

Central Board of Secondary Education

TENDER NOTICE

NOTICE INVITING BIDS FOR PARTICIPATION IN INFRASTRUCTURE, PROCESS & SECURITY AUDIT OF PROFESSIONAL ENTRANCE EXAMINATIONS (PEE) - 2013

Central Board of Secondary Education (CBSE) proposes to undertake Infrastructure, Process & Security Audit of Professional Entrance Examinations (PEE) – 2013 across the country by appointing security audit organizations located in Delhi/NCR who shall conduct the necessary audit in accordance with the Request for Proposal (TENDER) document. The successful bidder at the end of the bidding process may be awarded a contract to implement the project.

Interested organizations can download the Tender document from the CBSE website, www.cbse.nic.in, between 22.02.2013 to 12.00 Noon on 11.03.2013.

The cost of the Bid Document is Rs. 1000/- (Rupees One Thousand only) which is non-refundable and the same is to be deposited at the time of submission of bid document in shape of demand draft drawn of any Scheduled Bank payable at Delhi and drawn in favour of Secretary, CBSE. The bid documents must be submitted in sealed cover to the Executive Director (JEE-Main) at the address indicated below on or before 1500 hours on 11.03.2013. The Tender will be opened at 1530 hours on 11.03.2013 in the presence of bidders. Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Address:

**Executive Director, JEE-Main
Central Board of Secondary Education
FIE-482, Patparganj Industrial Area
Delhi – 110092
Ph. 011-22144770-75**

CENTRAL BOARD OF SECONDARY EDUCATION

INFRASTRUCTURE, PROCESS & SECURITY AUDIT OF PROFESSIONAL ENTRANCE EXAMINATIONS (PEE) - 2013

Issued By:
Executive Director, JEE-Main
Central Board of Secondary Education
F.I.E, 482, Patparganj Industrial Area
Delhi – 110092.
Ph. 011-22144770-75
E-mail- rajbir.cbse@nic.in

TABLE OF CONTENTS

SCHEDULE OF BIDDING PROCESS 4

1. INTRODUCTION 5

2. AIMS & OBJECTIVES OF THE PROJECT 5

2. EXPECTED VOLUME 6

3. SCOPE OF THE WORK: 7

4. TERMS AND CONDITIONS 8

 1. PRE QUALIFICATION BID 8

 2. TECHNICAL BID 8

 3. PRICE BID 8

5. BRIEF DESCRIPTION OF THE BIDDING PROCESS 9

 PROPOSAL EVALUATION 11

APPENDIX I DETAILS OF BIDDER 11

APPENDIX II DETAILS OF PAST EXPERIENCE OF BIDDER 12

ANNEXURE -1 PRICE PROPOSAL 13

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Central Board of Secondary Education
FIE-482, Patparganj Industrial Area
Delhi - 110092

Schedule of Bidding Process

Date	Activity
22.02.2013	Bid document available On www.cbse.nic.in (specified in the advertisement) which can be downloaded by prospective bidders
04.03.2013	Pre-bid meeting at CBSE RO, Patparganj, Delhi
11.03.2013	Last date for Proposal submission by bidders up to 3.00PM Opening of Technical Bids at 3.30PM

PRICE OF TENDER DOCUMENT: Rs. 1,000/-

Central Board of Secondary Education

1. Introduction

BACKGROUND

1.1 The Framework

1.1.1 The Central Board of Secondary Education (CBSE) is one of the important national public examinations Board for the conduct of Class X & XII examination. The Board, a registered society and an autonomous organization under Ministry of Human Resource Development, Government of India has mandate for conduct of public examination at secondary & senior secondary level for its affiliated schools in India and abroad. The main objectives are to serve the educational Institutions more effectively and to be responsive to the educational needs of the students. There are about 12000 schools including 146 schools in twenty one countries outside India affiliated to the Board. These include Kendriya Vidyalayas, Government Schools, Jawahar Navodaya Vidyalaya, Central Tibetan Schools and Private Independent Schools.

