CENTRE fOR DEVELOPMENT OF IMAGING TECHNOLOGY

(C-DIT)

Chithranjali Hills, Thiruvallom

Thiruvananthapura 27

CORRIGENDUM

Date: 28.02.2025

Organization	:	C-DIT
Tender Refrence Number	:	C-DIT/ 02/EOI-INF/003/2024-25/T572 dt 18.02.2025
Tender Titel	:	EOI for empanelment of institutions for conduct of CBT exam
Corrigendum Type	:	Date

Sub: Extension of EOI submission date

The final bid syubmission and tender opening dates are revised as listed below:

Last date of submission of bids	07.03.2025, 3.00 PM

Sd/-

Registrar, C-DIT

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

(Department of Electronics & IT, Govt. of Kerala)

www.cdit.org**, email:** cdit@cdit.org

INVITIATION FOR EXPRESSION OF INTEREST (EOI) FOR SELECTION FOR "EMPANELMENT OF INSTITUTIONS AS EXAMINATION CENTERS FOR CONDUCT OF COMPUTER-BASED TEST (CBT) IN KERALA/ OTHER SELECTED STATES IN INDIA".

E.O.I Notice No: C-DIT/02/EOI-INF/003/2024-25

Dateof issue: 18.02.2025

Issued by

Centre for Development of Imaging Technology (CDIT), Thiruvananthapuram, Kerala

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1.0 Introduction

The Centre for Development of Imaging Technology (CDIT) an autonomous institution functioning under Department of Electronics & IT, the Government of Kerala, has been conducting Computer-Based Test (CBT) for various authorities and examination boards. C-DIT invites Expressions of Interest (EOI) from educational institutions, training centres, and other similar organisations possessing the required infrastructure to be empaneled as online examination centres for conducting Computer-Based Test (CBT) mode of examinations. **C-DIT is seeking to empanel institutions with facilities that meet the required technical, infrastructure, and security standards for conducting online exams for various departments and agencies.**

2.0 Objective

The objective of this EOI is to establish a pool of examination centres across Kerala and other selected states in India (attached in annexure III) to facilitate the smooth and secure conducting of CBT examinations. The empaneled institutions shall provide the necessary infrastructure, technical personnel, and logistics support as per CDIT's requirements.

3.0 Eligibility Criteria

The following eligibility criteria must be met by the participating institutions while expressing their interest to be empanelled under C-DIT:

- **Location:** Institutions located across Kerala and other selected states in India (attached in annexure III) in areas easily accessible by candidates.
- **Infrastructure Capacity:** Minimum capacity of 120 candidates per session.
- **Experience:** Previous experience in conducting online exams or similar activities is preferable.
- **Compliance:** Institutions must comply with all technical and operational guidelines laid out by C-DIT.
- The tenderer should have valid GST and PAN

4.0 Terms of Empanelment

- Empanelment will be done after the virtual / physical inspection at the centre and after assessing the facilities available there and based on their rating/ scores.
- The empanelment will be initially valid for a period of 2 years, subject to periodic reviews and performance evaluation.
- The rates for infrastructure usage and services will be mutually agreed upon and fixed for the empanelment period.
- The empanelled agency shall enter into an agreement with CDIT in the appropriate format for that purpose.

- Allocation to each centre will be made by C-DIT depending on the number of candidates registering for the examination at the respective state/ city. However, the empanelment does not guarantee the allocation of any specific number of examination days or candidates to any centre.
- CDIT reserves the right to terminate the empanelment in case of non-compliance with the terms of service.

5.0 Infrastructure Requirements

Institutions shall possess / arrange the following infrastructure for the online examinations:

- **Computer Systems:** Minimum technical specifications will be defined by CDIT.
- **Networking:** High-speed internet connectivity with redundancy and isolated LANs.
- **Power Backup:** Uninterrupted power supply with backup generators or inverters.
- **Security Measures:** Secure examination environment with surveillance through CCTV cameras.
- **Staffing:** Sufficient trained staff to handle exam-related logistics and technical support.
- **Support Arrangements:** As per the need of officials and candidates, which will be informed to the centre well in advance, prior to the examinations.

