender: or

(b) Having been notified of the acceptance of our bid by M/S. GRSE Ltd. during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the security deposit, in accordance with Article 23 (i) of tender.

We understand this bid security declaration shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful bidder; or (ii) twenty-eight days after the expiration of our bid.

[Insert signature of authorized representative]

_____

[Insert legal capacity of the person signing the declaration]

[Insert complete name of person signing the declaration]
Duly authorized to sign the bid for and on behalf of [insert complete name of bidder]

Date: DD/MM/YYYY

[Put corporate seal as appropriate]

- In case of JV, the entity should be registered with GRSE and Bid security declaration to be submitted by the JV entity.
- In case of consortium, the Lead partner should be registered with GRSE and Bid security declaration to be submitted by all of the Consortium