1.1.2 The prime focus of the Board is on (a) innovation in teaching-learning methodologies by devising student friendly and student centred paradigm; (b) reforms in examination and evaluation practices; (c) skill learning by job oriented and job skilled inputs and; (d) regularly updating the pedagogical skills of the teachers by conducting in-service training programme and workshops. To achieve these interlinked objectives, the Board (i) prescribes the condition and conduct of public examinations at the end of Class X & XII and to grant qualifying certificates to successful candidates of the affiliated schools; (ii) affiliates institutions for the purpose of public examination and; (iii) prescribes as well as update the course of instructions to raise the academic standards in the country.

1.1.3 The Programme of Action (PoA), 1992 under the National Policy on Education (NPE), 1986 envisaged conduct of a common entrance examination on All India basis for admission to professional and technical programmes in the country. The Government of India vide Notification dated 14th August 2012 has decided to hold a Joint Entrance Examination from the year 2013 for admission to the undergraduate programmes in engineering in two parts, JEE-MAIN and JEE-Advanced. The JEE(Main) – 2013 is being conducted by CBSE. This takes care of varying admission standards in these programmes and helps in maintenance of professional standards. This also solves problems of overlaps and reduces physical, mental and financial burden on students and their parents due to multiplicity of entrance examinations.

2. Aims & Objectives of the Project

2.1 The Board has decided to get the INFRASTRUCTURE, PROCESS & SECURITY AUDIT done from CERT-In Empanelled auditing organisations for "Computer Based Professional Entrance Exam (CB-PEE)" in 31 cities including 3 cities outside India.

2.2 In this regard, Central Board of Secondary Education (hereinafter referred to as CBSE) invites bids from CERT-In Empanelled organizations, located in Delhi/NCR, for security auditing project involving operation in the various aspects of examinations in CBSE, in accordance with the terms and conditions of this document (hereinafter

referred to as Tender Document).

The party whose Proposal is accepted by CBSE at the end of the bidding process (the "Successful Bidder") may be awarded the project by CBSE to take up the Project. The Successful Bidder shall be responsible for security auditing of all the Centers for smooth, trouble free fair conduct of examination in accordance with the terms and conditions laid down in the TENDER.

2. Expected Volume

CBSE is conducting online examination in 31 below mentioned cities.

S.No	CITY
1	HYDERABAD
2	VIJAYAWADA
3	VISHAKAPATNAM
4	CHANDIGARH
5	DELHI/NCR
6	AHMEDABAD
7	Bhavnagar
8	Junagarh
9	Rajkot
10	Surat
11	Vodadara
12	Bengaluru
13	Ernakulam
14	Bhopal
15	Mumbai
16	Nagpur
17	Bhubaneshwar
18	Jalandhar
19	Jaipur
20	Kota
21	Chennai
22	Dehradun
23	Allahabad
24	Lucknow
25	Kolkata
29	Kottayam
30	Thiruvananthapuram
31	Thrissur
	Abroad
26	Colombo
27	Kathmandu
28	Singapore

Total number of Examination Centes in India & Abroad will be 300.

3. SCOPE OF THE WORK:

1. Infrastructure Audit of 300 centers in 31 cities: -

- Physical & Environment Security Audit at each Centre which includes audit of surveillance such as CCTV, Availability of Standby Electric Supply (UPS & DG sets), check the availability of 20% additional desktops & standby server, Availability of sufficient illumination and air-conditioning, Access Control arrangements to prevent any unauthorized entry etc.
- Network Connectivity & Security Audit of desktops & server at each centre.

Deliverables: Audit Report on Physical, Environment & Network Security Audit of each Centre.

2. Examination Software Application Security Audit & Process Audit

- Security Audit as per OWASP standard
- Process audit of entire conduct of the exam from registration to compilation of results.
- Verification of encryption and decryption technology being used for uploading of question paper & other exam related Data at CBSE premises & Central Server location

Deliverables: Examination Software Audit Report & Report on Encryption/Decryption & Process Audit

3. Review of Process on the days of Examination

- Report on Process Review on the days of examinations.