6.0 Scope of Work

The empaneled institutions will be responsible for providing the necessary infrastructure, logistics, and technical/non technical support for the seamless conduct of Computer-Based Testing (CBT) as per CDIT's guidelines for the period prescribed. The scope of work includes, but is not limited to, the following tasks:

Infrastructure Provision

1.1.1. Computer Systems:
1.1.1.1. Provide computer systems (nodes) and printers that meet the technical requirements specified by CDIT.
1.1.1.2. Ensure that all the computers (nodes) are equipped with the necessary hardware and system software in the latest patches and upgrades, adequately maintained and in full functional condition.
1.1.1.3. Ensure that seating arrangements for candidates maintain appropriate spacing.
1.1.1.4. Have a dedicated technical team for support. (for monitoring and troubleshooting any system related hardware/software issues.)

1.1.2. Networking and Internet:

1.1.2.1. Provide reliable, high-speed internet connectivity with redundancy to ensure smooth conduct of the exam.

1.1.2.2. Ensure proper network security and isolation to prevent any unauthorised access or security breaches during the examination.

1.1.2.3. Adequate network cabling and access points to support the number of candidates simultaneously appearing for the test.

1.1.2.4. Have a dedicated technical team for support. (For monitoring and troubleshooting any network/internet related issues.)

1.1.3. Power Supply and Backup:

1.1.3.1. Ensure uninterrupted power supply throughout the examination, including backup power (via generators or inverters) in case of power outages.

1.1.3.2. Have a dedicated technical team for support. (For monitoring power systems and troubleshooting any electrical issues.)

1.1.4. Security and Surveillance:

1.1.4.1. Implement optimised surveillance security measures including CCTV surveillance in all exam halls and key areas (such as registration desks).

1.1.4.2. Provide the secure storage room and server room for exam-related materials and ensure no unauthorised entry is made during the exam.

1.1.4.3. Appoint security staff to ensure physical / overall security to the premises.

7. 0 Personnel Support

1.1.5. Examination Staff:

1.1.5.1. Appoint adequate and qualified personnel, including coordinators, invigilators,technical support, registration desk staff, and security staff.

1.1.5.2. Ensure that all staff members are well-trained in CBT procedures and protocols, including the handling of examination software and hardware.

1.1.5.3. Provide a dedicated Center coordinator to liaise with CDIT during the examination and address any operational or technical issues.

1.1.5.4. All the coordinators, invigilators and technical support personnel appointed must be a full time employee of the institution.

1.1.6. Mock Test Day Support:
1.1.6.1. CDIT will Conduct mock tests, day before the actual exam to ensure that all systems (hardware, software, network, and power) are functioning as expected.

1.1.6.2. Institutions should Provide the same level of personnel support during the mock test days also to simulate real exam conditions and identify/ report any potential challenges.

8. 0 Operational and Logistical Support

1.1.7. Candidate Management:
1.1.7.1. Manage the registration and verification of candidates upon arrival, ensuring a smooth check-in process (registration desk staff).

1.1.7.2. Provide staff to guide candidates and assist with any exam-related queries or technical issues.

1.1.8. Technical and Software Support:
1.1.8.1. Ensure the availability of technical support personnel to address any hardware, software or networking issues during the exam.

1.1.9. Cleanliness and Hygiene:
1.1.9.1. Provide drinking water and arrange emergency medical support to the candidate when required.

1.1.9.2. Maintain cleanliness of the exam premises, including exam halls, restrooms, and common areas, before, during, and after the exam.

1.1.9.3. Provide cleaning staff to ensure hygiene protocols are followed, particularly in the wake of any public health concerns.

1.1.10. Contingency Planning:
1.1.10.1. Maintain a contingency plan for quick resolution of any system failures or technical disruptions.

1.1.10.2. Be prepared with contingency measures for any unforeseen circumstances, such as technical failures, power outages, or emergencies.

1.1.10.3. Provide backup systems, including computers power and internet connectivity,in order to ensure uninterrupted conduct of the examination.

