



**QUOTATION CALL NOTICE**

No. 534 /PSC, Dt. 30/1/14

Sealed Quotations are hereby invited in plain paper from the reputed institutions/ organizations/ service providers having valid registration in service tax along with copies of income tax returns for the last three years and other required documents to provide service relating to the 'Computer Based Recruitment Test (CBRT)' for various recruitments conducted by the Odisha Public Service Commission, Cuttack and particularly for the ensuing recruitment test to be conducted for the post of Drugs Inspector in the near future. Bidders are invited to quote the rate per candidate to conduct 'Computer Based Recruitment Test (CBRT)' as per the following criteria, specification/parameters and conditions.. The sealed quotations should reach the undersigned on or before 07.02.2014 by 4.00 PM which will be opened at 04.30 PM in presence of bidders/ their authorised representatives.

**PRE EXAMINATION WORK**

(a) Designing the CBRT examination plan and examination process under consultation with Examination Section for:

- i. Selection of CBRT Examination Centers / Venues.
- ii. Complete Security Management Processes (Physical and Technical for all CBRT examination centers, servers, Desktops, LAN etc)
- iii. Candidate handling process at examination centre.
- iv. Detailed Audit by the Organization with own capability of Server/Desktop/LAN etc.
- v. Other related processes involved for conducting OPSC CBRT exams as per instruction of Examination Section.

(b) To provide specifications for Hardware and Software required at all stages of the OPSC CBRT exams at Examination Section, at CBRT Examination Centres and for Devices and systems to be used for authentication and audit trail mechanisms required for OPSC CBRT examinations.

(c) To provide consultancy, training and manpower support to handle the entire OPSC CBRT exams project at the Examination Section. The required Hardware, Software, networking shall be installed by the agency.

(d) To provide and setup secured software for Authoring and Complete Examination Management Process.

(e) To provide training/ manpower for generation of encrypted confidential data that will be used for test delivery across various centres.

(f) To provide CBRT Examination delivery software as per customization of the OPSC.

(g) To identify and provide required secure Test Centres in cities as per requirement of OPSC.

(h) To ensure that Test Centre' has the required suitable Hardware, Software, LAN connectivity for conducting OPSC CBRT exams.

(i) To ensure that Uninterrupted Power Supply (UPS) facility are available at each Test Centre to IT infrastructure and to ensure that Generator facility are available at each Test Centre.

(j) To carry periodic audit at Test Centres for :-

1. Hardware -Processor Speed, RAM, Network and Key Boards etc
2. Software - Operating System, Screen resolution, bandwidth for LAN connectivity, Browser. (The Lan connectivity shall be reliable and of sufficient bandwidth (not less than 2 mbps) to download/upload examination materials on the day of examination without fail before & after the examination. The successful download/upload is the sole responsibility of the agency.)
3. Working conditions of UPS and Generators.

(k) To ensure suitable drinking water and separate toilet facilities for male & female Candidates.

(l) To provide facility to candidates for mock test – through website and support system through call centre. Providing Toll free number will be advantageous for technical consideration.

(m) To ensure the functioning of Computer Based Recruitment Test (CBRT) delivery system by conducting adequate mock drills of actual test delivery system at all examination centers before and a final mock drill to be conducted before a day of examination on all centers at same time just like simulating the examination day.

(n) All desktops including buffer computers to be used on examination day shall be logged in through dummy roll numbers and report shall be submitted to the Examination Section.

## CONDUCT OF COMPUTER BASED RECRUITMENT TEST

(a) Minimum manpower deployment at each examination centre must be as per following requirement:-

Each Examination Centre of capacity of 100 + 10 buffer nodes should have the minimum following personnel's to be deployed by the agency

Test Centre Administrator	1 (One for each centre)
IT Manager	1 for each 250 candidates
Invigilators	1 per 30 systems or per lab
Support Staff	1 per 100 candidate
Security Guards	2 per 100 students
Peons	2 per 100 students

Above requirement should be increased proportionately on the basis of candidates allotted to that centre.

(b) To host the test and manage the test delivery process through LAN based solution at Examination Centres. The computer systems and servers shall be of latest configuration and LAN must be scaled enough to handle the traffic in real time with proper backup and redundancy at each level. There must be active-active server for each server in use in CBRT examination at each examination centre.