4. Provision of Encrypted Messaging Service for transmission of Password to the examination Center directly from the CBSE HQ thru Mobile phone on the day of Examination

- Provision of Encrypted Messaging Service software having key length as per FIPS-140-2 and using Advanced Encryption

4. Terms and Conditions

1. *Pre Qualification Bid*

- The Bidder must have been empanelled with CERT-In as an auditing organization, having valid empanelment certificate and located in Delhi/NCR. Current Empanelment certificate is to be submitted as part of the bid.
- The Bidder should be ISO 9001:2008 certified organization.
- Annual turnover of the bidder should be more than one crore in last 03 years. Audited balance sheets to be submitted.
- The Bidder must have experience of auditing at least one online examination with more than 150 examination centres. Proof of the same should be submitted.
- The Bidder should have done at least 20 Network Security Audits for Government/PSU Organisations. Details are to be submitted.
- The Bidder should have implemented at least one ISMS (ISO-27001) in Govt/PSU department. Proof to be submitted
- The bidder should be a company registered under Indian Companies Act, 1956.
- Bidder shall not have been blacklisted by any of the State or Central Government organizations. Undertaking letter on the same to be attached.

2. *Technical Bid*

Technical Proposal including audit Standard, methodology, procedure, project plan to be submitted in the Technical Bid.

3. *Price Bid*

Price bid is to be submitted as per the format given in Annexure 1.

5. Brief Description of the Bidding Process

Central Board of Secondary Education invites detailed proposals (Qualification Proposal, Implementation Proposal and Price Proposal, together referred to as "Proposal") for undertaking the Project.

Based on the submissions made in the Proposal and any other submissions requested by CBSE and in line with the terms and conditions of this TENDER, CBSE may select one of the Bidders as the Successful Bidder. The Successful Bidder would have to enter into an Agreement and all other documents attendant or ancillary thereto and carry out its responsibilities as stipulated therein.

A prospective Bidder requiring any clarification on the TENDER may notify the CBSE in writing through post or facsimile. Bidders should send in their queries latest by the Last Date for Receiving Queries as given in the Schedule of Bidding Process.

Before the deadline for submission of Proposal, CBSE may modify the TENDER by issuing an addendum. Any addendum thus issued shall be part of the TENDER and shall be uploaded on CBSE website. To give prospective Bidders reasonable time in which to take addendum into account in preparing their Proposals, CBSE may, at its sole discretion, extend the Proposal Due Date.

The Proposal and related documents and correspondence shall be in the English language. Supporting documents and printed literature furnished by Bidder along with the Proposal may be in any other language provided that they are accompanied by translations in the English language.

Proposals would need to be accompanied by an EMD for an amount of Rs 1,00,000/- (Rupees One Lakh only). The EMD shall be kept valid through the Proposal Validity Period including any extensions in the Proposal Validity Period.

The EMD shall be in the form of Bank guarantee issued by a Bank in favour of Central Board of Secondary Education. The EMD of the Bidders whose Pre-Qualification Proposal or Technical Proposal gets rejected will be returned within a period of four weeks from the date of intimation of such rejection.

The Bid Security (EMD) shall be forfeited in the following cases:

- If the Bidder withdraws its Proposal
- If the Bidder withdraws its Proposal during the interval between the Proposal due date and expiration of the Proposal Validity Period; and
- If the Successful Bidder fails to provide the Performance Security within the stipulated time or any extension thereof provided by CBSE at its sole discretion.

Proposal shall remain valid for a period not less than 180 days from the Proposal Due Date and any extensions thereof (Proposal Validity Period). CBSE reserves the right to reject any Proposal, which does not meet this requirement.

Request for Proposal

To clarify and discuss issues with respect to the Project and the TENDER, CBSE shall hold Pre-Proposal Meeting on the date specified in the Schedule of Bidding Process. Attendance of Bidders at the Pre-Proposal Meeting is not mandatory. However, subsequent to the meeting, CBSE may not respond to any queries from Bidders.