1.1.10.4. Put up appropriate boards, displays and markings for information of candidates.

1.1.10.5. Provide a locker room to store the belongings of the candidate and accompanying persons.

9. 0 Compliance with CDIT Guidelines

1.1.11. The institution is responsible for complying with all operational, technical, and security guidelines provided by CDIT for the conduct of CBT examinations.

1.1.12. All systems and processes must adhere to the highest standards of security and integrity, ensuring that the examination is conducted in a fair, transparent, and secure manner.

10.0 Rate Involvement

The following items will be considered for costing for the use of the institutional facilities as a CBT centre:

Personnel Charges

1. **Coordinator (on the Exam Days)**
   Responsible for overall exam coordination, ensuring smooth execution.

2. **Coordinator (on Mock Day)**
   Coordinator's services to be provided during the mock test day and for trial runs.

3. **Network Specialist (on the Exam Days)**
   For maintaining network stability and troubleshooting during the exam.

4. **Network Specialist (on Mock Day)**
   Network specialist services during the mock test day.

5. **Electricians (On the Exam Days)**
   For managing power-related issues and ensuring UPS/DG backup.

6. **Electrician (On Mock Day)**
   Electrician's support during the mock test day.

7. **Attendants (On the Exam Days)**
   For general assistance during the examination.

8. **Attendant (On Mock Days)**
   Attendant's services during the mock test day.

9. **Security staff (On the Exam Days)**
   For ensuring security and controlling entry and exit during the exam.

10. **Security staff (On Mock Days)**
    Security services during the mock test day.

11. **Cleaning Staff (On the Exam Days)**
    Ensuring cleanliness and hygiene in the exam centre.

12. **Cleaning Staff (On Mock Days)**
    Cleaning staff services during the mock test day.

13. **Invigilators (On the Exam Days)**

> Supervising candidates in the ratio 1:30 (or as required) during the exam to ensure compliance with rules.

14. **Staff at Registration Desk (On the Exam Days)**

> Managing candidate registration and verification at the exam centre.

1.2. *Operational and Infrastructure Charges*

1. **Computer (node) Charges**

> Per candidate cost for using computer systems (node) during the exam.

2. **Fuel Charge (DG Set)**

> Fuel costs for running the backup generator (DG Set) during the exam.

3. **Stationery & Printing Charges**

> Charges for printing and other necessary stationery for exam operations.

4. **Contingency Charges**

> Miscellaneous expenses to cover unforeseen requirements during the exam.

11. 0 Evaluation and Selection for Empanelment

The institutions will be evaluated based on:

- The availability of infrastructure and technical facilities.
- Location and accessibility for candidates.
- The institution's experience and capability to conduct CBT mode of examinations.
- **The institutions has to comply with the eligibility criteria for evaluation. Final selection and empanelment shall be as per the evaluation criteria in annexure II**
- Financial proposal and compliance with CDIT's terms.

Selected institutions will be empaneled after a physical inspection of the facilities by CDIT officials, whenever required.

2. Submission of EOI

Interested institutions are requested to submit their EOI applications along with the following documents in the prescribed format:

- Details of the institution, including contact information and location.
- Infrastructure availability (Computer systems, networking, power backup, etc.).
- Experience in conducting CBT or similar examinations.
- Signed copy of the Terms and Conditions.

The EOI should be submitted to the address mentioned below in a sealed envelope superscribing "EOI for Empanelment of Institutions as Examination Centers for conduct of Computer-Based Test (CBT)" so as to reach the office on or before the closing date and time for submission.

Late submissions after the due date and time will not be considered in any case.

To:

Registrar
Centre for Development of Imaging Technology (CDIT)
Chithranjali Hills, Thiruvallam.P O,
Thiruvananthapuram,Kerala - 695 027, India

