



CSIR-Central Building Research Institute
Roorkee - 247667



Tender No. NIT/CSIR-CBRI/01/2024
Dated 11/09/2024

**TENDER DOCUMENT FOR HIRING AGENCY FOR
'END TO END SOLUTION FOR RECEIPT OF ON-
LINE APPLICATIONS AND/OR CONDUCTING
OFFLINE OMR BASED
TEST/(OBJECTIVE/DESCRIPTIVE) WRITTEN
EXAMINATION AND TRADE TEST/TYPING
TEST/PROFICIENCY TEST/ PERSONALITY CUM
PHYSICAL TEST FOR RECRUITMENT OF
FOLLOWING POSTS FROM THE GOVERNMENT
AGENCIES OF GOVERNMENT OF INDIA/STATE
GOVERNMENT/PSU/AUTONOMOUS BODIES
ONLY :-**

1. SCIENTIFIC POSTS
2. TECHNICAL POSTS
3. S&T SUPPORT STAFF POSTS
4. ADMINISTRATIVE POSTS I.E. JSA(G/F&A/S&P), JUNIOR STENOGRAPHER
5. ISOLATED POST I.E. JUNIOR TRANSLATOR (HINDI), HINDI OFFICER, SECURITY OFFICER, DRIVER IN CSIR-CBRI

To,

M/s.....

Sub: ‘END TO END SOLUTION FOR RECEIPT OF ON-LINE APPLICATIONS AND/OR CONDUCTING OFFLINE OMR BASED TEST/(OBJECTIVE/DESCRIPTIVE) WRITTEN EXAMINATION AND TRADE TEST/TYPING TEST/PROFICIENCY TEST/ PERSONALITY CUM PHYSICAL TEST for recruitments in CSIR-CBRI.

Sir/Madam,

The CSIR-Central Building Research Institute (CSIR-CBRI) is a premier research institute under the aegis of the Council of Scientific and Industrial Research (CSIR), which is an autonomous body under the Ministry of Science & Technology, Government of India. intends to invite **Limited Tender Enquiry from Govt. service providers** only to award contract for END TO END SOLUTION FOR RECEIPT OF ON-LINE APPLICATIONS AND/OR CONDUCTING OFFLINE OMR BASED TEST/(OBJECTIVE/DESCRIPTIVE) WRITTEN EXAMINATION AND TRADE TEST/TYPING TEST/PROFICIENCY TEST/ PERSONALITY CUM PHYSICAL TEST for recruitments in CSIR-CBRI for various Scientific/technical and administrative posts. Government agencies of Government of India/State Government/PSU/Autonomous Bodies (hereinafter referred as service provider) are requested to submit detailed bid in the prescribed format under two bid systems in separate sealed covers i.e. Technical Bid and Financial Bid, duly superscribed with our Enquiry Number, Due Date, Time and Subject. The tender document may be downloaded from CSIR-CBRI website <https://cbri.res.in> and from CPP site <https://eprocure.gov.in/eprocure/app>: The limited tender will be submitted in the office of Controller of Administration CSIR-CBRI, Roorkee.

Sealed BIDS are invited for the work as detailed below:

1	Name of work:	<u>END TO END SOLUTION FOR RECEIPT OF ON-LINE APPLICATIONS AND/OR CONDUCTING OFFLINE OMR BASED TEST/(OBJECTIVE/DESCRIPTIVE) WRITTEN EXAMINATION AND TRADE TEST/TYPING TEST/PROFICIENCY TEST/ PERSONALITY CUM PHYSICAL TEST FOR RECRUITMENTS IN CSIR-CBRI</u>
2	Bid Security declaration IN LIEU OF EMD	Bid Security Declaration
3	Cost of Tender Form:	NIL
4	Estimated Value of the work :	Rs. 45,75,000/- (Rupees forty- five lakh seventy five thousand ONLY) inclusive of all taxes and GST as applicable.
5	PBG	5% rate quoted for 8750 (eight thousand seven hundred and fifty only) candidates of contract value

6	Validity of Tender	120 days from the date of opening of Technical Bids for the acceptance.
7	Time of Completion:	As per time line approximate 8 (eight) months
8	Start date of submission of Tenders:	11.9.2024
9	Last date and time for submission of Tenders:	26.9.2024 at 5.30 PM
10	Date and time for opening of Tenders:	27.9.2024 at 11.30 AM
11	Place of opening of tenders:	CSIR-CBRI
12	Date and time for Opening of technical bid	27.9.2024
13	Date of declaration of technically qualified bidders	30.9.2024
14	Date of calling the representation against technical rejection and disposal thereof.	3 days (3.10 .2024 to 04.10.2024)
15	Date of opening of financial bid	07.10.2024
16	Contract period	18 (eighteen) MONTHS

11. Tender Documents may be downloaded from CSIR-CBRI website <https://cbri.res.in> and from CPP site <https://eprocure.gov.in/eprocure/app>:
12. Parties are advised to visit CSIR-CBRI website regularly. At any time prior to the bid due date, CSIR-CBRI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Service provider, modify the Tender document. Any amendment / corrigendum to the NIT will be displayed on aforesaid portal/ website only.
13. All requests for interpretation, clarification & queries in connection with tender shall be submitted on CSIR-CBRI through email at least 7 (seven) days prior to the closing date of the tender.
14. The rates should be quoted item wise for the complete Scope of Work as per Performa 'Schedule of Rates/ Financial Bids'. The rates should be quoted only in the units given in the Schedule of Rates and should be indicated both in words as well as figures. The rates quoted shall be valid for 120 days from the date of opening of Technical bid for the acceptance.
15. In case of any discrepancy between rates quoted in 'words' and figures', the rates quoted in words shall be treated as final. Any corrections made in the prices shall be authenticated with signatures at all places. The Service provider shall have to submit the Schedule of Rates/ Financial Bids Performa duly filled in, failing which their Price bid will not be acceptable.
16. The Service provider shall quote single rate against each item and not the multiple rates in the Schedule of Rates / Financial Bids. Any tender with the multiple rates quoted will be summarily rejected. Price should be quoted strictly as per the Performa for Schedule of Rates/ Financial Bids (**Annexure- VII**).