All correspondence/ enquiry in this regard should be submitted to the following in writing by fax/ post/ courier:

Executive Director, JEE-Main
Central Board of Secondary Education
F.I.E, 482, Patparganj Industrial Area
Delhi - 110092

Submission of Bid

- i. The Proposal should be submitted in two parts (Technical and Financial) as described below:-

- **“Part 1: Technical Proposal”** which will consist of the proof for meeting eligibility Criteria, Bank Draft for Tender Fee and EMD in the form of Bank Guarantee.

“Part 2: Financial Proposal” which will consist of the details of financial matters.

- ii. The Proposal shall contain no alterations or additions, except those to comply with instructions issued by CBSE, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Proposal.
- iii. The Bidder shall seal each Part, Technical Proposal and Financial Proposal of the Proposal in separate envelopes duly marking each envelope as “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL” as appropriate.
- iv. These two inner envelopes shall then be put inside an outer envelope.
- v. The envelopes shall clearly bear the following identification:

**‘PROPOSAL FOR INFRASTRUCTURE, PROCESS & SECURITY
AUDIT OF PROFESSIONAL ENTRANCE EXAMINATIONS (PEE)-
2013
(Ref. no.:)’**

- vi. Each of the envelopes shall indicate the complete name, address, telephone number (with city code) and facsimile number of the Bidder.
- vii. CBSE reserves the right to reject any Proposal which is not sealed and marked as instructed above and CBSE will assume no responsibility for the misplacement or premature opening of the Proposal. CBSE also reserves the right to reject any proposal which is not substantially responsive.

Any Proposal received after the time stipulated will not be accepted by CBSE.

Proposal Evaluation

CBSE will evaluate the technical bid as per the eligibility criteria mentioned in the TENDER and Financial bid of those qualified technically will only be opened.

Appendix I Details of Bidder

Following details shall be given in respect of the bidding company:

1. General
 - i. Name
 - ii. Address of the corporate headquarters and its branch office(s), if any, in India.
 - iii. Date of incorporation and / or commencement of business.
2. Brief description, including details of main lines of business
3. Details of individual or individuals who will serve as the point of contact / communication for CBSE within the Company, with following information:
 - i. Name
 - ii. Designation
 - iii. Company
 - iv. Address
 - v. Telephone Number
 - vi. E-mail address
 - vii. Fax Number
4. Name, Designation, Address, Phone Numbers and Fax Number of Authorized signatory of the Bidder:

Audited Financial Statements of the Company for the last three (3) Financial Years.

Name: _____

Signature: _____

(Authorized Signatory of the Bidder)

Appendix II Details of Past Experience of Bidder

A brief description of the project (separately for each project in case the bidder has experience in more than one project) in which the Bidder has conducted security audits.

1. Details of the Client/Agency on whose behalf/for whom the audits were conducted:
 - Name
 - Address of the corporate headquarters and its branch office(s), if any, in India
 - Nature of Business
 - Name, title and contact details of the client's person who can be contacted for any related information
2. Information relating to the specific project
 - i. Title of the project and detailed scope thereof
 - ii. Start Date
 - iii. Completion date (expected completion in case project is not completed)
3. Information relating to bidder's/sponsored entity's role in the project,
 - Scope of work/service (as per the contractual arrangement between the client and the bidder) for the bidder
 - Location where the services were/are being provided by the bidder
 - Whether the project was undertaken in a consortium/joint venture arrangement, if yes, then name, contact address and scope of work for each of such consortium members of joint venture partners
 - Whether any associate firm was also employed, if yes, then name, contact address and scope of work for each of such associate member

Name: _____

Signature: _____

(Authorized Signatory of the Bidder)

Instruction :

- ii. Details of only Eligible Experience to be provided.
- iii. Annual figures may be provided for the last three completed years of operation only. Year 1 refers to the latest completed financial year; Year 2 refers to the financial year before Year 1, and Year 3 refers to the financial before Year 2.

