

# COUNCIL OF ARCHITECTURE

Ref. No.CA/NATA/2025

September 27, 2024

## **TENDER DOCUMENT – NATA 2025**

Sealed bids (Technical and Financial) are invited from reputed Service Provider adequately equipped with related infrastructure including latest software and web-based technologies for conduct of ADAPTIVE online National Aptitude Test in Architecture (NATA 2025) on behalf of Council of Architecture (CoA), to meet the following requirements:

### **INTRODUCTION :**

The Council of Architecture, a statutory authority of Government of India has been setup under a Special Act of Parliament i.e., Architects Act, 1972 to regulate architectural education as well as practice all over India apart from registering the architect on national basis.

National Aptitude Test in Architecture (NATA) is a national level aptitude test being conducted by Council since 2006 for admission to 1st year of B. Arch Programme in the CoA recognized institutions. NATA-2025 is proposed to be conducted on designated Saturdays, starting from November, 2024 to July, 2025, subject to number of candidates registered for the session on an all-India basis and also at select international cities. About 5,000 candidates are expected to appear for the tests on a single day. NATA-2025 is to be conducted in English and Hindi languages.

NATA 2025 will be conducted as a comprehensive aptitude test consisting of Part - A (Drawing and Composition) as an offline test and Part B as (NCQ and MCQ) to be conducted as an ADAPTIVE computer-based test, at the centers allotted by the Council in identified cities across the country and abroad. NATA measures the aptitude of the applicant for specific field of study, i.e., Architecture, through assessment of cognitive skills, visual perception and aesthetic sensitivity tests, logical reasoning and critical thinking ability, etc., besides the learning that the candidate has acquired over the past few years and is related to the specific field of study.

NATA 2025 is proposed to be in two Parts i.e., Part - A (Drawing and Composition) (90 minutes) to be conducted as an offline test and Part - B as (NCQ and MCQ) to be conducted as an ADAPTIVE computer-based test. The test shall be conducted on designated (SECOND) Saturday in two sessions from November, 2024 to February, 2025 and there upon on TWO Saturdays in the month of March 2025 and on all Saturdays from April 2025 to June 2025. The Council reserves the right to decide to increase or decrease the number of test(s) beyond the specified schedule. The medium of Aptitude test will be English and Hindi.

The aptitude of the candidate will be assessed using some or all of the following:

### **PART-A (Drawing and Composition Test)**

The content of the PART A Test is as follows:

- **A1 - Composition and Color -25 Marks:** Creating suitable compositions for various situations and coloring them appropriately. Re-arranging various shapes in visually appealing manner and coloring it suitably.
- **A2 - Sketching & Composition (Black and White)-25 Marks:** Ability to draw, visualize, depict a situation, involving buildings / its components, people, environment, products with an understanding of scale, proportions, textures, shades and shadow etc.
- **A3 - 3D Composition-30 Marks:** Creating interesting 3D composition for the given situation using the provided kit.

### **PART-B:**

Part B shall have two types of Questions viz., B1 – 42 Questions (Multiple Choice Questions-MCQ) and B2 – 08 Questions (No Choice Questions - NCQ) from the following topics:

- **Visual Reasoning** Ability to understand and reconstruct 2D and 3D composition, knowledge about its composition and technical concepts.
- **Logical Derivation** Ability to decode a situation, composition, context and generate meaning. Understanding the minute information hidden in a particular situation and drawing conclusions.
- **G.K., Architecture & Design** General awareness of architecture and design, current issues, recent episodes etc., Knowledge about important buildings, historical progression, innovation in materials and construction technology.
- **Language Interpretation** Ability to correctly & logically generate meaning of words, sentences, understanding about English grammar.
- **Design Sensitivity** Ability to observe record and analyze, people, space, product, environment. Critical thinking, reasoning and ability to identify the subtle communications.
- **Design Thinking** Ability to understand semantics, metaphors, problem identification and definition, analysis of a given situation.
- **Numerical Ability** Basic Mathematics and its association with creative thinking. To unfold a space with use of geometry.

A unique NATA Identity Number (or enrollment number) is to be issued to all candidates and shall be valid for 2 academic sessions and shall be generated at the time of Registration. The appointment number would be different and an associated bar code for every attempt and will be mapped with the NATA Unique Identity Number issued to the particular Candidate.

1. **SCOPE OF WORK**

The entire scope of work for NATA-2025 is divided into two parts:

**PART-I REGISTRATION FOR NATA-2025:**

i.	<p>To design, develop and maintain NATA Website nata.in and Web application so as to facilitate online Registration of candidates intending to apply for NATA-2025. Registration Process shall be as follows:</p> <p>A. Candidate shall register under a secure login mechanism and shall be required to fill online application.</p> <p>B. Candidate shall register using Std 10<sup>th</sup> details as unique Identifier. Other details as prescribed by Council shall also be captured.</p> <p>C. Photographs of Std 10<sup>th</sup> Mark sheet, Photo of the candidate, AADHAR, Photo of Candidate's signature shall also be captured.</p> <p>D. Candidate is allowed to appear for maximum of 3 attempts for NATA 2025.</p> <p>E. For each attempt, the candidate shall select a City / Region of choice where Test Center is available and the date &amp; the session on which the candidate intends to attempt. The software system shall allot a test center to the candidate in the City / Region in the session selected, at random on a "First Center First Fill" basis. Further City / Region having more than one Center the allotment shall be in cyclic manner.</p> <p>F. Candidate shall be able to edit or modify the information before final submission of application.</p> <p>G. The Application for a particular session shall close 48 hours before the scheduled test.</p> <p>H. The Service Provider shall be required to verify the identity documents submitted by the candidate before Appointment Cards are issued and made available for download. The Service Provider shall complete the process of verification of documents within 24 hours of submission of complete Application.</p> <p>I. Service Provider shall ensure that the candidates' name and date of birth is as per 10<sup>th</sup> (SSC) Certificate OR equivalent and corresponding photo identity and verify the same from Aadhar / UIDAI portal / database.</p>
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ii.	The Software shall allow download and printing of the Appointment Card for the latest attempt after authentication and within 24 hours of submission of application.
iii.	<p>Institutions recognized by UGC / AICTE / COA, fulfilling requisite parameters shall be identified and approved by the Council as the Test Centres for conduct of NATA 2025. The Council shall prescribe a separate Test Centre Manual for NATA 2025 for inviting Expression of Interest from interested institutions to act as NATA Test Centres. For reference, Test Centre Manual for NATA 2024 available at the website of the Council under “Tenders” may be referred to. The Test Centres shall be provided by the Council at its cost.</p> <p>The Service Provider shall be required to coordinate with Test centers in India and international cities approved by the Council and for allocation of candidates to identified Test Centres.</p> <p>The Test Centres shall be responsible to provide for computers with desired configuration, IP cameras, drawing papers and rough papers, other stationery, printing material and consumables and also arrange for Test Center in-charge (TCI), personnel assisting the in-charge, Hall supervisors, administrative, Computer Operator, Support Staff etc., for conduct of Test. They shall also bear other incidental expenses such as electricity / internet / postage / bank charges, etc. However, the software for exam shall be hosted glitch free by Services provider at each Centre.</p> <p>The Service Provider shall be required to verify, configure and certify the available infrastructure as per the requirement for conduct of the test with the respective test centres.</p>
iv.	Design, development and hosting of e-Appointment Card and provision for downloading and printing by candidates based on authentication.
v.	Hosting of sample question papers/mock test for reference of candidates, shall be as specified by the Council.
vi.	Computation of results and online display / hosting of results on NATA Website with provision of downloading by the candidates and communication through Email & SMS to Candidates.
vii.	Provision for verification of the NATA results by the concerned Institutions and authorities during admission process.
viii.	Integration of SMS and E-mail services for circulation of information pertaining to NATA / stage wise information to the concerned candidates.
ix.	Online Administrative module for CoA and MIS Reports on various functions / activities related to NATA-2025 to be used by authorized persons.

