

COUNCIL OF ARCHITECTURE

Tender Document

Sealed Tenders in two bids are invited from reputed service providers adequately equipped with related infrastructure including latest software and web-based technologies for conduct of online National Aptitude Test in Architecture for the academic session 2019-20 (NATA-2019) 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 examination being conducted by CoA since 2006 for admission to 1st year of 5 Year B. Arch Course in the CoA recognised & approved institutions throughout the country. NATA-2019 examination is proposed to be conducted twice in the academic year 2019-20 with first test tentatively scheduled either on 10th February, 2019 or 14th April, 2019 and the second one on 07th July, 2019 on all India basis. About 50,000 to 80000 candidates are expected to appear for the tests. The test is conducted in two parts, A & B for a total duration of 3 Hrs (180 minutes) excluding an intermission of 15 minutes, between Part A & B, as follows:

Part-A (FIRST 60 minutes)	Mode of test	Distribution of Marks	Total 120 Marks
Scientific Ability (MCQ)	(Online)	20 Questions, 2 Marks each	Total-40 Marks
General Aptitude (MCQ)	(Online)	40 Questions, 2 Marks each	Total-80 Marks

Intermission : 15 Minutes

Part-B (LAST 120 minutes)	Mode of test	Distribution of Marks	Total 80 Marks
Drawing (Two questions in separate sheet)	(Offline)	2 Questions, 40 Marks each	Total 80 Marks

1. SCOPE OF WORK

The entire scope of work for NATA-2019 is divided into two parts :

PART-I REGISTRATION FOR NATA-2019:

i.	<p>To design, develop and maintain NATA Website and Web application so as to facilitate online Registration of candidates intending to apply for NATA-2019. Registration of application should consist of three parts:</p> <p>a). Design & development of online Application Form for NATA. b). Design & development of interface for uploading of scanned Images. c). Design, development and Integration of EPG services for Payment of fees through authorized bankers of Council.</p> <p>Note : The software should allow the candidates to register themselves for NATA-2019 by filling up online form. At the time of registration, it should capture following details:</p> <ul style="list-style-type: none"> - Personal Particulars and Details of the candidate as per Standard Xth exam marksheet based on the format provided by the Council. - Photograph & Signature of the student
ii.	Design and Development of "Confirmation Page" that will be generated after completion of above steps. Design & development of online Interface for re-printing of Confirmation Page.
iii.	Design & development of online Interface for editing/correction of Application Data and uploaded Images will be accessible to the candidates for a limited period of one week.
iv.	Online allocation of candidates to identified Test centres with provision for change of centre, on request.
v.	Design & development and hosting of e-Admit Card and provision for downloading by candidates based on authentication.
vi.	Hosting of sample question papers for reference of candidates.
vii.	Online display of results with provision of downloading.
viii.	Hosting of results on NATA website for information of the students, concerned Institutions and authorities and communication through SMS to applicants.
ix.	Integration of SMS and E-mail services for circulation of information pertaining to NATA to the concerned candidates.
x.	Online Administrative module for COA and MIS Reports on various functions/activities related to NATA-2019 to be used by authorized persons.

xi.	To generate online statistical, accounting and financial reports related to various activities concerning in the conduct of NATA.
xii.	To develop and / or provide technical support for any process, as may be required, in the conduct of NATA.
xiii.	Transfer of Registration database and binary Images pertaining to the applicants to COA for further usages, as may be necessary.
xiv.	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, examination centres, publication of results etc.

PART-II CONDUCT OF TEST & EVALUATION:

i.	Service Provider shall arrange, at its own cost, Test Centres (equipped with computers for online test and drawing tables) and having related infrastructure required for the exam along with Centre In-charge, examiners and support staff at various cities throughout the country as per the need and requirement for conducting examination on single day (twice a year). The tests shall be conducted in around 100 cities in India and also at Dubai.
ii.	Making availability of software for conducting online tests i.e. NATA 2019 as per requirements of the CoA.
iii.	Creation of online question bank : The Service provider shall create an online question bank based on the questions provided by the Council to be used for Part-A (MCQ) and Part-B (Drawing).
iv.	<p>The service provider shall prepare list of candidates allotted to various test centres and forward the same to the Centre In-charge of test centre in advance for making necessary arrangements for the tests.</p> <p>On the day of test, service provider shall facilitate the entry of candidates at various test centres after verifying the credentials of the candidates.</p> <p>Online question paper of Part-A (MCQ) shall be made available by the service provider at various NATA centres in multiple sets (created by reshuffling of questions and correct answers). The software shall record online responses from candidates for Part-A.</p> <p>Online question paper for Part-B (Drawing) will be common for all candidates who will be provided Drawing sheets of size 240mm X 320mm of 130 GSM, bearing barcode enabled unique identification number allotted to the candidate having corresponding link with application number by the service provider at NATA test centres. After the drawing test (to be conducted in offline mode), the drawing sheets shall be got collected by the Service Provider.</p>