Phone: +91 – 471 - 2380910, 2380912, 2380953

3. **Important Dates**

- Closing date and time for submission of EOI: **01.03.2025, 03.00 PM**

- Date of evaluation of applications **will be intimated later.**

- Notification of selection **date will be intimated later**

For further information/ clarifications, contact

e-mail: aravindptm@gmail.com

Phone: 9746402586

Annexure-I: CBT Examination Center Application Form

Section A: Basic Institutional Information

Data Field	Expected Response
1. Name of the Institution	
2. Type of Institution (Govt/ Govt-aided/ Private/ Company/ Trust/ Society/ partnership/ Proprietorship/ NGO, etc.)	
3. Registration Number/ Year of Establishment	
4. Address	**Street/Locality:** **City:** **District:** **PIN Code:** **State:** **Location-Code/ Building No.**
5. Contact Details	**Authorised Signatory:** **Primary Contact Person's Name & Designation:** **Phone Number:** **Alternate Phone Number:** **Email ID:** **Website (if any):**
6. Affiliation/ Accreditation (if any)	
7. Whether empannelled by any other agency for conducting online tests (presently or earlier).	
8.Other Locations if any: (If the institution can provide additional centers)	

Section B: Infrastructure Details

Data Field	Expected Response
1. Number of Available Computer Labs	
2. Total Number of Functional Computers	
3. Computer Specifications (for each lab, if different)	**Processor:** **RAM:**
4. Number of Computers in which the Computer Based Test can be conducted	
5. Internet Connectivity	**Internet Speed (Mbps):** **Connectivity Type:** **Backup Link Available (Yes/No):** **Cabling Type:** **Network Topology:**
6. Power Supply & Backup	**Primary Electricity Source:** **Backup Facility:** **Backup Capacity (in hours):** **Fuel (DG Set) Availability & Storage:** (Yes/No)
7. Seating Arrangement & Capacity	**Number of Seats for Candidates:** (**Are seats spaced adequately?** (Yes/No)
8. Air Conditioning / Ventilation Arrangements	
9. Availability of Bio-metric reader, fingerprint scanner	(Yes/No) If Yes Make & Brand:
10. Any other relevant information:	

Section C: Security & Surveillance

Data Field	Expected Response
1. CCTV Surveillance	**Number of Cameras Installed:** **Coverage Areas:** **Recording/Storage Facility (Yes/No):**
2. Physical Security	**Number of Security Personnel Available:** **Security Shift Arrangements (if any):** **Access Control Measures:**
3. Emergency Exits & Safety Measures 4. Nearest Fire/ Ambulance/ Medical Care stations and the approximate distance:	**Number of Fire Extinguishers:** **Evacuation Plan in Place?** (Yes/No) **First Aid Facility Available?** (Yes/No)
5. Any other relevant information:	

Section D: Declaration & Signature

Declaration	i) I hereby declare that I am the Authorised Signatory to submit this Expression of Interest to C-DIT on behalf of ………………………………………………… ii) I, the undersigned, hereby declare that the information provided in this application is true and correct to the best of my knowledge. Iii) I understand that providing false or misleading information may result in rejection of this application or termination of the empanelment at any stage.
Applicant's Name & Designation	
Signature (with Office seal)	
Place: Date:	

Annexure-II: Evaluation Criteria

Evaluation Parameter	Max Marks
1. Infrastructure & Lab Facilities	10
2. Number & Specifications of Computers	10
3. Internet Connectivity & Backup	10
4. Power Backup & Electricity Arrangements	10
5. Seating Capacity & Arrangement	10
6. Security & CCTV Surveillance	10
7. Availability of Skilled Technical Staff	10
8. Previous Experience in Conducting CBT	10
9. Overall Maintenance & Cleanliness	10
10. Additional Facilities & Compliance *(Includes Accessibility & Conveyance)*	
a) Accessibility (PWD-friendly, ramps, elevators, etc.)	5
b) Conveyance (Proximity to transport hubs, parking, etc.)	5
Total Score	**100**

ANNEXURE- III   LIST OF CITIES OUTSIDE KERALA

	LIST OF CITIES OUTSIDE KERALA	
SI No	**Centres**	**State**
1	Mumbai	Maharashtra
2	Patna	Bihar
3	Chennai	Tamil Nadu
4	Coimbatore	Tamil Nadu
5	Nagercoil	Tamil Nadu
6	New Delhi	Delhi
7	Kota	Rajasthan
8	Lucknow	Uttarpradesh
9	Kolkata	West Bengal
10	Ranchi	Jharkhand
11	Bengaluru	Karnataka
12	Mangalore	Karnataka