x.	To generate online statistical, accounting and financial reports related to various activities concerning the conduct of NATA, which shall include weekly NATA 2025 application settlement reports.
xi.	To develop and / or provide technical support for any process, as may be required, in the conduct of NATA 2025.
xii.	Transfer of Registration database, records, data and binary Images pertaining to the applicants to CoA for further usages, as may be necessary.
xiii.	To provide NATA help-desk with online / telephonic / email support and dedicated staff for the queries, if any, raised by the candidates pertaining to NATA registration, payment, test centres, publication of results etc.,

**PART-II CONDUCT OF TEST & EVALUATION:**

i.	<p>Service Provider shall coordinate with Test Centres identified by the Council. They shall ensure that the infrastructure is in compliance with the specifications given by Council and suitable to run the NATA Software Ecosystem.</p> <p>The test is expected to be conducted approximately at 200 Test Centers pan India and also at some international centres like Dubai, Kuwait, Saudi Arabia, Bahrain, Oman and Muscat etc.</p> <p>The service provider shall ensure that the NATA ecosystem is accessible to the Evaluators, NATA Admins, Test Centre In-charge and Coordinators at Test Centre(s) only from digitally certified pre-approved Computers and devices. Necessary Infrastructure and/or virtual private network (VPN) shall be provided by the service provider for such a controlled access to NATA ecosystem.</p> <p>The service provider shall ensure a centralized video surveillance system to monitor the NATA test(s) live from a central location using IP Cameras installed at the test centers and record the test(s) in the centralized Video Surveillance system implemented by the service provider. It shall provide the recording and live IP feed from the centralized Video Surveillance system to Council as and when required.</p>
ii.	Service Provider shall maintain question bank confidentially for conduct of NATA 2025 test as per requirements of the CoA. The Service Provider shall provide window and assistance for uploading the question bank under different categories from time to time to the CoA authorized persons. The process of uploading the questions is a continuous process and provision must be available for the same.

iii.	<p>The Service Provider shall make provision for editing and activating the uploaded questions in different categories by the authorized person(s) from CoA.</p> <p>The Service Provider shall maintain the questions in three categories i.e. used, active and passive.</p>
iv.	<p>The Service Provider shall prepare list of candidates (with credentials) allotted to various test centres and make available the same to the Test Centre in-charge in advance (not later than 72 Hours prior to the day of test) for making necessary arrangements for the tests.</p>
v.	<p><b>PROCESS OF THE TEST:</b></p> <p><b>PART – A:</b> On the day of the test, once the candidate has reported, the Test Center In-charge will log in the Test Portal and a Unique Question Paper-cum-answer sheet for every candidate appearing Part – A, (Drawing and Composition) shall be randomly generated from the provided Question Bank.</p> <p>An option to print the Question Paper for A1, A2 and A3 with Candidate’s Appointment Number and a Bar Code allotted to the Candidate having corresponding link with NATA Unique Identity Number shall be available.</p> <p>After the Candidate has answered the questions on the question paper, the resultant paper will be uploaded by the Test Centre Incharge on a NATA Mobile App to be developed by the Service Provider which shall provide for taking pictures and uploading of the images for evaluation purpose in the following way:</p> <ul style="list-style-type: none"> <li>A1 - One A4 Size High Resolution Image (JPEG Format)</li> <li>A2 - One A4 Size High Resolution Image (JPEG Format)</li> <li>A3 - Three High Resolution Images (JPEG Format)</li> </ul> <p>The NATA Mobile App should not allow for storage of any images related to question / answer papers on the mobile device / app to maintain confidentiality.</p> <p>The NATA Software ecosystem should have provision to allot each question paper-cum-answer sheet online to 2 Evaluators from the panel of evaluators provided by Council of Architecture randomly with no human Intervention.</p> <p><b>For PART – B:</b></p> <p>A computer based ADAPTIVE exam system shall be used to conduct Part B of the exam. The system shall administer the exam to the candidate based on the Item Response Theory (IRT) and shall adapt the difficulty level of the question based on the candidate’s response to the previous question. Each candidate shall be administered 42 MCQs and 08 NCQs in accordance with the blueprint</p>

	<p>provided by Council. The question shall be selected at random from the active Question Bank. The random selection of question shall be equally distributed across the QB.</p> <p>The system shall dynamically adjust the difficulty level of the questions in the question bank based on the question usage pattern in terms of the correctness of the response given to the questions.</p> <p>A weighted marks shall be calculated based on the attempted difficulty level by the student and maximum possible difficulty level of the exam.</p>
vi.	<p>Part A consisting of questions A1, A2 and A3 will be evaluated by two different evaluators in the following manner:</p> <ul style="list-style-type: none"> <li>- Answer sheets of A1 &amp; A2 will be evaluated by a panel of two evaluators and the result will be averaged.</li> <li>- Answer sheet of A3 will be evaluated by a different panel of two evaluators and the result will be averaged.</li> </ul> <p>If there is disparity between the marking of two Evaluators beyond the stipulated margins specified by Council, the said answer sheet will be subjected to moderation based on predefined criteria. Software shall provide for online moderation and entry of scores by moderators appointed by the Council. In such cases, the marks awarded by the Moderator shall be the final score for that particular answer sheet.</p>
vii.	<p>The scores for Part-B shall be generated online by the system. For Part-A, the marks entered by the evaluators / moderators in the system shall be used for generating scores. Final result with consolidated scores shall be generated based on moderation process, if any.</p> <p>Candidates opting to appear in multiple tests will be issued separate score card for the respective attempt. The score card issued shall contain the marks secured in the previous attempts, if any. The candidates can avail maximum of 3 attempts to appear in NATA Test in one academic session. The best score out of all the attempts shall be highlighted as valid score. The score of NATA Test would be valid for a period of 2 academic sessions.</p>
viii.	<p>The Service Provider shall provide a separate link / page on the website / portal for verification of NATA score for use of institutions and admission authorities.</p>
ix.	<p>The Service Provider shall make online provision for sending intimation through E-mail / SMS to the concerned candidate pertaining to NATA-2025.</p>

x.	The Service Provider shall provide online administrative module for CoA and MIS Reports for various functions related to NATA-2025 to be used by authorized persons.
xi.	The provision to download the NATA 2025 score Card shall be made available to the candidates online for a period of one year from the date of publishing the result.
xii.	To generate online statistical, accounting and financial reports related to various activities in conduct of NATA and to provide any other record, information, data as may be required for official use and RTI queries etc. for a period of two years.
xiii.	To develop and / or provide technical support for any process / work, as may be required, in the conduct of NATA2025.
xiv.	Transfer of NATA Result & candidates' database, records, reports & statistics to CoA for further action at its end.
xv.	Login access to be provided to stake holders involved in the NATA ecosystem as per instructions of CoA.

## 2. **OTHER REQUIREMENTS:**

All the NATA tests will be conducted under electronic surveillance and will be recorded by NATA Software ecosystem. Therefore, all the IP Camera installed at the Test Center MUST be powered on and always configured as per the specifications provided by CoA only during the Tests.

- i. Hosting the software on dedicated server(s) for NATA. i.e., the server is not to be shared with any other user / client. The Server(s) shall be highly secured with sufficient bandwidth and processing power to handle at-least 60,000 tests including uploaded graphic data.
- ii. Monitor live, coordinate and video record all the Tests conducted at all the Test centers using a centralized video surveillance system implemented and hosted by the service provider and access of the live monitoring shall be provided to the Surveillance team of the Council. Apart from this, the video feed recordings shall be archived by the Service Provider with provision for access to the Council till the data is handed over.
- iii. The Storage of Video recording or any data connected to NATA 2025 shall not be saved or stored at the Test Centers' facilities.
- iv. Provide telephonic, email, message, chat, AI based onsite support with dedicated staff to candidates, test centers and evaluators for all technical problems during conduct of NATA.
- v. Managing, taking, maintaining daily backup of the database on the server.
- vi. The Service Provider shall ensure that there will be an alert / alarm which will trigger, if any of the camera, at any Test Center is not functioning (during the Test)



and the same will be reported to the authorized CoA officials immediately. The Council reserves the right to cancel any Test without assigning any reason. Providing additional attempt for such cancelled Testis at the discretion of the Council.