17. Incomplete Tenders/Tenders received late would be liable to be rejected without any further reference whatsoever.
18. The offer will be considered as per eligibility criteria mentioned in the NIT/Tender. Service provider shall submit along with the tenders full particulars of their capacity, experience giving the list of similar jobs carried out by them during the last seven years, the complete address of organization specifying the Unit/Office for which such works have been executed and also substantiate their claims furnishing the copy of their credentials as per NIT.
19. CSIR-CBRI reserves its right to open the Price bids of only such Service providers who are found to be meeting the eligibility criteria based on the documents submitted by him/them in the Technical bids.
20. Evaluation of offer shall be on overall L-1 basis.
21. All pages shall be initialed at the lower right hand corner and signed wherever required in the tender papers by the Service providers or by a person holding power of attorney/ authorizing him to sign on behalf of the Service provider before submission of tender. All corrections and alterations in the entries of tender paper will be signed in full by the Service provider with date. No eraser or overwriting is permissible.
22. No condition or deviation should be mentioned by Service provider in Price Bid. Price Bids with any condition or deviation shall liable to be rejected.
23. Tenders, which do not fulfill all or any of the conditions laid-down in Tender Document or where party has mentioned any condition or deviation, shall be liable to be rejected.
24. While submitting the offer, Service providers may ensure that tender documents / offer have been signed by authorized signatory of the CONCERNED Entity. Subsequent withdrawal of offer / non-acceptance of orders placed based on the offer submitted by them will not be entertained on the ground that the offer was not signed by the authorized person.
25. One person will be allowed to represent only one Entity during discussion/negotiation with CSIR-CBRI. If same person is representing different Entities with authorization letter from more than one Entity, such person will be allowed to represent only the first ENTITY called for negotiations.
26. CSIR-CBRI reserves the right to postpone the tender opening date and / or time and will intimate all the Service providers, of such postponement along with notice of revised opening date and time.
27. In case, due to some unforeseen circumstances, the date of receiving / opening of the tender happen to be a holiday / closed day, the tender will be received / opened on the next working day.
28. The personnel of the service provider shall not enter into any unlawful activity within the premises of CSIR-CBRI and must have a good character.

29. The Service provider shall not appoint any sub company / Service provider to carry out any obligation under the contract without prior written permission from CSIR-CBRI. If at any time such a discrepancy is detected, the contract may stand terminated without any notice and the security deposit may be forfeited.
30. CSIR-CBRI will have the right to issue addendum to tender documents to clarify, amend, modify, supplement or delete any of the conditions, clauses or items stated. Addendum so issued will form part of original invitation to tender/NIT.
31. If a Service provider resorts to any frivolous, malicious or baseless complaints / allegations with intent to hamper or delay the tendering process or resorts to canvassing/ rigging/ CSIR-CBRI influencing the tendering process, CSIR-CBRI reserves the right to debar such Service provider from participation in the present / future tenders up to a period of 2 years.
32. CSIR-CBRI reserves the right to verify all statements, information and documents submitted by the Service provider in his tender offer, and the Service provider shall, when so required by CSIR-CBRI, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by CSIR-CBRI shall not relieve the Service provider of its obligations or liabilities hereunder nor will it affect any rights of CSIR-CBRI thereunder.
33. This letter/ instructions shall form part of the contract document and shall be signed and returned along with the tender documents.
34. The service provider has to give an un-editable access (dash-board) to the Director, CSIR-CBRI from the date of receipt of online application to view the details of post-wise receipt of applications.
35. The Director, CSIR-CBRI reserves the right to reject any or all the bids without assigning any reason.
36. The Bid shall be addressed to DIRECTOR, CSIR-CBRI, Roorkee 247667

Thanking you

Yours faithfully

-Sd-
(Kumud Singh)
Controller of Administration

Encl:

1. Eligibility Criteria
2. Scope of Work
3. Evaluation Criteria
4. General Terms & Conditions
5. Special Terms & Conditions
6. Definitions
7. Annexures- I to XIV
8. Annexures- A to D

To

Director
CSIR-CBRI
Roorkee 247667

TENDER DOCUMENT

Name of Work :	AWARD OF CONTRACT FOR <u>END TO END SOLUTION FOR RECEIPT OF ON-LINE APPLICATIONS AND/OR CONDUCTING OFFLINE OMR BASED TEST/(OBJECTIVE/DESCRIPTIVE) WRITTEN EXAMINATION AND TRADE TEST/TYPING TEST/PROFICIENCY TEST/ PERSONALITY CUM PHYSICAL TEST FOR RECRUITMENTS CSIR-CBRI</u>
NIT No. & Date :	NIT/CSIR-CBRI/01/2024 Dated 01/092024
Start date	10.9.2024
Last date and time for submission of Tenders:	25.9.2024 at 5.30 PM
Date and time for Opening of Tenders.	26.9.2024 at 11.30 AM

SL. NO.	PARTICULARS	PAGES	
		FROM	TO
1	Eligibility Criteria <u>Techno-Commercial Criteria</u>	06	10
2	Scope of Work	10	25
3	Bid Evaluation Criteria	25	26
4	General Terms & Conditions (GTC/GTCC)	26	34
5	Special Terms and Conditions of the Contract	34	45
6	Definitions of Terms	45	46
7	<u>(TECHNICAL BID) (Annexure-A)</u>	47	48
8	Declaration Form-I (Annexure-I)	49	49
9	Declaration Form-II (Annexure-II)	50	50
10	Declaration Form-III (Annexure-III)	51	51
11	Affidavit (Annexure-IV)	52	52
12	Details of 'SIMILAR WORK' executed (Annexure-V)	53	53
13	Performance Report of 'Similar Works' (Annexure-VI)	54	54
14	Financial/ Price Bid (Annexure-B)	55	56
15	Contract Agreement (Annexure-VII)	56	61
16	Security Deposit-Cum-Performance Bank Guarantee Format (Annexure-VIII)	62	63
17	Proforma for Indemnity Bond (Annexure-IX)	64	64
18	No Claim Certificate (Annexure-X)	65	65
19	Undertaking maintaining the secrecy during the currency of examination and thereafter one year. (Annexure-XI)	66	66
20	Non-Disclosure Agreement (Annexure-XII)	67	68
21	BID SECURITY DECLARATION (Annexure-XIII)	69	69
22	<u>Syllabus of examination (Annexure-C)</u>	70	80
23	CSIR Advertisement No 8/2023	81	90

ELIGIBILITY CRITERIA

The service provider, in order to become eligible to participate in the bid, need to meet the following eligibility criteria and submit the self-certified documentary evidences in support thereof; failing which price bid shall not be opened.