(c) To securely transmit, download, install and implement confidential data received from Examination Section. The Question Papers installation and implementation shall be as per requirement of the examination section, OPSC and instruction from examination section at the execution time in real time situation.

(d) To arrange/provide adequate displays and provide required instructions/ information to the candidates appearing for test at CBRT examination Centers.

(e) To maintain complete log of all activities of candidate during the course of examination to enable complete audit ability of the examination process and render necessary assistance to the OPSC as and when required to meet the RTI queries and to offer comments to the Legal authorities if required at any point of time.

(f) To devise system for monitoring and supervision of Test Centre activities (Centre level/ Candidate's level).

(g) To send confidential data of examination of OPSC CBRT examination as per instruction of examination section.

## POST EXAMINATION WORK

(a) To calculate marks obtained by each candidate as per requirement of the OPSC.



(b) To carry out other works related to post processing of response & other confidential data and providing data as required by the Examination Section.

(c) To perform post examination statistical analysis (Data as well as Chart) as per requirement of OPSC.

(d) To supply response sheet and question code to each candidate immediately after completion of examination in a secured format.

**Eligibility Criteria:**

1. The organization must have successfully executed similar project(s) on an all India basis, preferably for other PSCs/ State Governments.
2. The organization should have proven minimum capacity to conduct exam for 50,000 candidates in computer based mode in a single shift.
3. The organization should have authorized and globally accepted CMMi Level 5 certification
4. The organization should have on pay roll minimum of 1000 number of employees.
5. The organization's average annual turnover during last three years should be a minimum of Rs 100/- crores and should not have incurred any loss in the last three financial years .
6. The bidder must have its own developed software which can be customized as per the requirements of OPSC.
7. The bidder must furnish the required documents in proof of conduct of the above recruitment tests etc.

**Even though Organizations may satisfy the above requirements, they may be disqualified if they have:**

1. Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
2. If confidential inquiry reveals facts contrary to the information provided by the Organization.
3. If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
4. If Organization is engaged in any activity which can influence the conduct of professional exam such as conducting of coaching classes etc.



The Service provider/ Agency must show and submit suitable emergency management plan during any crisis situations/redundancy of servers; nodes additional centre locations, students' data.

- (1) The Service provider should be able to support the entire activity of conduct (including Pre as well post) of examination and solution (across India) on a 24 x 7 basis with a maximum response time of one hour.
- (2) The service provider would provide any other technical/ non-technical support to OPSC as and when required.
- (3) The office of the OPSC will deduct service/ income tax and other statutory taxes at source as applicable from time to time.
- (4) The payment shall be made by 'Electronic Fund Transfer (EFT) or e-payment by cheque. The service providers are therefore, required to indicate EFT No. and other relevant details in your office/ bill(s). Banker's name, address, type of a/c and a/c no. and IFSC no. etc. service provider is required to submit an authorization form duly signed for e-payment to them.
- (5) For claiming payment the service provider has to submit invoice duly pre-receipted.
- (6) No advance payment will be made for the purpose.
- (7) For any deviation, mistake, irregularities/ unsatisfactory performance/ deficiencies in services or for some other reason, penalty at the discretion of the authority of the OPSC will be imposed.

The undersigned reserves the right to cancel/ reject any or all the quotations without assigning any reason thereof.

  
SPECIAL SECRETARY, OPSC,  
CUTTACK

Memo No. <sup>(16)</sup>  
535 /PSC.

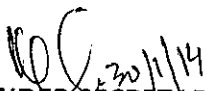
Dated: 30.01.2014

Copy to (i) Office Notice board for information of all concerned for vide publicity.

(ii) Copy to Programmer, OPSC, Cuttack for information. He should immediately upload the aforesaid quotation call notice in the website of the OPSC.

(iii) Copy forwarded to the Secretary/ Additional Secretary/ /A.C.E.-cum-Under Secretary/ F.O.-cum-Under Secretary/ Under Secretary/S. & P. Section/B.& A/ DR-I Section/ ConfidentialSection for information and necessary action.

(iv) Copy forwarded to Secretary, Board of Revenue, Cuttak/ Secretary to R.D.C, CD, Cuttack/ Collector & D.M, Cuttack/ P.D, DRDA, Cuttack/ General Manager, OCAC, Bhubaneswar for favour of information and publication in their notice board.

  
F.O.-CUM- UNDER SECRETARY,  
OPSC, CUTTCK