### 3. **TERMS AND CONDITIONS:**

The Service Provider must satisfy the following conditions:

Service Provider (Firm / Company / Joint Venture/ Consortium etc.) shall be based and registered in India. Proof of the same to be included in technical bid. It should have a valid PAN and GST registration in India.

**Turnover Criteria:** The average annual turnover of the Service Provider, (Firm / Company / Joint Venture etc.) by way of Professional fee for best 3 out of last 5 financial years ending on 31.03.2024 shall not be less than Rs.50.00 Lakh. Copies of the audited Annual Balance Sheet for the last five financial years ending on 31.03.2024 shall be submitted in support of claims.

Service providers facing any bankruptcy claims / proceedings or blacklisted by any Government departments / PSUs / Universities / Institution(s) shall not be eligible.

**Eligibility Criteria:** Service provider must have successfully conducted similar online / offline examination(s) in the past 10 years as per details given below:

a. At least one online examination for Government Department, University or Autonomous organization

AND

b. At least one online examination in last 3 years.

AND

c. At least one online examination conducted for a minimum of 48,000 candidates (in an academic cycle) with a minimum of 200 test centres in India & select international cities and with excellent track record.

OR

Two similar online examinations conducted for a minimum of 30,000 candidates (in an academic cycle) with a minimum of 200 test centres in India & select international cities and with excellent track record.

OR

Three similar online examinations conducted for a minimum of 20,000 candidates (in an academic cycle) with a minimum of 200 test centres in India & select international cities and with excellent track record.

In case of Joint Venture, the experience of either of the partners shall be considered.

#### 4. OTHER CONDITIONS:

- a) The relevant Certificates i.e. Work Order and Completion Certificates for each online examination conducted by the Service Provider during the last 10 years as per above requirements must be submitted separately in sealed envelope superscribing the envelope as “**TECHNICAL BID**”. The Completion Certificate duly issued by the concerned client should specify the requisite parameters i.e. name & date of examination, number of candidates examined in an academic cycle together with number of centres, names/number of cities in India/International cities where it was conducted.
- b) The service provider shall have a dedicated team headed by one Key Person with minimum of 10 years of experience in the field of designing and development of test and evaluation system. The key person must have at least 2 years of experience with the Service Provider. The CV and relevant experience of the firm and key person & his team who would be handling the project shall be enclosed in the technical bid. The Service Provider shall also identify a Coordinator from its side dedicated only for NATA 2025, who will be answerable to the Council at all times till the completion of the examination process. The Service Provider shall not assign or sub contract any work or activity related to the NATA 2025 to any third party.
- c) Service Provider shall submit the financial bid for NATA Examination separately in sealed envelope superscribing the envelope as “**FINANCIAL BID**”. Rate per Test attempt registered by a candidate for NATA may be quoted. GST, if applicable, may also be specified.
- d) The Service Provider shall deposit an amount of Rs.5,00,000/- (Rupees Five lakh only) as Earnest Money in form of the Demand Draft or Banker’s Cheque from any Scheduled Bank, drawn in favor of Council of Architecture, payable at New Delhi and forward the same along with the **Financial and Technical Bids. Bids that are not accompanied by the requisite Earnest Money shall not be considered and liable for outright rejection.** The Earnest Money of the unsuccessful bidder shall be returned within 30 days from the date of award of Work Order to successful bidder. The Earnest Money shall not bear any interest.
- e) On the basis of the technical bid AND technical presentation, the Work Order shall ordinarily be awarded to the lowest bidder, whose bid has been found to be complete in all respects and has obtained the minimum qualifying score in the technical bid and presentation. However, the lowest bid is not the sole consideration for award of contract.
- f) Successful Bidder would be intimated by a formal letter of Acceptance. The Successful bidder, within 07 days of the receipt of formal acceptance letter, shall execute an Agreement with the Council of Architecture in the prescribed form on a non-judicial stamp paper of Rs.100/-. A sample agreement is attached at **Annexure-I**.
- g) The successful bidder within 07 days of the receipt of formal acceptance letter, shall be required to deposit a sum equivalent to Rs.5,00,000/- (Rupees Five lakh only) as

Performance Security Deposit which shall be valid for a period of 6 months or till the completion of work, whichever is earlier.

- h) Subject to the conditions mentioned above, the Earnest Money Deposit of the successful bidder shall be refunded without interest within 15 days of the deposit of the Performance Security Deposit.
- i) Successful Service provider shall commence the Registration and examination process within 10 days of issuance of Work Order.
- j) The Council of Architecture reserves its right not to accept the lowest bidder and shall be at liberty to reject any or all Bids without assigning any reason whatsoever.
- k) Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their bid rejected outright.
- l) Service Provider must undertake the oath of secrecy on Rs.100/- non-judicial stamp paper that it shall not share any data / procedures related to NATA with any person or organization other than authorized persons from Council of Architecture, during the examination and also during the period of contract with the Council and even after termination of contract.
- m) Service Provider must complete the task within the time frame as prescribed by the Council and abide by the terms & conditions stipulated by the Council. The Service Provider shall raise the Bill after declaration of results after end of every month. An amount of 20% will be retained by the Council as retainer, which shall be released in the subsequent Bills.
- n) In case of any deficient services, the Service Provider may be liable for penalty/ damages, as determined by the Council.
- o) The Service Provider shall at all times have adequate manpower to handle all the tasks associated with the project during the period of contract.
- p) Submission of the bid by a bidder shall be taken to signify his acceptance of the above term and conditions. Alterations, overwriting or erasing of any terms and conditions is not permitted. In case of such overwriting/alterations, the same shall be freshly written, certified and authenticated.
- q) If any Bidder withdraws Bid after opening of the Tenders or expresses inability to perform the contract after acceptance of Bid by the CoA or makes any modifications in the terms and conditions of the Bid / offer which are not acceptable to the Council of Architecture, then the Council of Architecture shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money Deposit / Performance Security Deposit, as the case may be.

- r) The Service Provider shall submit a signed copy of the Tender Document (all pages) in agreement with the technical bid. Tender document without signature (or with scanned signature) of the authorized person shall not be accepted. Tender with only stamp of the Service Provider shall also not be considered valid.
- s) The Service Providers shall be required to submit **two sealed bids, one for technical and another for financial bid** (in two separate envelopes). Standard formats for technical and financial bids are provided for submitting the bids.
- t) **The duly filled in technical and financial bids along with relevant enclosures should be duly signed on all pages by the authorized person of the Service Provider. The bids without signature (or with only stamp or scanned signature) of the authorized person shall not be considered valid.**
- u) **The authorization letter / resolution of the authorized person submitting the Tender and bids on behalf of the Service Provider must be enclosed.** The envelope for Financial Bid should not contain any documents or Demand Draft etc., except for the financial bid.
- v) The bidder shall put these two sealed envelopes in a bigger envelope duly sealed, superscribed **“TENDER FOR NATA 2025”** in large font in bold and submit the same to the office of the Council by **17.00 hours of 29.10.2024**. Standard formats for submitting technical and financial bids are provided.
- w) The Council shall also hold pre-bid meeting at **15:00 Hours of 09.10.2024** for the prospective bidders for clarifying any work or activity related to NATA 2025.
- x) **Process for evaluation of Bids:**
  - i) The technical bids would be evaluated by a committee constituted by the Council which may accept or reject the same based on the eligibility criteria, terms & conditions as specified in the tender document.
  - ii) If deemed necessary, the committee may seek clarifications on any aspect of tender from the bidder. If a written response is requested, it must be provided within 3 days. Response received beyond 3 days, if any, will not be considered.
  - iii) The technical bid shall be assessed in two parts – evaluation of information & documents provided in the technical bid (75 marks) and technical presentation (25 marks).
  - iv) The technical presentation shall be made by each bidder before the Technical Evaluation Committee highlighting their experience, capability and resources to execute the project as per the requirement in a time bound manner, along with other conditions in the tender document.
  - v) Only the bidders which score the minimum qualifying score of 70/100 in the technical bid shall be eligible to be considered for opening financial bids.