A. Techno-Commercial Criteria (TECHNICAL BID) (Annexure -A)

Sr. No	Eligibility Criteria	Supporting Documents Required
1	The service provider shall submit the status (i.e. Name and complete Address) of the service provider along with its constitution such as Year of Establishment and Place of Business, etc.	<ul style="list-style-type: none"> • The service provider shall submit a notarized / certified copy of Certificate of Registration / Incorporation and a copy of Articles of Association and Memorandum of Association • Registered Society & Registered Trust shall submit certified copy of the Certificate of Registration and Deed of Formation/MOA.
2	Declaration	The service provider shall submit Declaration I (Annexure-I), Declaration II (Annexure-II), & Declaration III (Annexure-III), with self-attested copy of related documents wherever required
3	Affidavit as per Annexure- IV on Non-judicial paper in original and Power of Attorney / Authorization	Affidavit in original. The service provider shall submit Notarized/ Certified copy of Power of Attorney on Non-Judicial stamp paper of appropriate value duly attested by Notary/Magistrate Or Authorization (backed by Board Resolution) in case of a service provider in favour of a person who has signed the tender documents on behalf of service provider
3	The service provider should have valid Permanent Account Number (PAN),	The service provider should enclose a copy of related PAN Card.
4	The service provider should have valid GST number	The service provider should enclose a copy of related GST registration certificate.
5	Declaration / Disclosure regarding any relation(s) with employees of CSIR-CBRI	NAME OF THE EMPLOYEE, DESIGNATION AND PLACE OF DUTY & RELATIONSHIP
6	<p>The service provider should have successfully completed "Similar Works" with performance and completion certificate, during the last seven years ending last day of previous month in which this NIT has been issued.</p> <p>Definition of "SIMILAR WORK" (Annexure -V)</p> <p>Similar works means conduct of exam in offline OMR mode on End to End solution basis including all activities of Pre- Exam, Exam and Post Exam phase with 10,000-14,000 candidates in Roorkee (UK)</p>	<p>The service provider shall submit a copy of Work Order + Completion Certificate/ confirmation from the service provider for at least one of the following</p> <p>a) Three similar completed works each costing not less than ₹ 18,30,000/- (Rs. Eighteen Lakh and thirty thousand only) (inclusive of applicable GST) i.e. not less than 40% amount of the estimated cost of work.</p> <p style="text-align: center;">OR</p> <p>b) Two similar completed works each costing not less than ₹ 22,87,000/- (Rs. Twenty-two lakh eighty seven thousand only) (inclusive of applicable GST) i.e. not less than 50% amount of the estimated cost of work.</p> <p style="text-align: center;">OR</p> <p>c) One similar completed work costing not less than ₹36,60,000/- lakh (Rs. Thirty-six lakh sixty thousand only) (inclusive of applicable GST) i.e. not less than 80% amount of the estimated cost of work.</p>

		Copies of Work orders in support of the above with full technical scope of work & commercial details including work order value along with the completion certificate/ confirmation from the concern organization regarding the satisfactory performance indicating the contract period, executed value and date of completion.
7	Average Annual financial turnover of the service provider during the last 3 years ending 31 st March of the previous financial year should be at least ₹ 18.30 lakh (Rs. Eighteen Lakh thirty thousand only) i.e. 40% of estimated cost of work.	Service provider shall submit self-attested copies of Audited Balance Sheet and Profit & Loss A/c for the last three financial years ending on 31 st March of the previous financial year. (i.e. FY 2021-22 & 2022-23, 2023-24) In case the Service provider do not fall under the ambit of statutory audit, and does not have audited annual reports / audited Balance Sheets and Profit & Loss Statements, shall submit a statement certified by Statutory Auditor / practicing Chartered Accountant with UDIN as documentary evidence in support thereof.
8	Income tax return of last three years	Copy of income tax return filed. (i.e. FY 2021-22 & 2022-23, 2023-24)
8	The service provider should have a valid certification for ISO 9001, ISO 27001, CMMI Level 3/4/5	Service provider shall enclose certified copy of each certification. The certification should be valid - at least till the last date for bid submission and also during the entire contract period, in case of award of contract.

Financial Bid (Annexure B)

Sl No	Per candidate charges for each category for providing 'end to end solution for receipt of on-line applications and/or conducting offline OMR based test/(objective/descriptive) written examination and trade test/typing test/proficiency test/ personality cum physical test for recruitments in CSIR-CBRI as per terms and conditions of the NIT (inclusive of applicable GST and other statutory taxes and duties)	Unit Rate per application received (in INR in figures)	Unit Rate per application received (in INR in words)
1	Scientist, 31 posts to be advertised		
2	Technical Assistant, 24 posts already advertised		
3	Technical Assistant posts, 11 posts to be advertised		
4	Technician, 15 posts to be advertised		
5	Junior Secretariat Assistant (G/F&A/S&P), 09 posts to be advertised		
6	Junior Stenographer, 03 posts to be advertised		
7	Junior Hindi Translator, 02 Post to be advertised		
8	Hindi Officer, 01 post) to be advertised		
9	Security Officer, 01 post to be advertised		
10	Driver, 01 post to be advertised		
CONSOLIDATED RATE			

- a) The L-1 party will be determined based on the overall quoted consolidated rates. Accordingly, work will be awarded to single service provider.
- b) Quoted prices should be inclusive of all cost/expenses for the completion of selection process and taxes/duties inclusive applicable Goods and Services Tax.
- c) The offer should be unconditional.
- d) The rates Quoted shall be valid for the entire duration of the process irrespective of the delay due to whatsoever reason.
- e) The Service provider must quote unit rate and consolidated rate as per the above format only.
- Around **10000-14000** applications are estimated on the basis of total applications received against the advertisements in the previous exams. As such, arrangements for sufficient number of candidates must be made by the Service provider at each center in Roorkee.
 - CSIR-CBRI will pay for total received applications or minimum assured whichever is higher as per detail:-

Sr. No.	Name and numbers of the post	Estimated candidate	Minimum assured no of candidates' payment	Admissible no. of candidates for payment.
1	Scientist (31 posts)	2000	1500	Minimum 1500 candidates or actual no. of candidates whichever is higher
2	Technical Assistant (24 posts already advertised vide Advt.8/2023)	800	700	Minimum 700 candidates or actual no. of candidates whichever is higher
3	Technical Assistant (11 posts)	2000	1500	Minimum 1500 candidates or actual no. of candidates whichever is higher
4	Technician (15 posts)	2000	1500	Minimum 1500 candidates or actual no. of candidates whichever is higher
5	JSA (G/FA/SP) (09 posts)	3000	2500	Minimum 2500 candidates or actual no. of candidates whichever is higher
6	Jr Steno – (03 Posts)	300	300	Minimum 300 candidates or actual no. of candidates whichever is higher
7	Jr Hindi Translator (02 post)	200	200	Minimum 200 candidates or actual no. of candidates whichever is higher

