

COUNCIL OF ARCHITECTURE

Tender Document – NATA 2020

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 (NATA 2020) 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-2020 examination is proposed to be conducted twice in the year 2020 with the first test scheduled on 19th April, 2020 and the second one on 31st May, 2020 on an all India basis. About 50,000 candidates are expected to appear for the tests in a single sitting. 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 to be answered in separate sheets | Paper based offline | 2 Questions, 40 Marks each | Total 80 Marks |

1. SCOPE OF WORK

The entire scope of work for NATA-2020 is divided into two parts :

PART-I REGISTRATION FOR NATA-2020:

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| 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-2020. Registration of the application shall consist of three parts:</p> <p>a). Design & development of online Application Form for NATA. b). Design & development of interface for uploading scanned images. c). Design, development and Integration of EPG services for Payment of fees through authorized bankers of Council.</p> <p>Note : The software shall allow the candidates to register themselves for NATA-2020 by filling an online form. At the time of registration, it shall capture the following details:</p> <ul style="list-style-type: none">- Personal Particulars and Details of the candidate as per Standard X exam mark sheet based on the format provided by the Council.- Photograph, Signature of the candidate and Standard X exam mark sheet to a specified resolution.- Candidates appearing for XII also will be eligible to apply subject to fulfilling eligibility for admission. |
| ii. | Design and Development of “Confirmation Page” that shall 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 shall be accessible to the candidates for a limited period of 7 days after the last date of Application. |
| iv. | Identification of Test centers with the approval of the Council and online allocation of candidates to identified Test centres with provision for change of centre, on request with valid reasons. |
| 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 the reference of candidates. |
| vii. | Online display of results with provision of downloading. |
| viii. | Hosting of results on NATA website for information of the candidate, 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. |

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| x. | Online Administrative module for COA and MIS Reports on various functions/activities related to NATA-2020 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, which shall include weekly NATA 2020 application settlement reports |
| 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:

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| 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 2020 as per requirements of the CoA. |
| iii | <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 on the e- Admit card and using biometrics.</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) shall be common for all candidates who shall be provided Drawing sheets of size 240mm X 320mm of 200 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. Facility for online downloading of the question papers at various NATA centres shall be provided by the service provider. After the question papers are downloaded, Both tests should be conducted through the local server of the NATA centre.</p> |

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| iv | After the exam, the drawing sheets (conducted in offline mode) shall be collected by the Service Provider from the various centers on the same day itself. |
| v. | The service provider shall make provision for online appointment of Observers by the Council (at CoA's cost) as the need may be at various Test centres to oversee the conduct of examination and to maintain their records. |
| vi. | <p>The service provider shall arrange to scan the Part B drawing Answer sheets collected from all the NATA test centres in best possible quality to make them accessible online to different regional evaluation centres (limited to maximum 4), identified by the Council, for evaluation purposes. The service provider shall also be required to deliver the physical copies of the drawing sheets at the regional evaluation centres for evaluation purpose.</p> <p>After the evaluation of the drawing answer sheets at the regional evaluation centres, the service provider shall arrange to deliver the evaluated answer sheets to the Council of Architecture, N Delhi</p> |
| vii | The service provider shall provide for online entry of scores by evaluators after the manual evaluation of drawing answer sheets and shall provide online support to the evaluators to generate related reports. |
| viii. | The scores for Part-A shall 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 | The service provider shall be required to display the answer sheets for both Part-A and Part-B to the candidates in their login accounts before the declaration of result, for a specified period as may be prescribed by the Council. |
| x | For the online generation of results, the marks secured in Part-B (drawing) after moderation, if necessary, shall be combined with corresponding marks scored by the candidate in Part-A, and the combined score shall be prepared for making available to the candidate based on the requirements and format prescribed by the Council. |
| xi | Service provider shall provide for acceptance of application by candidates for re-totalling of their NATA scores along with requisite fees and shall also allow evaluators/moderators to enter the marks after re-totalling. In such cases the online test and drawing answer sheets shall be provided to the candidate online. |
| xii | The service provider shall make online provision for sending intimation through E-mail/ SMS to the concerned candidate pertaining to NATA-2020. |
| xiii | The service provider shall provide online Administrative module for COA and MIS Reports for various functions related to NATA-2020 to be used by authorized persons. |
| xiv | The provision to download the NATA 2020 Score Card shall be made available to the candidates online for a period of 45 days from the date of publishing the result; after which provision shall be made for the generation of duplicate NATA Score Card on payment of the prescribed fee by Candidates. |

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| xv | 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. |
| xvi. | To develop and / or provide technical support for any process, as may be required, in the conduct of NATA. |
| xvii | 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) shall be highly secured with sufficient bandwidth and processing power to handle at-least 80,000 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 handed over to the Council after the examination within 7 days of the conduct of exam.
- iii. Provide Telephonic / on-site support with dedicated staff to candidates, test centers and evaluators 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 shall be based and registered in India. Proof of the same to be included in Technical bid.
- b) Service provider must have successfully conducted similar examinations in the past with at least 1 online examination for 30,000 candidates in a single batch in a year for at least three previous years with a minimum of 100 cities in India & preferably, cities in UAE and with excellent track record. Certificates in this regard shall be submitted in the Technical bid.
- c) The CV and experience of the firm and / or key persons 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 2020, who will be answerable to the Council at all times till the completion of the examination process.
- d) Service provider shall submit the financial bid for both Part-A and Part-B separately in sealed envelope super scribing the envelope as “FINANCIAL BID”..

- e) The Service provider shall deposit a sum of Rs.3,00,000/- (Rupees Three 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 shall not be considered and liable for outright rejection.** The Earnest Money of the unsuccessful bidder shall 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.
- f) On qualifying through the technical bid, the 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.
- g) 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/-.
- h) 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.
- i) 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.
- 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 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.
- m) Service provider must complete the task as per the time frame prescribed by the Council.
- n) The Service provider shall have adequate manpower to handle all the tasks associated with the project during the period of contract.
- o) 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.

- p) 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.
- q) The service provider shall submit a signed copy of this Tender Document in agreement with the conditions and clauses therein and include in the Technical bid.
- r) 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 quoted separately) in two separate envelopes. The bidder shall put these two sealed envelopes in a bigger envelope duly sealed and submit the same to the office of the Council by 15.00 hours of **30/12/2019**. 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.
- s) Tender awarded to the successful bidder may be extended by one more year (i.e. NATA-2021) by the Council, subject to satisfactory performance of the service provider in the conduct of NATA for the first year.
- t) Any disputes arising out of contract / agreement shall be subject to the jurisdiction of Delhi courts.

Registrar
Council of Architecture