**THE DETAILS OF MARKS TO BE AWARDED WITH REGARDS TO THE TECHNICAL BID IS AS FOLLOWS:**

<b>Sl. No.</b>	<b>Criteria for Evaluation</b>	<b>Max.Marks.</b>
1.	Whether the service provider has a dedicated team headed by one Key Person with minimum of 10 years of experience in the field of designing and development of test and evaluation system.	15
2.	Whether the service provider has the experience of conducting ADAPTIVE based test.	15
3.	Whether the Service Provider, satisfies the clause of Annual Turnover (Firm / Company/ Joint Venture etc.) by way of Professional fee for best 3 out of last 5 financial years ending on 31.03.2024.	15
4.	Whether the Service Provider is equipped to monitor, coordinate and video record all the Tests conducted at all Test centers using a centralized video surveillance system and provide video recordings within 7 days of the conduct of exam.	15
5.	Whether the Service Provider has the capability for hosting the software on dedicated server(s) for NATA. i.e., the server is not to be shared with any other user / client. The Server(s) shall be highly secured with sufficient bandwidth and processing power to handle at-least 60,000 examinees including graphic data.	15

- y) The financial bids of only those bidders, who would be declared technically qualified after assessment of technical bids and technical presentation to the committee, shall be opened for further analysis and action in selecting the successful bidder for award of contract.
- z) The financial bids of the shortlisted bidders shall be opened and they will be invited during the opening of financial bids.
- aa) Tender awarded to the successful bidder may be extended by one more year by the Council, subject to satisfactory performance of the Service Provider in the conduct of NATA for the first year.
- bb) Any disputes arising out of contract / agreement shall be subject to the jurisdiction of Delhi courts only.

**TECHNICAL BID OF TENDERER**  
**(To be submitted in sealed envelope)**

<u>Sl. No.</u>	<u>Particulars</u>	<u>Details to be furnished</u>
1	Tender to be addressed to	Registrar, Council of Architecture
2	Tender to be submitted to	Registrar, Council of Architecture, India Habitat Centre, Core-6A, 1st Floor, Lodhi Road, New Delhi- 110003
3	Whether Service Provider / Company based and registered in India.	_____ <i>(Attach appropriate document)</i>
4	Whether Service Provider a Firm / Company/ Joint Venture?	_____ <i>(Attach appropriate document)</i>
5	Year of Incorporation of Service Provider	_____ <i>(Attach appropriate document)</i>
6	GST No. (Required)	_____ <i>(Attach appropriate document)</i>
7	PAN No. (Required)	_____ <i>(Attach appropriate document)</i>
8.	Whether the Service Provider has experience of conducting ADAPTIVE based test? (Required)	_____ <i>(Attach appropriate document/certificate)</i>
9.	Service provider must have successfully conducted similar online / offline examination(s) in the past 10 years as per details given below:  a. At least one online examination for Government Department, University or Autonomous organization)  AND	<i>Details of similar online/offline examination(s) successfully conducted in the past 10 years:</i>  <i>No. of online examination for Government Department, University or Autonomous organization : _____</i>  <i>No. of online examination in last 3 year :</i>

<p>b. At least one online examination in last 3 years.</p> <p>AND</p> <p>c. At least one online examination conducted for a minimum of 48,000 candidates (in an academic cycle) with a minimum of 200 test centres in India &amp; select international cities and with excellent track record.</p> <p>OR</p> <p>d. Two similar online examinations conducted for a minimum of 30,000 candidates (in an academic cycle) with a minimum of 200 test centres in India &amp; select international cities and with excellent track record.</p> <p>OR</p> <p>e. Three similar online examinations conducted for a minimum of 20,000 candidates (in an academic cycle) with a minimum of 200 test centres in India &amp; select international cities and with excellent track record.</p>	<p>_____</p> <p><i>No. of online examination conducted for a minimum of 48,000 candidates (in an academic cycle) with a minimum of 200 test centres in India &amp; select international cities and with excellent track record in the past 10 years: _____</i></p> <p><i>No. of similar online examinations conducted for a minimum of 30,000 candidates (in an academic cycle) with a minimum of 200 test centres in India &amp; select international cities and with excellent track record in the past 10 years: _____</i></p> <p><i>No. of similar online examinations conducted for a minimum of 20,000 candidates (in an academic cycle) with a minimum of 200 test centres in India &amp; select international cities and with excellent track record in the past 10 years: _____</i></p> <p><b><i>Please attach relevant Certificates i.e. Work Order and Completion Certificates for each online examination conducted by the Service Provider during the last 10 years as per above requirements must be submitted in the technical bid. The Completion Certificate duly issued by the concerned client should specify the requisite parameters i.e. name &amp; date of examination, number of candidates examined in an academic cycle together with number of centres, names/number of cities in India/International cities where it was conducted.</i></b></p>
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10.	<p>Whether the service provider has a dedicated team headed by one Key Person with minimum of 10 years of experience in the field of designing and development of test and evaluation system. The key person must have at least 2 years of experience with the Service Provider. The CV and relevant experience of the firm and key person &amp; his team who would be handling the project shall be enclosed in the technical bid. The Service Provider shall also identify a Coordinator from its side dedicated only for NATA 2025, who will be answerable to the Council at all times till the completion of the examination process.</p>	<p>_____</p> <p><i>The CV and experience of the firm and key person &amp; his team and the Coordinator who would be handling the project shall be enclosed in the Technical bid.</i></p>
11.	<p>Capability for hosting the software on dedicated server(s) for NATA. i.e., the server is not to be shared with any other user / client. The Server(s) shall be highly secured with sufficient bandwidth and processing power to handle at-least 60,000 examinees including graphic data.</p>	<p><b>YES/NO</b></p> <p><i>(Attach appropriate document)</i></p>
12.	<p>Whether the Service Provider is equipped to monitor, coordinate and video record all the Tests conducted at all Test centers using a centralized video surveillance system and provide video recordings within 7 days of the conduct of exam.</p>	<p><b>YES/NO</b></p> <p><i>(Attach appropriate document)</i></p>
13.	<p>Whether the Service Provider is equipped to provide telephonic / onsite support with dedicated staff to candidates, test centers and evaluators for all technical problems during conduct of NATA</p>	<p><b>YES/NO</b></p> <p><i>(Attach appropriate document)</i></p>
14.	<p>The average annual turnover of the Service Provider, (Firm / Company/ Joint Venture etc.) by way of Professional fee for best 3 out of last 5 financial years ending on 31.03.2024.</p>	<p>Rs. _____</p> <p><i>(Attach appropriate document)</i></p> <p><i>Copies of the audited Annual Balance Sheet for the last five financial years ending on 31.03.2024 shall be submitted in support of</i></p>



		<i>claims.</i>
15.	The audited Balance Sheets and ITRs for the last 5 financial years of the Service Provider.	<i>Attach appropriate document</i>
16.	Whether Service Provider has incurred losses on any financial years during last 3 years	<b>YES/NO</b> <i>(If yes, reasons for the same)</i>
17.	Whether Service Provider is facing any legal disputes?	<b>YES/NO</b> <i>(If yes, please provide details)</i>
18.	Whether Service providers has faced any bankruptcy claims/ proceedings or blacklisted by any Government departments/ PSUs/ Universities/ Institution(s)?	<b>YES/NO</b> <i>(If yes, please provide details)</i>
19.	Tender Document (all pages) duly signed by the authorized person of the Service Provider.  <i>[Tender document without signature (or with scanned signature or only stamped) shall not be considered valid]</i>	<i>Attach signed Tender document (all pages)</i>
20.	Whether Technical and Financial Bids, duly signed, submitted in sealed Envelops separately	<b>YES/NO</b>
21.	Earnest Money Deposit (EMD) (in the form of Demand Draft of Rs.5,00,000/- in favour of <b>Council of Architecture</b> and payable at New Delhi)	Demand Draft No. _____ (attached in original) Amount _____ Date _____ Bank _____

Signature of

Tenderer

---

Name in the Block

Letters

\_\_\_\_\_  
\_\_\_\_\_

(Name of Firm/Company with Seal)

Date

\_\_\_\_\_  
\_\_\_\_\_

Capacity in which  
signed

\_\_\_\_\_

Full

Address

\_\_\_\_\_  
\_\_\_\_\_

Mobile/Tel.No. \_\_\_\_\_

**FINANCIAL BID OF TENDERER**  
**(To be submitted in sealed envelope)**

1. Tender to be addressed to : Registrar  
 2. Tender to be submitted to : Registrar, Council of Architecture  
 India Habitat  
 Centre, Core-6A, 1st  
 Floor, Lodhi Road  
 New Delhi –110003
3. Conditions of the Tender Document : ACCEPTED
4. Details of Quotation / information as given below:-

Sl. No.	Particulars.	Amount in Rs.
1.	Rate per Candidate per Appointment (Rs.)	
2.	GST (as applicable)	
3.	Total.	