8	Hindi Officer (01 Post)	150	150	Minimum 150 candidates or actual no. of candidates whichever is higher
9	Security Officer(01 Post)	150	150	Minimum 150 candidates or actual no. of candidates whichever is higher
10	Driver (01 Post)	250	250	Minimum 150 candidates or actual no. of candidates whichever is higher
Total no of candidates		10850	8750	

SCOPE OF WORK

END TO END SOLUTION FOR RECEIPT OF ON-LINE APPLICATIONS AND/OR CONDUCTING OFFLINE OMR BASED TEST/(OBJECTIVE/DESCRIPTIVE) WRITTEN EXAMINATION AND TRADE TEST/TYPING TEST/PROFICIENCY TEST/ PERSONALITY CUM PHYSICAL TEST FOR RECRUITMENTS CSIR-CBRI

OBJECTIVE

This tender establishes the fundamental requirement for end-to-end Solution for online receipt of applications and conducting Offline OMR Based exam and Trade Test/typing test/proficiency test/personality cum physical test for recruitment in CSIR-CBRI (CSIR-CBRI). CSIR-CBRI intends to enter into a contractual agreement with a qualified respondent service provider who is willing and able to meet the requirements of CSIR-CBRI.

The overall objective is to provide a fair, secured, transparent, and efficient end-to-end solution with meticulous and flawless execution at each stage culminating with delivering results with precision in an optimum time frame.

Service provider shall be solely responsible for ensuring compliance of all Government, Statutory Regulations/ Guidelines/Policies with regard to conduct of OMR based offline exam and Trade Test/typing test/proficiency test/personality cum physical test.

SCOPE of WORK:

To conduct OMR based Test through an experienced, professional govt Service provider on "**END TO END SOLUTION FOR RECEIPT OF ON-LINE APPLICATIONS AND/OR CONDUCTING OFFLINE OMR BASED TEST/(OBJECTIVE/DESCRIPTIVE) WRITTEN EXAMINATION AND TRADE TEST/TYPING TEST/PROFICIENCY TEST/ PERSONALITY CUM PHYSICAL TEST FOR RECRUITMENTS IN CSIR-CBRI**" against the following positions in CSIR-CBRI:

Sl. No.	Name of posts	Activities involved	Total Vacancies to be advertised	Estimated cost in Rs per exam per	Estimated cost inclusive of all taxes as applicable.
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						candidate inclusive of all taxes as applicable	
01	Scientist Group A posts in 10 areas	Development of software for inviting online applications using their server, providing application Proforma along with synopsis of particulars. (Estimated 2000 candidates)			31	200/-	400000/-
02	Technical Assistants Group B posts, 10 areas	Preparation of admit cards for trade test and written exam (Estimated candidates about 800)	Conducting Trade Test and submission of the result	There will be three OMR based papers. The examination will be conducted of those candidate who declared qualified in trade test. The paper II & III will be evaluated if qualified in paper I Merit list will be based on Paper II & III	24 posts are already advertised vide advt. No. CSIR-CBRI 8/ 2023	300/-	240000/-
3	Technical Assisitant Group B posts,	Development of software for inviting online applications using their server, providing application proforma alongwith synopsis of particulars. Preparation of admit cards for trade test and written exam (Estimated 2000 candidates)	Conducting Trade Test and submission of the result	There will be three OMR based papers. The examination will be conducted of those candidate who declared qualified in trade test. The paper II & III will be evaluated if qualified in paper I Merit list will be based on the basis of marks obtained in Paper II & III	11 posts	500	10,00,000/-
4	Technician Group C posts	Development of software for inviting online applications using their server, providing application proforma alongwith synopsis of particulars. Preparation	Conducting Trade Test and submission of the result	There will be three OMR based papers. The examination will be conducted of those candidate who declared qualified in trade test. The paper II & III will be evaluated if qualified paper I Merit list will be based on the basis of marks obtained in Paper II & III	15 posts	500	10,00,000/-

		of admit cards for trade test and written exam (Estimated 2000 candidates)					
5	JSA (G/F&A/S&P) Group C posts	Development of software for inviting online applications using their server, providing application proforma alongwith synopsis of particulars. Preparation of admit cards for proficiency computer typing test and written exam (Estimated 3000 candidates)	Conducting proficiency computer typing test and submission of the result	There will be two OMR based papers. The examination will be conducted of those candidate who declared qualified in proficiency computer typing test. The paper II will be evaluated if qualified in paper I. Merit list will be based on marks obtained in Paper II	9 posts	500	1500000
6	Jr. Stenographer Group C posts	Development of software for inviting online applications using their server, providing application proforma alongwith synopsis of particulars. Preparation of admit cards for proficiency in stenography test and written exam (Estimated 300 candidates)	Conducting proficiency Test in (Hindi/English shorthand) and submission of the result	Written examination will be conducted of those candidate who declared qualified in Typing Test & proficiency Test in (Hindi/English shorthand. There will be one OMR based paper. The Merit list will be prepared based on competitive written examination.	3 posts	500	150000
7	Jr. Translator (Hindi)	Development of software for	--	There will be one OMR based Paper-I and one descriptive	2 posts	350	70000

	Group B posts	inviting online applications using their server, providing application proforma alongwith synopsis of particulars. Preparation of admit cards for written exam (Estimated 200 candidates)		type Paper-II. The final merit list will be based on marks obtained in descriptive paper-II			
8	Hindi Officer Group A Gazetted posts	Development of software for inviting online applications using their server, providing application proforma alongwith synopsis of particulars. Preparation of admit card (Estimated 150 candidates)	--	There will be one OMR based paper and personal Interview The merit list will be prepared on the basis of 75% weightage of written examination and 25% weightage of interview.	1 posts	350	52500/-
9	Security Officer Group B Gazetted posts	Development of software for inviting online applications using their server, providing application proforma alongwith synopsis of particulars. Preparation of admit cards for physical standard and physical test (Estimated	Conducting Physical StandardS & T test	The written examination will be conducted of those candidates who declared qualified in Physical Standards & physical test. There will be one OMR based Paper-I and one descriptive type Paper-II. The paper II will be evaluated if qualified in paper I.The final merit list will be based on marks obtained in descriptive paper-II	1 posts	500	75000/-

		150 candidates)					
10	Driver	Development of software for inviting online applications using their server, providing application proforma alongwith synopsis of particulars. Preparation of admit cards for driving skill test and written exam (Estimated 250 candidates)	Conducting Trade Test in Driving Transport vehicles and its minors repair etc.	The written examination will be conducted of those candidates who declared qualified in Trade Test in Driving Transport vehicles and its minor repairs. There will be one OMR based paper comprising four parts. Final merit list will be based on marks obtained in written examination.	1 post	350	87500/-
						Total Posts	98(ninety eight only)
						Total expected candidates	10850/- (ten thousand eight hundred fifty only)
						Estimate consolidated rate	4050 (four thousand fifty only)
						Estimated cost	4575000/- (Rupees forty- five lakh seventy- five thousands ONLY) inclusive of all taxes as applicable.