v.	The service provider will make provision for online appointment of Observers by the Council (at CoA's cost) at various Test centres to oversee the conduct of examination and to maintain their records.
vi.	The service provider shall arrange to send the drawing Answer sheets collected from NATA test centres to different regional evaluation centres (limited to maximum 4 centres), as may be identified by the Council, for evaluation purpose.
vii.	The service provider shall provide online support to allow evaluators/moderators to enter the marks after evaluating physical drawing Answer sheets offline.
viii.	The scores for Part-A will be generated online by the system. For Part-B, 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, as may be finalized by Council.
ix.	Provision for online entry of scores by evaluators for drawing Answer sheets and to generate related reports.
x.	Online generation of results. The marks secured in Part-B (drawing) after moderation, if necessary, should be combined with corresponding marks, scored by the candidate in Part-A and the combined score should be prepared for making available to the students.
xi.	Service provide shall provide for accepting application by candidates for re-evaluation of their NATA scores along with requisite fees and also allow evaluators/moderators to enter the marks after re-evaluation.
xii.	The service provider will make online provision for sending intimation through E-mail/ SMS to the concerned candidate pertaining to NATA-2019.
xiii.	The service provider will provide online Administrative module for COA and MIS Reports for various functions related to NATA-2019 to be used by authorized persons.
	Provision for generation of duplicate NATA Score Card on payment of Fees by Candidates.
xiv.	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.
xv.	To develop and / or provide technical support for any proccss, as may be required, in the conduct of NATA.
xvi.	Transfer of NATA Result database to COA for further action at its end.

2. OTHER REQUIREMENTS :

- 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) should be highly secured with sufficient bandwidth and processing power to handle at-least 60,000 examinees including graphic data.
- ii. Monitor, coordinate and video record all the exams conducted at all Test centers using a centralized video surveillance system. Video Feed Recordings of the same shall be provided to the Council after the examination.
- iii. Provide Telephonic / on-site support with dedicated staff to candidates, test centers, evaluators and students for all technical problems during conduct of NATA.
- iv. Managing, taking, maintaining daily back-up of the database on the server.
- v. The service provider shall bear the cost of servers, internet services, software & firewalls, manpower and any related expenditure to be incurred on Test Centres etc.

3. OTHER TERMS AND CONDITIONS:

The service provider must also satisfy the following conditions:

- a) Service provider firm/company should be based and registered in India.
- b) Service provider must have successfully conducted similar examinations in the past with at least 50,000 exams held per year for at least three years with excellent track record. The CV and experience of the firm and / or key persons who would be handling the project may also be enclosed.
- c) Service provider should submit the bids for both Part-A and Part-B separately in sealed envelope super scribing the envelop as "FINANCIAL BID". The Council shall have the right to reject or award the work of Part-A and/or Part-B to one or two separate Service providers. In the event of engagement of two separate service providers, the data maintained by both Service Providers shall be required to be shared among each other as per the requirement of the Council.
- d) The Service provider shall deposit a sum of Rs.2,00,000/- (Rupees Two lakh only) as Earnest Money in form of the Demand Draft or Banker's Cheque from any 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 will not be considered and liable for outright rejection.** The Earnest Money of the unsuccessful bidder will be returned before expiry of the 30th day from the date of award of Work Order to successful bidder. The Earnest Money shall not bear any interest.
- e) Work Order shall ordinarily be awarded to the lowest bidder, whose bid has been found to be complete in all respects. 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/-.
- g) The successful bidder within 07 days of the receipt of formal acceptance letter, shall be required to deposit a sum equivalent to Rs.3,00,000/- (Rupees Three 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 will be refunded without interest within 15 days of the deposit of the Performance Security Deposit.
- i) 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.
- j) Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their bid rejected outright.
- k) Service provider must undertake the oath of secrecy and 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.
- l) Service provider must complete the task as per the time frame prescribed by the Council.
- m) The Service provider should have adequate manpower to handle all the tasks associated with the project during the period of contract.
- n) 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 should be freshly written, certified and authenticated.
- o) If any Bidder withdraws his Bid after opening of the Tenders or expresses his 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.
- p) The service providers shall be required to submit two sealed bids, one for technical and another for financial bid (both for Part A & B respectively) in two separate envelopes. The bidder should put these two sealed envelopes in a bigger envelope duly sealed and submit the same to the office of the Council by 3 p.m. of **09.11.2018**. Standard formats may be used for submitting technical and financial

bids. The technical bid would be evaluated by a Committee of the Council which may accept or reject the same based on the criteria decided in advance by the Committee. The financial bids of only those bidders, who have been technically qualified by the said committee, shall be opened for further analysis and action in selecting the successful bidder for award of contract.

- q) Any disputes arising out of contract / agreement shall be subject to the jurisdiction of Delhi courts.

Registrar
Council of Architecture