Signature of  
Tenderer

\_\_\_\_\_  
 Name in the Block  
 Letters

\_\_\_\_\_  
 (Name of Firm / Company with Seal)

Date

\_\_\_\_\_  
 \_\_\_\_\_

Capacity in which  
signed

\_\_\_\_\_  
 Full

Address

\_\_\_\_\_  
\_\_\_\_\_

Mobile/Tel.No. \_\_\_\_\_

## Annexure I

SAMPLE AGREEMENT  
(To be executed on a non-judicial stamp paper of Rs.100/-)

### SERVICES AGREEMENT

This Services agreement ("the Agreement") is made on this \_\_\_\_\_ ("Effective Date")

#### BY AND BETWEEN

Council of Architecture, a Statutory body of Government of India set up under the Architects Act, 1972, having its office at Core-6A, 1st Floor, India Habitat Centre, Lodhi Road, New Delhi - 110003, represented by \_\_\_\_\_ (hereinafter referred to as the "**Client**" which expression shall unless excluded by or repugnant to the subject or context be deemed to include its successors-in-interest and permitted assigns) of the ONE PART

#### AND

<Service Provider>, a company incorporated under the Companies Act, having its registered office at <Address of Service Provider> (hereinafter referred to as the "**Service Provider**" which expression shall unless excluded by or repugnant to the subject or context be deemed to include its successors-in-interest and permitted assigns) of the OTHER PART

(The Service Provider and the Client shall hereinafter individually referred to as "Party" and collectively as "Parties")

### WHEREAS

A. The Service Provider is in the business of providing the Services for conduct of Tests all over the country and has the skills, qualification and expertise required to perform the Services.

B. The Client, based upon the technical and financial bids received from the Service Provider in response to Tender Reference No \_\_\_\_\_, has selected and decided to engage the Service Provider to provide the Services for conduct of National Aptitude test in

Architecture (NATA – 2025) for the year 2025 and the Service Provider has agreed to do the same.

C. Pursuant to the above, the Parties seek to enter into this Agreement to confirm and record the terms and conditions on which the Service Provider shall provide the Services to the Client and other agreements in connection therewith.

## 1. DEFINITIONS AND INTERPRETATION

(a) "GST" means Goods and services tax under the Goods and Services Tax Act, 2017;

(b) "Services" mean the services referred to as follows:

To provide comprehensive services for conduct of NATA for the year 2025 (NATA 2025) as per the services & requirements enlisted in the Tender Reference No. \_\_\_\_\_ and Work Order dated \_\_\_\_\_ hereto (Annexure-1) and all other services that are incidental or ancillary thereto;

(c) "Term" means the period during which the Service Provider has provided / shall provide Services in terms of this Agreement which shall be the period as specified in Clause on (Term and Termination) of this Agreement.

(d) Interpretation

(I) The headings in this Agreement are inserted for convenience only and shall be ignored in construing this Agreement.

(II) Unless the context otherwise requires, in this Agreement:

(III) words using the singular or plural number also include the plural or singular number, respectively;

(IV) words denoting any gender shall include all genders;

(V) the words "written" and "in writing" include any means of visible reproduction;

(VI) the terms "hereof", "herein", "hereto" and similar words refer to this entire Agreement and not any particular Clause, or any other subdivision of this Agreement;

(VII) the words "include" or "including" shall be deemed to be followed by "without limitation" or "but not limited to" whether or not they are followed by such phrases or words of like import;

(VIII) references to any "person" include any natural person, corporation, judicial entity, association, statutory body, partnership, limited liability company, joint venture, trust, estate, unincorporated organisation or government, state or any political subdivision, instrumentality, agency or authority; and

(IX) references to "Clause" or any other agreement or document in this Agreement shall be construed as references to the Clauses of this Agreement, or such other agreement or document, as may be amended, modified or supplemented from time to time, and shall include a reference to any document which amends, modifies or supplements it, or is entered into, made or given pursuant to or in accordance with its terms.

## **2. SERVICES**

(a) The Client agrees to avail the Services from the Service Provider and the Service Provider agrees to provide the comprehensive Services for conduct of NATA 2025 to the Client on the terms and conditions specified in this Agreement.

(b) The Scope of Work and services as per Tender Agreement is as follows:

The Council of Architecture, a statutory authority of Government of India has been setup under a Special Act of Parliament i.e., Architects Act, 1972 to regulate architectural education as well as practice all over India apart from registering the architect on national basis.

National Aptitude Test in Architecture (NATA) is a national level aptitude test being conducted by Council since 2006 for admission to 1st year of B. Arch Programme in the CoA recognized institutions. NATA-2025 is proposed to be conducted on designated Saturdays, starting from November, 2024 to July, 2025, subject to number of candidates registered for the session on an all-India basis and also at select international cities. About 5,000 candidates are expected to appear for the tests on a single day. NATA-2025 is to be conducted in English and Hindi languages.

NATA 2025 will be conducted as a comprehensive aptitude test consisting of Part - A (Drawing and Composition) as an offline test and Part B as (NCQ and MCQ) to be conducted as an ADAPTIVE computer-based test, at the centers allotted by the Council in identified cities across the country and abroad. NATA measures the aptitude of the applicant for specific field of study, i.e., Architecture, through assessment of cognitive skills, visual perception and aesthetic sensitivity tests, logical reasoning and critical thinking ability, etc., besides the learning that the candidate has acquired over the past few years and is related to the specific field of study.

NATA 2025 is proposed to be in two Parts i.e., Part - A (Drawing and Composition) (90 minutes) to be conducted as an offline test and Part - B as (NCQ and MCQ) to be conducted as an ADAPTIVE computer-based test. The test shall be conducted on designated (SECOND) Saturday in two sessions from November, 2024 to February, 2025 and there upon on TWO Saturdays in the month of March 2025 and on all Saturdays from April 2025 to June 2025. The Council reserves the right to decide to increase or decrease the number of test(s) beyond the specified schedule. The medium of Aptitude test will be English and Hindi.

The aptitude of the candidate will be assessed using some or all of the following:

### **PART-A (Drawing and Composition Test)**

The content of the PART A Test is as follows:

- **A1 - Composition and Color -25 Marks:** Creating suitable compositions for various situations and coloring them appropriately. Re-arranging various shapes in visually appealing manner and coloring it suitably.
- **A2 -Sketching & Composition (Black and White)-25 Marks:** Ability to draw, visualize, depict a situation, involving buildings / its components, people, environment, products with an understanding of scale, proportions, textures, shades and shadow etc.
- **A3 - 3D Composition-30 Marks:** Creating interesting 3D composition for the given situation using the provided kit.