Note: Nos. of the candidate may increase or decrease depending upon the then situation.

The syllabus / procedure for the selection/ written examination/trade test/ proficiency test /typing test/physical test cum personality assessment test for each post is attached herewith at **ANNEXURE- C**

The no. of disciplines, vacancies and test city in Roorkee indicated above *are tentative and may vary subsequently*. The scope of work will include but not limited to carrying out all activities of **pre-examination, examination, and post examination** phase as per requirements of CSIR-CBRI.

I. **PRE-EXAMINATION PHASE**

Brief Description
Development of online application portal, online receipt of applications, receipt of application fee as per requirement of CSIR-CBRI.
QUESTION PAPER WILL BE SET AND PROVIDED BY CSIR - CBRI
OMR answer sheet (black ball point pen markable) along with 01 Carbonless sheet shall be legibly printed with corresponding number to each other by the agency in consultation with CSIR-CBRI.

Secured supply of OMR answer sheets and question papers (prepared by CSIR-CBRI) at the test venues BY AGENCY in consultation with CSIR-CBRI
Booking of test venues in Roorkee
Online issuance of Admit Cards for trade test and written exam to candidates (Includes generation and uploading of Admit Card and center allotment to the candidates).
Intimation by SMS and e-mail to candidates for various stages.
Designing and printing of attendance sheets with scanned colour photograph, signature of candidates etc.
Liaison with local/ police authorities.
Helpdesk/ Call center facility to address/ resolve the queries/ issues of the candidates during the period of the contract.

CSIR-CBRI shall be publishing the advertisement in the local newspapers/leading National newspapers/National Carrier Service portal and the employment exchange for conducting the above recruitment exercise. The preparation and release of advertisement shall not be a part of tender condition. The advertisement shall be shared with successful govt service provider for designing/developing of portal/website for receipt of online applications.

A. DEVELOPMENT OF ONLINE APPLICATION PORTAL, ONLINE RECEIPT OF APPLICATIONS, AND RECEIPT OF APPLICATION FEE:

- 1.1. The Service provider shall set up, host and maintain a website for comprehensive management of recruitment process from the stage of receiving applications, to display necessary updates regarding this recruitment, to generate and online uploading of admit cards, to receipt of objection/challenge to questions and answer key till declaration of final results.
- 1.2. The web-based application should be hosted on https:// Secured Server. The Service provider will have to deploy sufficient resources for the website to ensure availability and quick response time to the candidates to the satisfaction of the CSIR-CBRI even at peak loads especially on important events viz during registration, issuance of admit cards, objection/challenge window, result declaration.
- 1.3. A website with 'URLs' will be provided by the Service provider for online application with details of General Information. The link will be made available through CSIR-CBRI's website. On clicking on the link, the page will open with proper links for, general instructions to the candidates and to apply for the job against the advertisement.
- 1.4. The Application should work in any modern browser on any operating system without requiring additional installation of software besides the browser itself.
- 1.5. Payment portal/ gateway lining up will be arranged by the Service provider.
- 1.6. The verifiable Audit trail of all activities undertaken shall be maintained by the Service provider.
- 1.7. The application should have provisions for furnishing details under RTI Act. The Service provider will also have to provide documented inputs with relevant data and support to handle RTI applications.
- 1.8. **The Application environment, including the documents uploaded by the users, needs to be adequately protected against viruses/ other vulnerabilities.**
- 1.9. The application should be hosted on secured cloud server so as to ensure that the data is free from hacking and virus.

- 1.10. The server should be connected with good bandwidth so that large number of applicants who wish to apply do not face problem of slow response.
- 1.11. The application should be user friendly and customizable.
- 1.12. Up-to-date important notification should be displayed on the homepage.
- 1.13. For any connection timeout or when application is idle, auto logout should happen.
- 1.14. Develop online application form along with secured and SSL encrypted Payment Gateway to receive online applications and application fee thereof (CERT-IN certified)
- 1.15. Before a candidate is allowed to create login, the candidate is to agree to the terms and conditions.
- 1.16. The application should have single login. Multiple login for any applicant should not be allowed.
- 1.17. The candidate shall be allowed to create a unique login id and password to access/ fill up the application. Registration No. shall be provided to the applicant, when the applicants register themselves during Signing Up for the application.
- 1.18. During signing up there should be provision of captcha and separate OTPs for email id and mobile phone number. This would help in verification of the email id as well as mobile phone number.
- 1.19. Application should have facility to reset applicant's Login Password, in case when applicants forget their password. The request for reset of password should be based on OTP.
- 1.20. Multiple applications for a particular post by candidate should not be allowed. Only final application should be considered for determining eligibility.
- 1.21. Application should validate all the constraints regarding eligibility criteria and should also validate mandatory fields mentioned in the tender document.
- 1.22. Application portal should have FAQ module (Frequently Asked Questions), so as to guide applicants on any frequent queries regarding the application.
- 1.23. The Application registration module should have provision for stage by stage saving of the draft of filled application details before the final submission to avoid any loss of data.
- 1.24. However, before entering the main application form, eligibility check page should be shown. There will be checks/validation on age, qualification, category, experience etc. The eligibility will be checked with reference to the age relaxation provided to OBC, SC/ST/ woman/PwBD, Ex-Serviceman and Departmental Candidates as per the advertisement specifications.
- 1.25. The application format will contain mandatory fields that a candidate is required to fill. Unless these mandatory fields are filled by an applicant, he/she will not be allowed to proceed further and submit the online application/registration. Wherever, the system requires filling up of these mandatory fields or filling up of data in particular format, i.e., numeric/ alphabetical/ restriction on use of special characters etc., the system will guide the candidates through popup windows by giving appropriate instructions. Preview and submission of application by Candidate: After having filled all required fields with the undertaking that he has gone through the complete text of the advt. and agrees to the terms and conditions, a preview of the application should be made visible to the candidate. On viewing the preview, he will have the option either to go back and edit the format or to make the online submission. Provision may be made in the system for the candidates to upload photograph as well as signatures, Qualification degree, experience, caste certificate/category of PWD certificate (as per Gol rules) and ID proof.