Annexure -1 Price Proposal

(On the Letter head of the Bidder)

1. Name of the Bidder : _____
 2. Address : _____
 3. Financial Proposal :

S. no.	Specified Service	Charges Service (Rs.)
1.	Infrastructure Audit for per center	
2.	Examination Software Application Security Audit & Process Audit	
3.	Process review on the days of Examination	
4.	Provision of Encrypted Messaging Service for transmission of Password to the examination Center directly from the CBSE HQ thru Mobile phone on the day of Examination	
5.	Total (Sr. No. 1 to 4)	
6.	Travelling, Boarding & Lodging Charges, if any	
	Service Tax on Sr. No. 5	
	Net Total	

- v. The Service Charges quoted above shall are inclusive of all the taxes, duties and levies.
 vi. The Service Charges quoted above shall remain firm throughout the Concession Period.

Dated this _____ Day of _____ 2013.

Name of the Bidder : _____
Stamp of the Bidder : _____
Signature of Authorized Person : _____
Name of the Authorized Person : _____
Designation of Authorized Person : _____

PROFORMA FOR BANK GUARANTEE FOR BID SECURITY/EARNEST MONEY DEPOSIT (EMD)

(To be stamped in accordance with Stamp Act if any, of the country of issuing Bank)

Bank Guarantee No.
Date.....

Ref.

To

**CBSE
New Delhi**

Dear Sir(s),

I. In accordance with your Notice Inviting Quotation/Bid for..... undersigned Specification No.dated M/s..... (thereafter called the Tenderer), we, the(the Bank) submit the said Bank Guarantee on the following terms & conditions:

II. Whereas to participate in the said tender for the following *:

1.
2.
3.

It is a condition in the tender documents that the tenderer has to deposit Bid Security/Earnest Money amounting to Rs. (Rupees). With respect to the tender with **CBSE** (hereinafter referred to as '**Board**') by a Bank Guarantee from a nationalized bank irrevocable and operative **till 3 (three) months** after the validity of the offer (i.e. months from the date of opening of tender) for the like amount which is likely to be forfeited on the happening of contingencies mentioned in the Tender documents.

III. And whereas the tenderer desires to secure exemption from deposit of Bid Security by cash and has offered to furnish a Bank Guarantee for a sum of Rs. to the Board as Bid Security.

IV. Now therefore, we theBank, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act 1969 and branch office at(thereinafter referred to as the Bank) do hereby undertake and agree to pay forthwith on demand in writing by the **CBSE** without any demur, reservation or recourse.

V. We, the aforesaid bank, further agree that the **Board** shall be the sole judge of and as to whether the tenderer has committed any breach or breaches of any of the terms, costs,

charges and expenses caused to or suffered by or that may be caused to or suffered by the **Board** on account thereof is the extent of the Bid Security required to be deposited by the Tenderer in respect of the said Tender documents and the decision of the **Board** that the Tender has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the **Board** shall be final and binding on us.

- VI. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the **Board** and it is further declared that it shall not be necessary for the **Board** to proceed against the Contractor before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank notwithstanding any security which the **Board** may have obtained or shall be obtained from the Contractor at any time when proceedings are taken against the Bank for whatever amount of may be outstanding or unrealized under the Guarantee.

- VII. The right of the **Board** to recover the said amount of Rs. (Rupees) from us in manner aforesaid will not be precluded / affected even, if disputes have been raised by the said M/s(Tenderer) and / or dispute or disputes are pending before any authority, officer, tribunal and / or, arbitrator(s) etc.

- VIII. Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs.(Rupees) and our guarantee shall remain in force upto and unless a demand or claim under the guarantee is made on us in writing within three months after the aforesaid date i.e. on or before the all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability thereunder.

Date (Signature).....
 (Printed Name)
 Place (Designation)
 (Bank's common seal)

In presence of :
 WITNESS (with full name & address) Authorization No.
 (1)

 (2)

* Please indicate the name and address of the projects / stations / offices where the B. G. is to be executed.