### **PART-B:**

Part B shall have two types of Questions viz., B1 – 42 Questions (Multiple Choice Questions-MCQ) and B2 – 08 Questions (No Choice Questions - NCQ) from the following topics:

- **Visual Reasoning** Ability to understand and reconstruct 2D and 3D composition, knowledge about its composition and technical concepts.
- **Logical Derivation** Ability to decode a situation, composition, context and generate meaning. Understanding the minute information hidden in a particular situation and drawing conclusions.
- **G.K., Architecture & Design** General awareness of architecture and design, current issues, recent episodes etc., Knowledge about important buildings, historical progression, innovation in materials and construction technology.
- **Language Interpretation** Ability to correctly & logically generate meaning of words, sentences, understanding about English grammar.
- **Design Sensitivity** Ability to observe record and analyze, people, space, product, environment. Critical thinking, reasoning and ability to identify the subtle communications.
- **Design Thinking** Ability to understand semantics, metaphors, problem identification and definition, analysis of a given situation.
- **Numerical Ability** Basic Mathematics and its association with creative thinking. To unfold a space with use of geometry.

A unique NATA Identity Number (or enrollment number) is to be issued to all candidates and shall be valid for 2 academic sessions and shall be generated at the time of Registration. The appointment number would be different and an associated bar code for every attempt and will be mapped with the NATA Unique Identity Number issued to the particular Candidate.

## **SCOPE OF WORK**

The entire scope of work for NATA-2025 is divided into two parts:

### **PART-I REGISTRATION FOR NATA-2025:**

i.	<p>To design, develop and maintain NATA Website nata.in and Web application so as to facilitate online Registration of candidates intending to apply for NATA-2025. Registration Process shall be as follows:</p> <p>A. Candidate shall register under a secure login mechanism and shall be required to fill online application.</p> <p>B. Candidate shall register using Std 10<sup>th</sup> details as unique Identifier. Other details as prescribed by Council shall also be captured.</p> <p>C. Photographs of Std 10<sup>th</sup> Mark sheet, Photo of the candidate, AADHAR, Photo of Candidate's signature shall also be captured.</p> <p>D. Candidate is allowed to appear for maximum of 3 attempts for NATA 2025.</p> <p>E. For each attempt, the candidate shall select a City / Region of choice where Test Center is available and the date &amp; the session on which the candidate intends to attempt. The software system shall allot a test center to the candidate in the City / Region in the session selected, at random on a "First Center First Fill" basis. Further City / Region having more than one Center the allotment shall be in cyclic manner.</p> <p>F. Candidate shall be able to edit or modify the information before final submission of application.</p> <p>G. The Application for a particular session shall close 48 hours before the scheduled test.</p> <p>H. The Service Provider shall be required to verify the identity documents submitted by the candidate before Appointment Cards are issued and made available for download. The Service Provider shall complete the process of verification of documents within 24 hours of submission of complete Application.</p>
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	<p>I. Service Provider shall ensure that the candidates' name and date of birth is as per 10<sup>th</sup> (SSC) Certificate OR equivalent and corresponding photo identity and verify the same from Aadhar / UIDAI portal / database.</p>
ii.	<p>The Software shall allow download and printing of the Appointment Card for the latest attempt after authentication and within 24 hours of submission of application.</p>
iii.	<p>Institutions recognized by UGC / AICTE / COA, fulfilling requisite parameters shall be identified and approved by the Council as the Test Centres for conduct of NATA 2025. The Council shall prescribe a separate Test Centre Manual for NATA 2025 for inviting Expression of Interest from interested institutions to act as NATA Test Centres. The Test Centres shall be provided by the Council at its cost.</p> <p>The Service Provider shall be required to coordinate with Test centers in India and international cities approved by the Council and for allocation of candidates to identified Test Centres.</p> <p>The Test Centres shall be responsible to provide for computers with desired configuration, IP cameras, drawing papers and rough papers, other stationery, printing material and consumables and also arrange for Test Center in-charge (TCI), personnel assisting the in-charge, Hall supervisors, administrative, Computer Operator, Support Staff etc., for conduct of Test. They shall also bear other incidental expenses such as electricity / internet / postage / bank charges, etc. However, the software for exam shall be hosted glitch free by Services provider at each Centre.</p> <p>The Service Provider shall be required to verify, configure and certify the available infrastructure as per the requirement for conduct of the test with the respective test centres.</p>

iv.	Design, development and hosting of e-Appointment Card and provision for downloading and printing by candidates based on authentication.
v.	Hosting of sample question papers/mock test for reference of candidates, shall be as specified by the Council.
vi.	Computation of results and online display / hosting of results on NATA Website with provision of downloading by the candidates and communication through Email & SMS to Candidates.
vii.	Provision for verification of the NATA results by the concerned Institutions and authorities during admission process.
viii.	Integration of SMS and E-mail services for circulation of information pertaining to NATA / stage wise information to the concerned candidates.
ix.	Online Administrative module for CoA and MIS Reports on various functions / activities related to NATA-2025 to be used by authorized persons.
x.	To generate online statistical, accounting and financial reports related to various activities concerning the conduct of NATA, which shall include weekly NATA 2025 application settlement reports.
xi.	To develop and / or provide technical support for any process, as may be required, in the conduct of NATA 2025.
xii.	Transfer of Registration database, records, data and binary Images pertaining to the applicants to CoA for further usages, as may be necessary.
xiii.	To provide NATA help-desk with online / telephonic / email support and dedicated staff for the queries, if any, raised by the candidates pertaining to NATA registration, payment, test centres, publication of results etc.,

## **PART-II CONDUCT OF TEST & EVALUATION:**

i.	<p>Service Provider shall coordinate with Test Centres identified by the Council. They shall ensure that the infrastructure is in compliance with the specifications given by Council and suitable to run the NATA Software Ecosystem.</p> <p>The test is expected to be conducted approximately at 200 Test Centers pan India and also at some international centres like Dubai, Kuwait, Saudi Arabia, Bahrain, Oman and Muscat etc.</p> <p>The service provider shall ensure that the NATA ecosystem is accessible to the Evaluators, NATA Admins, Test Centre In-charge and Coordinators at Test Centre(s) only from digitally certified pre-approved Computers and devices.</p>
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	<p>Necessary Infrastructure and/or virtual private network (VPN) shall be provided by the service provider for such a controlled access to NATA ecosystem.</p> <p>The service provider shall ensure a centralized video surveillance system to monitor the NATA test(s) live from a central location using IP Cameras installed at the test centers and record the test(s) in the centralized Video Surveillance system implemented by the service provider. It shall provide the recording and live IP feed from the centralized Video Surveillance system to Council as and when required.</p>
ii.	<p>Service Provider shall maintain question bank confidentially for conduct of NATA 2025 test as per requirements of the CoA. The Service Provider shall provide window and assistance for uploading the question bank under different categories from time to time to the CoA authorized persons. The process of uploading the questions is a continuous process and provision must be available for the same.</p>
iii.	<p>The Service Provider shall make provision for editing and activating the uploaded questions in different categories by the authorized person(s) from CoA.</p> <p>The Service Provider shall maintain the questions in three categories i.e. used, active and passive.</p>
iv.	<p>The Service Provider shall prepare list of candidates (with credentials) allotted to various test centres and make available the same to the Test Centre in-charge in advance (not later than 72 Hours prior to the day of test) for making necessary arrangements for the tests.</p>
v.	<p><b>PROCESS OF THE TEST:</b></p> <p><b>PART – A:</b> On the day of the test, once the candidate has reported, the Test Center In-charge will log in the Test Portal and a Unique Question Paper-cum-answer sheet for every candidate appearing Part – A, (Drawing and Composition) shall be randomly generated from the provided Question Bank.</p> <p>An option to print the Question Paper for A1, A2 and A3 with Candidate's Appointment Number and a Bar Code allotted to the Candidate having corresponding link with NATA Unique Identity Number shall be available.</p> <p>After the Candidate has answered the questions on the question paper, the resultant paper will be uploaded by the Test Centre Incharge on a NATA Mobile App to be developed by the Service Provider which shall provide for taking pictures and uploading of the images for evaluation purpose in the following way:</p> <p>A1 - One A4 Size High Resolution Image (JPEG Format)</p> <p>A2 - One A4 Size High Resolution Image (JPEG Format)</p>