- 1.26. The Application should have the features of auto scrutiny of the candidates' information, based on the advertisement specifications of the post advertised. The application format should be designed in such a way that no eligible candidate proceed further to submit his/her application keeping in view of a age/qualification/category etc. as per the advertised criteria.
- 1.27. On any initiation of payment, a unique transaction ID shall be generated against applicant's Registration No. Transaction ID should be unique and against unique Registration Number there can be multiple Transaction IDs. Transaction ID shall be generated for both successful and unsuccessful transactions and should be used to identify multiple payments and failed transactions.
- 1.28. Payment option to be provided by all the online payment methods i.e. credit card/debit card/ net banking/ UPI/QR code/ wallet etc. Only after confirmation of receipt of payment a successful registration no. will be provided to candidate.
- 1.29. Collection of application fee through all above methods in CSIR-CBRI's bank account. **A complete report to be submitted to CSIR-CBRI within the period specified in the Timeline for completion of work.**
- 1.30. **The Application will generate a non-editable (PDF format) application form with a unique application number which can be further downloaded and printed by the candidate after successful submission of online application form. The application should indicate the transaction ID, date, and time of transaction under the payment details section of the application.**
- 1.31. After closing of on line application portal, Service provider must share the complete database of applications in excel and summary of total applications received in the prescribed format within the period specified in the Timeline for completion of work.
- 1.32. **Provide trouble shooting call center facility / help desk facility to address the queries of the candidates from 09.00 AM to 06.00 PM on all 07 days of the week for the duration of the contract.**
- 1.33. **A dashboard to check candidates being registered and facility to generate various reports e.g. Number of candidates applied for a particular post, category-wise report candidates from a particular state or district etc.**
- 1.36 The Service provider shall provide copy of application forms of all successful registered candidates in soft copy (PDF Format) to CSIR-CBRI along-with the other requisite records, documents, data and reports within the period specified in the Timeline for completion of work.

APPLICATION FORMAT

Application format should contain fields to capture all information of candidates as per requirement of CSIR-CBRI. The mandatory fields should be mark with asterisk and the fields to be included are:

1.1. Personal Information:

- 1.1.1. Name of the candidate: First, Middle & Surname
- 1.1.2. Father's name: First, Middle & Surname
- 1.1.3. Date of Birth: dd-mm-yyyy format in drop down box form
- 1.1.4. Mailing Address: It should contain 3-4 rows of boxes for typing mailing address. Specify rows for City/ Village, District, State. In addition, compulsory box will be provided for pin code.
- 1.1.5. State of domicile – with drop down

- 1.1.6. E-mail address to be provided compulsorily.
- 1.1.7. Contact Mobile phones for sending SMSs.
- 1.1.8. Additional mobile number
- 1.1.9. Gender – Male/ Female/ Transgender – drop down box.
- 1.1.10. Marital Status: Married/ Unmarried/ Divorced/ Widow/widower
- 1.1.11. Uploading of photograph, signature, degree & mark sheets for Essential Qualification, Desirable Qualification & Other Qualification, caste/category certificate, ID proof, AADHAR NO. PAN NO, PwBD certificate, EWS certificate, ExSM Certificate, Experience certificate. Specializations certificate for Essential qualification, if applicable, Grade to Percentage conversion formula, if applicable.
- 1.1.12. Whether belong to minority community – Yes/no – dropdown. If yes – then choice of communities through drop down box.
- 1.1.13. Ex-Serviceman – drop down yes/no, if yes, no. of yrs. of service will be asked through drop down box. Date of Discharge and last rank at the time of separation.
- 1.1.14. Category: General/SC/ST/OBC (NCL)/EWS/woman/departmental candidate
- 1.1.15. Person with benchmark disability: drop down – yes/no, if yes two options with radio button shall be displayed- Person with Benchmark Disability (PwBD) i.e. with 40% or more disability & Person with specified Disability (having less than 40% disability),
- 1.1.16. For persons with degree of disability 40% or above – 05 options will be shown: Type of disability through drop down box & percentage of disability with text box, Difficulty in Writing–yes/no, Scribe Required–yes/no, Compensatory Time required–yes/no
- 1.1.17. For Person with specified Disability (having less than 40% disability)-04 options will be shown: Percentage of disability with text box, Difficulty in Writing–yes/no, Scribe Required–yes/no, Compensatory Time required–yes/no
- 1.1.18. Departmental Candidate: Are you a Govt employee (Yes/ No). If yes, then name of the Office/Unit through drop down box and employee no. as well as Designation.
- 1.1.19. Close relationship of candidates: whether any relative is working in CSIR-CBRI, (Yes/ No). drop down box if yes, please mention his name, designation and place of working.

The above fields/ areas mentioned are indicative and may vary at the time of award of Contract.

1.2. Educational Qualification:

For filling details of qualifications, table has to be provided. Three Separate tables shall be provided namely – Essential Qualification (As per Advt.), Desirable Qualification (if any, as per advertisement) and Other Qualification (10th /12th/ others). Each table shall contain Course/ qualification (drop-down in Essential & Desirable Qualification Table and Text Box in other Qualification Table), college/Institute/University, Course Duration (from-to DD/MM/YYYY), Date and year of passing (DD/MM/YYYY), percentage of marks up-to 02 decimal points, Mode of Qualification (Regular/ Part time/ Correspondence) etc. 05 rows to be provided for other qualifications table (rows for 10th & 12th shall be fixed) with provision to add further if required by the candidate.

1.3. Post Qualification Experience (only after qualifying degree)

- 1.3.1. For filling details of experience, row with boxes will be provided. Provision for Name of Organization, type of Organization (drop-down e.g. Central Govt. / State Govt. / Central PSU/ State PSU / Autonomous Body/ Statutory Body / Public Limited Company / Private Limited/ Joint Venture/ Co-operative/ Self Employed), Employment period (From-To) dd/mm/yyyy – drop down boxes, position held, nature of experience, (drop-down e.g. Regular/ Direct Contract by Company/ through Service provider / Ad-hoc/ Fixed Term/ Part Time/ Training), pay scale/ Annual CTC details, Jobs/ Duties Performed or being Performed. For adding new experience, add on button will be provided, in case of Public sector, details or scale will be shown.
- 1.3.2. The experience will be counted from the date on which he/she has acquired minimum essential qualification. Higher qualification can be considered as an experience in case the same will be in the relevant area, if any.
- 1.3.3. The total no. of years of experience will be shown at the end of experience table. (Auto Calculated)
- 1.3.4. Experience should be calculated from the date of notification of result provided by candidate in qualification table. If the experience commencement date is later than the result notification date, the calculation would be from the later date.

