

COUNCIL OF ARCHITECTURE

Ref. No.CA/NATA/2022

October 20, 2021

TENDER DOCUMENT – NATA 2022

Sealed bids (Technical and Financial) 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 2022) 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 Council since 2006 for admission to 1st year of 5 Year B. Arch Course in the CoA recognised & approved institutions throughout the country. NATA-2022 examination is proposed to be conducted online twice in the year 2022 in the months of April & May on an all India basis and also at selected international cities. About 50,000 candidates are expected to appear for the tests in a single sitting.

NATA 2022 will be conducted as a comprehensive Computer Based Aptitude test at the Council allotted centers in identified cities in the country. 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 shall be conducted in one computer-based session with duration of 3 Hrs. NATA will comprise of questions that could be of the Multiple-Choice type (MCQ), Multiple Select type (MSQ), Preferential Choice type (PCQ) and Numerical Answer type (NAQ) and Match the following type (MFQ). The medium of Aptitude test will be English.

The aptitude of the candidate will be assessed using Diagrammatic Reasoning, Numerical Reasoning, Verbal Reasoning, Inductive Reasoning, Situational Judgment, Logical Reasoning, Abstract Reasoning etc. Questions could be asked in various topics that assess candidates on basic concepts in mathematics, physics and geometry, language and interpretation, elements and principles of design, aesthetic sensitivity, colour theory, lateral thinking and logical reasoning, visual perception and cognition, graphics and imagery, building anatomy and architectural vocabulary, basic techniques of building construction and knowledge of material, general knowledge and current affairs, etc. and may not be limited to those outlined.

1. **SCOPE OF WORK**

The entire scope of work for NATA-2022 is divided into two parts:

PART-I REGISTRATION FOR NATA-2022:

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-2022. 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-2022 by filling up 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/XII exam mark sheets 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 shall be eligible to apply subject to fulfilling eligibility criteria for admission.
ii.	<p>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.</p>
iii.	<p>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.</p>
iv.	<p>Identification of Test centers in India and selected international cities 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.</p> <p>Selection of Centres by the service provider shall be subject to approval of the Council of Architecture. In case any centre is not found at par with the criteria specified by the Council, the service provider shall be liable to change / replace the centre immediately as per the standards / norms of the Council.</p>
v.	<p>Design, development and hosting of e-Admit Card and provision for downloading by candidates based on authentication.</p>

vi.	Hosting of sample question papers for the reference of candidates, as may be specified by the Council.
vii.	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.
viii.	Provision for verification of the NATA results by the concerned Institutions and authorities.
ix.	Integration of SMS and E-mail services for circulation of information pertaining to NATA/ stage wise information to the concerned candidates.
x.	Online Administrative module for CoA and MIS Reports on various functions/activities related to NATA-2022 to be used by authorized persons.
xi.	To generate online statistical, accounting and financial reports related to various activities concerning the conduct of NATA, which shall include weekly NATA 2022 application settlement reports.
xii.	To develop and / or provide technical support for any process, as may be required, in the conduct of NATA 2022.
xiii.	Transfer of Registration database, records, data 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 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 150 cities in India and also at Dubai, Kuwait, Saudi Arabia, Bahrain, Oman and Muscat etc.
ii.	Making availability of software for conducting online tests i.e. NATA 2022 as per requirements of the CoA.
iii	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>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 duly following COVID 19 protocols of the concerned authorities.</p> <p>On the day of examination, question paper shall be shared by the Council to Service Provider to be made available at various NATA centres online. The Test Centres will be required to share the question paper to candidates on computers on local LAN. 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, test should be conducted through the local server of the NATA centre. The software shall record online responses from candidates.</p>
iv	After the exam, the service provider shall arrange for collection of the attendance sheets and other records from various test centers and forward to COA at its own cost.
v.	The Service Provider shall facilitate the Observers appointed by the Council, as the need may be, at various Test centres to oversee the conduct of Mock test and NATA examination and shall also make appropriate provision in its software for allocating statewide/ citywise examination centre to the observers and for submission of their report.
vi.	The Service provider shall make provision for online evaluation of the answer responses of the candidates by the evaluators appointed by the Council, in case required before the declaration of results.
vii.	The scores for NATA Examination shall be generated online by the system. Candidates opting to appear in two tests will be issued with separate score card for each attempt. The second score card issued shall contain the marks secured in the two attempts. The best marks secured in the two attempts shall be taken as the valid score for admission to B.Arch. Course. Final result with consolidated scores shall be generated based on moderation process, if any, as may be finalized by Council.
viii	The Service Provider shall be required to display the answer key to the candidates in their login accounts, before the declaration of result, for a specified period as may be prescribed by the Council.
ix.	The Service Provider shall provide a separate link/ page on the website for verification of NATA score for use of general public, institutions and admission authorities.

x.	The Service Provider shall provide window/option to candidates for viewing their answer sheets/responses on payment as may be determined by the Council for a specified period.
xi.	The Service Provider shall make online provision for sending intimation through E-mail/ SMS to the concerned candidate pertaining to NATA-2022.
xii.	The Service Provider shall provide online Administrative module for CoA and MIS Reports for various functions related to NATA-2022 to be used by authorized persons.
xiii.	The provision to download the NATA 2022 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.
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 process, as may be required, in the conduct of NATA.
xvi.	Transfer of NATA Result database, reports & statistics 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. Minimum requirements for Test Centre are as under:

- Server PC of 4 GB RAM & i3 Processor
- Windows 7 & above with service pack 1
- Server sizing is 100:1
- Invigilator ratio is 1:30
- IT Person ratio is 1:100
- Proper drinking water facility/ arrangement for water bottles
- Clean & hygienic wash-room facility should be provided duly following Covid 19 Protocols
- 15 % Buffer PC should be available

- Work Station with Partition
 - Power Backup with UPS & DG
 - All PC must be connected through Single LAN
 - Providing rough sheets to Candidates
- 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.
 - vi. All the advisories/guidelines/precautions issued by the Central/State Government and the Council of Architecture for containment of Pandemic of Covid-19 and social distancing Norms shall be followed by the Service Provider during the conduct of NATA.

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 online examination(s) in the past with at least 1 online examination conducted in last 3 years for a minimum of 30,000 candidates in a single batch with a minimum of 150 cities in India & select international cities and with excellent track record. The relevant Certificates in this regard shall be submitted in the Technical bid. A proposed list of national/international Test centres meeting the minimum requirements along with addresses should also be submitted.
- 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 2022, 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 NATA Examination separately in sealed envelope superscribing 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 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.
- 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 within the time frame as prescribed by the Council.
- n) The Service Provider shall at all times 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 the Tender Document in agreement with the Technical bid.
- r) The Service Providers shall be required to submit **two sealed bids, one for technical and another for financial bid** (in two separate envelopes).

The bidder shall put these two sealed envelopes in a bigger envelope duly sealed, superscribed "**TENDER FOR NATA 2022**" in large font in bold and submit the same to the office of the Council by **15.00 hours of 22.11.2021**. Standard formats may be used for submitting technical and financial bids.

The technical bids would be evaluated by the Council which may accept or reject the same based on the terms & conditions as specified in the tender document. 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 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