	<p>A3 - Three High Resolution Images (JPEG Format)</p> <p>The NATA Mobile App should not allow for storage of any images related to question / answer papers on the mobile device / app to maintain confidentiality.</p> <p>The NATA Software ecosystem should have provision to allot each question paper-cum-answer sheet online to 2 Evaluators from the panel of evaluators provided by Council of Architecture randomly with no human Intervention.</p> <p><b>For PART – B:</b></p> <p>A computer based ADAPTIVE exam system shall be used to conduct Part B of the exam. The system shall administer the exam to the candidate based on the Item Response Theory (IRT) and shall adapt the difficulty level of the question based on the candidate's response to the previous question. Each candidate shall be administered 42 MCQs and 08 NCQs in accordance with the blueprint provided by Council. The question shall be selected at random from the active Question Bank. The random selection of question shall be equally distributed across the QB.</p> <p>The system shall dynamically adjust the difficulty level of the questions in the question bank based on the question usage pattern in terms of the correctness of the response given to the questions.</p> <p>A weighted marks shall be calculated based on the attempted difficulty level by the student and maximum possible difficulty level of the exam.</p>
vi.	<p>Part A consisting of questions A1, A2 and A3 will be evaluated by two different evaluators in the following manner:</p> <ul style="list-style-type: none"> <li>- Answer sheets of A1 &amp; A2 will be evaluated by a panel of two evaluators and the result will be averaged.</li> <li>- Answer sheet of A3 will be evaluated by a different panel of two evaluators and the result will be averaged.</li> </ul> <p>If there is disparity between the marking of two Evaluators beyond the stipulated margins specified by Council, the said answer sheet will be subjected to moderation based on predefined criteria. Software shall provide for online moderation and entry of scores by moderators appointed by the Council. In such cases, the marks awarded by the Moderator shall be the final score for that particular answer sheet.</p>
vii.	<p>The scores for Part-B shall be generated online by the system. For Part-A, the marks entered by the evaluators / moderators in the system shall be used for generating scores. Final result with consolidated scores shall be generated based on moderation process, if any.</p>

	Candidates opting to appear in multiple tests will be issued separate score card for the respective attempt. The score card issued shall contain the marks secured in the previous attempts, if any. The candidates can avail maximum of 3 attempts to appear in NATA Test in one academic session. The best score out of all the attempts shall be highlighted as valid score. The score of NATA Test would be valid for a period of 2 academic sessions.
viii.	The Service Provider shall provide a separate link / page on the website / portal for verification of NATA score for use of institutions and admission authorities.
ix.	The Service Provider shall make online provision for sending intimation through E-mail / SMS to the concerned candidate pertaining to NATA-2025.
x.	The Service Provider shall provide online administrative module for CoA and MIS Reports for various functions related to NATA-2025 to be used by authorized persons.
xi.	The provision to download the NATA 2025 score Card shall be made available to the candidates online for a period of one year from the date of publishing the result.
xii.	To generate online statistical, accounting and financial reports related to various activities in conduct of NATA and to provide any other record, information, data as may be required for official use and RTI queries etc. for a period of two years.
xiii.	To develop and / or provide technical support for any process / work, as may be required, in the conduct of NATA2025.
xiv.	Transfer of NATA Result & candidates' database, records, reports & statistics to CoA for further action at its end.
xv.	Login access to be provided to stake holders involved in the NATA ecosystem as per instructions of CoA.

### **OTHER REQUIREMENTS:**

All the NATA tests will be conducted under electronic surveillance and will be recorded by NATA Software ecosystem. Therefore, all the IP Camera installed at the Test Center MUST be powered on and always configured as per the specifications provided by CoA only during the Tests.

- i. Hosting the software on dedicated server(s) for NATA. i.e., the server is not to be shared with any other user / client. The Server(s) shall be highly secured with sufficient bandwidth and processing power to handle at-least 60,000 tests including uploaded graphic data.

- ii. Monitor live, coordinate and video record all the Tests conducted at all the Test centers using a centralized video surveillance system implemented and hosted by the service provider and access of the live monitoring shall be provided to the Surveillance team of the Council. Apart from this, the video feed recordings shall be archived by the Service Provider with provision for access to the Council till the data is handed over.
- iii. The Storage of Video recording or any data connected to NATA 2025 shall not be saved or stored at the Test Centers' facilities.
- iv. Provide telephonic, email, message, chat, AI based onsite support with dedicated staff to candidates, test centers and evaluators for all technical problems during conduct of NATA.
- v. Managing, taking, maintaining daily backup of the database on the server.
- vi. The Service Provider shall ensure that there will be an alert / alarm which will trigger, if any of the camera, at any Test Center is not functioning (during the Test) and the same will be reported to the authorized CoA officials immediately. The Council reserves the right to cancel any Test without assigning any reason. Providing additional attempt for such cancelled Testis at the discretion of the Council.

(b) The Service Provider shall:

- i. Provide the Services in compliance with this Agreement and Applicable Laws. The Client is competent to hold the test under the relevant laws.
- ii. Perform the Services (i) in a professional, diligent and timely manner; (ii) as per good commercial practices; and (iii) as per the Bids submitted by it and accepted by the Client.;
- iii. Retain and utilize a sufficient number of qualified personnel to perform the Services;
- iv. Ensure that all personnel who are deputed to perform the Services are appropriately trained and qualified to perform such Services; and
- v. Devote its time and attention necessary to provide the Services in accordance with the best of the industry standards and meet any quality standards as may be specified by the Client.

(c) Unless otherwise authorized in writing, the Services Provider shall not have any authority pursuant to this Agreement to commit the Client to any obligation in any manner whatsoever with respect to third parties or to enter into any contracts on behalf of the Client. The Service Provider shall not have, nor represent itself as having, any authority under the terms of this Agreement to make agreements of any kind in the name of or binding upon the Client.

(d) The Service Provider shall keep the Client promptly informed of all material matters which come to Service Provider's attention relating to or affecting the Client or any matters concerning the provision of Services hereunder by the Service Provider.

(e) The Services shall be provided to the Client in terms of the Tender Document and Work Order issued by the Client, as listed at Annexure-1 of this Agreement. The Service Provider agrees and acknowledges that the provision of Services hereunder may require travel of its personnel and other staff to different destinations/Test Centres and agree that the cost of their travel and accommodation shall be borne by Service Provider duly maintaining the secrecy, confidentiality and integrity of the Test.

(f) The total cost of services is specified by the Client to the Service Provider in the Work Order dated \_\_\_\_\_ issued by the Client.

(g) The Service Provider shall complete the Test Services in accordance with the following Schedule:

As per the Schedule of Important Dates specified by the Council in the NATA 2025 Brochure, as modified/ approved by Client, from time to time.

### **3. RECORDS**

The Service Provider shall maintain proper and accurate records relating to the conduct of the Test Services, if any, under this Agreement during the term of this Agreement and for a period of 3 years after that and shall at the request of the Client provide to them, copies of such records in soft and hardcopy as per format desired by the Client.

### **4. REPORTS**

The Service Provider shall from time to time provide information and reports in relation to the performance of the Services as may be requested by the Client.

### **5. CONSIDERATION**

(a) In consideration of the Services rendered by the Service Provider, the Client shall pay to the Service Provider, the following fixed fees \_\_\_\_\_. The terms & conditions for payment shall be as specified in the Tender document and Work Order issued by the Client.

(b) The charges shall be payable subject to receipt of an invoice from the Service Provider as per the Tender Agreement and Work Order issued by the Client. The Service Provider shall raise invoices on the Client for all amounts due (in terms of this Agreement) to the Service Provider from the Client.

(c) The Fee to be paid as specified above shall be exclusive of Goods and Services Tax (GST).

d) The Service Provider must complete the task within the time frame as prescribed by the Council and abide by the terms & conditions stipulated by the Council. The Service Provider shall raise the Bill after declaration of results after end of every month. An amount of 20% will be retained by the Council as retainer, which shall be released in the subsequent Bills.

(d) The Client shall pay the fee within a period of 45 (forty-five) days from receipt of the invoice from the Service Provider.

(e) The Service Provider shall not be entitled to increase the service charges on any ground whatsoever during the period of this agreement.