1.1. CSIR-CBRI will set question papers by its own sources.

- 1.2. The question paper set by CSIR-CBRI, it is the duty of service provider with mutual agreed upon terms between both the parties (service provider and CSIR-CBRI) for timely, safe, and secured supply of question papers as well as OMR answer sheets at the test venues as per count of candidates in accordance with the best professional standards of the industry has to be ensured.

(c) OMR Answer Sheet designing, printing and supply:

1.1 Designing and printing of OMR answer sheets with the following features:

- a) The original OMR answer sheet shall have the bar code and the unique serial number of the answer sheet and it should be readable by OMR scanning machine. The OMR answer sheet will be of two pages. The first/front page will contain detailed instructions for filling of form, name of candidate, roll number, space for handwriting specimen, and signatures of candidate and Invigilator. The back/second page will contain details like question booklet number, Roll Number, series, category, examination paper details with desired number of bubbles.
- b) The OMR with 01 (one) carbonless copy with unique sl no to be printed.
- c) Thickness of the original OMR sheet shall be in accordance with the best professional standards of the industry.
- d) Thickness of the carbonless copies shall be in accordance with the best professional standards of the industry.
- e) Appropriate security features shall be incorporated as required in accordance with the best professional standards of the industry.
- f) The OMR answer sheets shall be pre-scanned.
- g) Service provider shall design and print the OMR Answer Sheets in the desired quantity in accordance with the best professional standards of the industry. Service provider will carry to the examination centers, over and above the actual quantity to meet any eventuality.

- 1.2 Printed OMR answer sheets shall be packed in quantities in tamper and water proof envelopes with appropriate labeling.

(D) Booking of test venues in Roorkee (UK) and allocation of test centers to candidates

- 1.1. The date of test shall be finalized mutually by the Service provider and CSIR-CBRI. The venues should be authorized by Service provider and the details shall be conveyed to CSIR-CBRI.
- 1.2. The Service provider to ensure Booking of adequate number of test centers in Roorkee for this purpose.
- 1.3. The Service provider shall give due consideration to the accessibility and safety aspects while finalizing the test centers. The Service provider shall ensure that the test centers are easily accessible through public transport.
- 1.4. The test centers should be reputed Schools / Colleges/ Institutes and should be equipped with all the basic infrastructure and facilities including suitable power back up, potable drinking water, adequate first aid kits, clean and hygienic toilet, proper seating arrangements, well illuminated and ventilated rooms, etc.
- 1.5. Service provider to arrange for seating arrangement for Divyangjan candidates in adherence with statutory provisions and Government of India guidelines.
- 1.6. The Service provider shall ensure that the shift timings are finalized after due consideration of the compensatory time of 40 minutes which is to be allotted to PwBD candidates. As such, the shift timings should be finalized considering the examination duration as per prescribed time duration of each paper time plus 40 minutes.
- 1.7. **The Service provider will preferably deploy regular staff of School/College/Institute Faculty as Centre In-charge as well as Invigilators. There should be adequate no. of invigilators (one each i.e. CSIR-CBRI and from the side of service provider) in each room so as to deter any mala-fide activity/ malpractices and to ensure smooth and efficient conduct of exam.**
- 1.8. **Service provider shall arrange 1 invigilator over the 25 candidates.**
- 1.9. The Service provider shall intimate CSIR-CBRI the post wise test date/s, test city, name & address of the test centers, of candidates allotted in each center within the period specified in the timeline.
- 1.10. Submission of center-wise list of all candidates who have been issued Call Letters/Admit Cards for appearing for the trade test/typing test/physical test, offline OMR based test/descriptive test to CSIR-CBRI as per specified format.
- 1.11. The center should have the facility / provisions of live CCTV recording of the entire examination premises including entry and exit points of the center for the entire duration of the exam and all the candidates should be clearly visible while appearing in the exam.
- 1.12. The Service provider shall also ensure room-wise display of roll nos. of candidates at the main gate / entrance of each test center (venue) and any other locations as deemed fit so as to ensure smooth access of candidates to the allocated rooms. The roll nos. should also be displayed inside each room and also on the seating desks.
- 1.13. Service provider shall be responsible to inform local Police Station under which test center falls for safe and secure conduct of examination and to prevent any untoward incident during the test. Any assistance required from CSIR-CBRI in this regard shall be provided. **All requisite permissions including statutory clearances, authorizations required should be done by the Service provider.**

(E) Online issuance of admit cards:

- 1.1. Processing of all applications for database creation of the candidates including photograph, signature and addresses of the candidate from the applications for the purpose of admit cards. This activity should also include Master database Creation including editing of data.
- 1.2. Intimation to the candidates through SMS as well as Email regarding test city/centre and test date within the period specified in the Timeline.
- 1.3. Generation of Roll-Numbers to eligible candidates **through randomization**, and issue of Admit cards as per CSIR-CBRI's format with the printing option through website as well as through respective email to the candidate.
- 1.4. Intimation to the candidates through SMS as well as Email and provision for downloading Admit Cards for trade test/typing test/physical test, offline Test by candidate from portal within the period specified in the Timeline. The content of the message to be sent to candidates through SMS as well as Email will be shared with CSIR-CBRI before issuance. Notice shall also be displayed in this regard on the portal.
- 1.5. A verifiable audit trail of all activities undertaken shall be maintained by the Service provider which may be inspected by the CSIR-CBRI anytime.
- 1.6. The duration of Written Test for PwBD candidates who have opted for compensatory time and scribe while submission of application form shall be provided Compensatory Time of 40 minutes/scribe and the same should be specifically mentioned in the Admit Card of PwBD candidates.
- 1.7. The reporting time for candidates shall be finalized considering the activities to be conducted at the exam center prior to the commencement of exam (Candidate Identification check, Frisking / registration) from the Admit card/attendance sheet as well as face of the candidate.

II. EXAMINATION PHASE

<u>Brief Description:</u>
Seat allotment is to be displayed at test venue.
All SOPs / Govt. guidelines, are to be followed at the time of examination.
CCTV surveillance at entrance, Exam rooms.
Providing the OMR with 01 (one) carbonless copy with unique sl no to be printed. (one carbonless copy of OMR for candidate along with question paper, Original OMR to be retained by CSIR CBRI as agreed upon both the parties for evaluation).
After exam, the Service provider shall provide the center wise, and post-wise scanned copy of the attendance sheet of the candidate to CSIR-CBRI in the PDF format.