(f) In the event of any service(s) provided that are not included in the list of services as specified in this Agreement, the Parties shall mutually agree upon such services, fees and expenses.

(g) All payments to be made by Client to the Service Provider shall be subject to deduction of applicable taxes. The Client shall issue a requisite certificate evidencing such tax deduction in accordance with Applicable Laws.

## **6. REPRESENTATIONS AND WARRANTIES**

(a) Each Party hereby warrants and represents to the other Party that:

- i. It has full power and authority to enter into this Agreement and perform its obligations hereunder;
- ii. This Agreement has been duly executed by it and this Agreement constitutes its legal, valid and binding obligation enforceable in accordance with the terms contained herein;
- iii. The execution, delivery and the performance by it of this Agreement does not and will not (i) breach or constitute a default under its constitutive documents, or (ii) result in a breach of, or constitute a default under, any agreement to which it is a party or by which it is bound.

(b) The Service Provider hereby represents and warrants to the Client:

- i. It will provide the Services in compliance with the provisions of this Agreement;
- ii. It will act in good faith and use reasonable skill and care in the provision of Services under this Agreement;
- iii. It will comply with all Applicable Laws in the provision of the Services;
- iv. It has all requisite corporate and other approvals, licenses and permits from relevant Governmental authorities to provide the Services.

## **7. OBLIGATIONS OF THE CLIENT**

(a) During the performance of the Services the Client will co-operate with the Service Provider as the Service Provider reasonably requires;

(b) The Client shall provide information and documents as the Service Provider reasonably requires for provision of Services.

## **8. TERM AND TERMINATION**



(a) This Agreement shall commence on \_\_\_\_\_ ("Commencement Date") continue to be in full force and effect unless terminated as specified below. Thereafter, this Agreement may be extended by one more year upon the mutual consent of the Parties, subject to satisfactory performance of the Service Provider in the conduct of NATA as assessed by Client.

(b) This Agreement may be terminated as follows:

- i. By either Party upon providing a written notice of 45 (forty-five) days prior written notice to the other Party; or
- ii. By the Client, in the event a material breach of any provision hereof is committed by the Service Provider, by providing 45 (forty-five) days written notice to the Service Provider with reasons of termination stated thereunder; or
- iii. By the Service Provider, in the event a material breach of any provision hereof is committed by the Client, by providing 45 (forty-five) days written notice to the Service Provider with reasons of termination stated thereunder; or

(c) Notwithstanding anything to the contrary, provisions in respect of Dispute Resolution, Indemnity, Limitation of Liability and the other provisions of this Agreement which are expressly or impliedly intended to survive the expiration or termination of this Agreement, shall survive the expiration of the Term or any termination of this Agreement.

## **9. OWNERSHIP OF INTELLECTUAL PROPERTY AND CONFIDENTIALITY**

(a) Client shall retain all right, title, data and interest in and to Client's intellectual property and no right, title or interest therein is transferred or granted to Service Provider under this Agreement except for use in performing Services hereunder and for no other purpose. Service Provider shall retain all right, title and interest in and to its own technology and information and, except as expressly set forth in this Agreement, no right, title or interest therein is transferred or granted to Client under this Agreement.

(b) In connection with the provision of the Services, the Service Provider may generate, create, write or produce literary works or other works of authorship including, but not limited to, manuals, training materials, reports, advice, methodologies, code, test data, analyses, studies, research and documentation (hereinafter referred to as "Work Product").

(c) The data / information / documents during the conduct of NATA 2025 shall be the confidential and sole property of the Client. Service Provider cannot either use it for any other purpose or share it with anyone without prior consent of the Client. The Work Product and copyright and all Intellectual Property rights in and to such Work Product created and provided by the Services Provider to the Client pursuant to this Agreement shall be owned by the Client.

## **10. FORCE MAJEURE**

If and to the extent that a Party's performance of any of its obligations under this Agreement, hindered or delayed by fire, flood, earthquake, elements of nature or acts of God, acts of war, terrorism, riots, civil disorders, rebellions or revolutions, or any other similar cause beyond the reasonable control of such Party (each, a "Force Majeure Event"), and such non-performance, hindrance or delay could not have been prevented by reasonable precautions, then the non-performing, hindered or delayed Party will be excused for such non-performance, hindrance or delay, as applicable, of those obligations effected by the Force Majeure Event for as long as such Force Majeure Event continues and such Party continues to use its best efforts to recommence performance whenever and to whatever extent possible without delay, including through the use of alternate sources, workaround plans or other means. The Party whose performance is prevented, hindered or delayed by a Force Majeure Event will immediately notify the other Parties of the occurrence of the Force Majeure Event and describe in reasonable detail the nature of the Force Majeure Event.

If the Force Majeure Event continues for a continuous period exceeding 30 (thirty) days, the Parties shall mutually agree on the future course of action.

## **11. INDEMNITY**

The Service Provider hereby agrees to indemnify and hold the Client harmless from all damages, costs, attorney's fees or other losses arising out of or relating to:

- (a) breach of this Service Agreement by the Service Provider;
- (b) breach of any representation or warranty by the Service Provider.

## **12. TAXES**

Client shall be responsible for all taxes in respect of this Agreement including without limitation payment of goods and services tax, if applicable, on the Services provided hereunder.

## **13. NON-COMPETE**

The Parties shall not use any Confidential Information directly or indirectly to procure a commercial advantage over the other Party or otherwise use any designs, ideas or concepts created by or belonging to the other Party without the express written consent of the other Party.

## **14. AMENDMENTS**

Any change, alteration, amendment, or modification to this Service Agreement must be in writing and signed by authorized representatives of both the Parties.

## **15. LIQUIDATED DAMAGES & PENALTY:**

In case the Service Provider fails to deliver the services as agreed in the Agreement and the work order dated \_\_\_\_\_ issued by the Client, the Client shall be fully empowered to impose Liquidated Damages on the Service Provider to recover its losses or deficiency of services of the Service Provider or Cost of getting the assignment completed from any other service provider and also impose a one-time penalty of 15% of the cost of works assigned.

## **16. DISPUTE RESOLUTION**

(a) Any dispute(s) arising out of this Agreement shall, as far as possible, be settled amicably between the Parties hereto failing which the following shall apply:

(b) Any dispute under this Agreement shall be referred to arbitration by a sole arbitrator to be appointed by the Client.

(c) The arbitration proceedings shall be held in Delhi in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory re-enactment or modification thereof for the time being in force.

(d) The Parties agree that the arbitration award shall be final and may be enforced as a decree.

(e) The Parties further agree that subject to the above only the competent courts at Delhi shall have jurisdiction in all matters arising hereunder.

(f) The Parties further agree to keep the arbitration proceedings and the arbitral award confidential.

## **17. INDEPENDENT PARTIES**

Nothing contained or implied in this letter creates a joint venture or partnership between the Parties or makes one party the agent or legal representative of the other party for any purpose.

## **18. ASSIGNMENT**

This Agreement shall not be assignable by any Party without prior written consent of the other Party.

## **19. NOTICES**

Except as otherwise specified in this Service Agreement, all notices, requests, consents, approvals, agreements, authorizations, acknowledgements, waivers and other communications required or permitted under this Service Agreement shall be in writing and shall be deemed given when sent to the address specified below.

In the case of Client:

Address: **Council of Architecture  
Core-6A, 1st Floor,  
India Habitat Centre, Lodhi Road,  
New Delhi – 110003**

In case of Service Provider

Address: <Service Provider details>

Either Party may change its address for notification purposes by giving the other Party 10 (ten) days' notice of the new address and the date upon which it will become effective.

**20. GOVERNING LAW**

This Agreement and all issues arising out of the same shall be construed in accordance with the laws of India.

IN WITNESS WHEREOF, the Parties hereto agree to the above terms and have caused this Agreement to be executed in their names by their duly authorized officers.

Signature : Signature :  
\_\_\_\_\_

Name : Name :  
\_\_\_\_\_

**FOR AND ON BEHALF OF**

**FOR AND ON BEHALF OF**

Council of Architecture

<Service Provider>

In the presence of Witness:

1. 1.

2. 2.