1. Service provider would conduct center preparedness exercise at the center well in advance and ensure /check the following:
 - a. Supply of examination center management kits
 - b. Centre wise List of candidates with roll number.
 - c. Seating plan (maximum 25 candidates in one room)
 - d. The Attendance Sheets should be printed room-wise, with roll number, colour photograph and signatures of candidates, having adequate space for signatures of candidates and Invigilator. The Service provider shall ensure usage of good quality white paper with adequate thickness and the contents on the paper should be legibly printed in accordance with the best professional standards of the industry.
 - e. Supply of various Report Forms which are to be filled by the center in-charge.
 - f. Supply of tamper & water proof packing material for the packing of Attendance sheets and other materials for easy handling and administration.

2. **Seat allotment to be displayed at test venue.** The Service provider shall also ensure room- wise display of roll nos. of candidates at the main gate / entrance of each test center (venue) and any other locations as deemed fit so as to ensure smooth access of candidates to the allocated rooms.
3. The roll nos. should also be written/ displayed inside each room and also on the individual desks as per seating plan
4. The Service provider should ensure the timely start and end of exam at all the center as per the schedule.
5. Service provider should ensure that seating arrangement for PwBD candidates are done as per the applicable statutory provisions and Government of India guidelines. The Service provider shall also ensure adherence w.r.t. applicable protocols/ guidelines as issued from time-to-time.
6. Service provider must ensure that for PwBD candidates who have opted for compensatory time while submission of application forms, the duration of Written Test shall be 40 minutes extra than the prescribed time limit (Compensatory Time). Statutory guidelines' regarding allowing / extending services of scribes to such candidates has to be ensured.
7. When a candidate enters the examination venue, the following activities shall be ensured:
 - a) The Service provider should verify the identity of candidates based on the admit card and identity proof at the examination center entrance gate.
 - b) Body frisking (separately for male and female candidates by males & females staff respectively) – The Service provider shall deploy adequate devises and staff to ensure timely and efficient frisking of candidates.
 - c) The Service provider shall start above activities well in advance so as to ensure that the candidates reach their designated seat at least 30 minutes before the scheduled time for commencement of examination. The above aspects must be considered while allotting Reporting time (on the admit cards) to the candidates.
8. The ergonomics of the seats (benches or chairs) should be suitable for an adult.
9. The sealed packets of OMR Answer Sheets and Question Booklets must be delivered at the test venue well in time so as to ensure timely start of test. At least one representative of Service provider should be present at each venue during the period of test.
10. The OMR Answer Sheets and Question Booklets should be packed properly for hassle-free and timely distribution to the candidates in consultation with CSIR-CBRI.
11. If cases of fraud like impersonation etc., coming to light, the Service provider shall take appropriate action at their end. In case, police complaint/ FIR are lodged, a copy of the same is to be forwarded to CSIR-CBRI.
12. The signature of the candidate on the Admit Card as well as Attendance sheet should be obtained by the Invigilator in his presence.
13. The unused Question Booklets and OMR Answer Sheets from the examination halls should be collected back after commencement of the examination by the Venue Coordinator from the Invigilators and to be handed over to the Service provider. The Service provider shall be responsible for their safe and secured custody.
14. The Service provider shall retrieve back exam material, both used and unused, directly from the exam centers.

15. The Service provider shall arrange for packing and sealing of both used and unused exam material, separately at exam center.
16. The Service provider shall submit detailed report of written test in respect of all the test venues including absentee report within time period as specified in the timeline.(A summary of total candidates issued call letters, appeared, and abstained center-wise, post-wise along with center-wise report on overall conduct of examination with specific mention of any deviation / untoward incident/event shall be provided).
17. Question Booklets of each set along with answer key should be provided to CSIR-CBRI within time period as specified in the timeline.
18. Adequate nos. of CCTV camera are to be installed in such a manner that they cover faces of all candidates with continuous recording of the examination process at each exam center.

POST-EXAMINATION PHASE

<u>Brief Description:</u>
Processing of OMR answer sheets scanning, evaluation, objection resolution and preparation of Result.
Furnishing the all data of the candidates and verification data at later stages of recruitment process, as and when required.
Submission of requisite reports in prescribed formats.

(A) Processing of OMR answer sheets:

1. The Service provider will scan all the OMR answer sheets on two different scanners and these will be kept separately. The two-scanned data will be compared and in case any discrepancy occurs for any answer sheet, it will be checked manually and edited. The edited/modified data will be made available to the CSIR-CBRI.
2. All answer sheets shall be scanned completely in good quality so that colour PDF image may be generated and stored in a soft copy.
3. A soft copy of all complete answer sheets combined on the basis of unique serial number on OMR sheet shall be provided to CSIR-CBRI.
4. The scanning activity is expected to be completed within time period as specified in the timeline.
5. After scanning, the answer sheets shall be preserved by the Service provider for two years after the date of declaration of the final results, duly packed with their scan number and a soft and hard copy for matching of scanned numbers and answer sheet's unique serial number for storage and retrieval, whenever required.
6. A summary report indicating the total no. of admit cards/call letters issued, details regarding candidates present, absent and evaluated shall be provided by the Service provider to CSIR-CBRI. This report shall be prepared in the prescribed proforma to be provided by CSIR-CBRI. The center-wise, post-wise details as mentioned above shall be duly signed and stamped on each page and submitted within time period as specified in the timeline.
7. Processing of data captured on scanning of both parts, matching of data of OMR answer sheet of the candidate, after applying all check to ensure flawless capture of information, will be ensured. The generated database must include details entered in the answer sheets completely with 100% accuracy.
8. Manual data entry stamp will be done only with prior permission of CSIR-CBRI stating in

writing, reasons for the same, wherever required, to ensure that all fields are entered correctly.

(B) Objection Resolution and Evaluation

1. The Service provider shall upload the question papers (all 4 sets) and answer key of all the series within time period as specified in the timeline for display of individual candidates and invite objections, if any, within the period specified in the Timeline.
2. The 'Objection/ Challenge window' shall remain open for the period as specified in the timeline. The Service provider shall design a 'challenge/ objection window' with provision for 'online payment' towards objection/ challenge fee so that candidates can file challenge/ objection in respect of the question/s and/ or answer key/s. Candidates are required to submit objection regarding the validity/ correctness of any of the question/s or answer/s supported with authentic proofs for each question separately. The challenges/ objections would be lodged only within the period specified in the Timeline.
3. An interface shall be provided for the candidates to assist them during entire process. The candidate should have access only to the questions and answers related to the post applied for. Further, no candidate should be allowed to view data of another candidate. The candidate shall be required to deposit in CSIR-CBRI's bank account an amount of Rs.200/- each for every question/ answer objected/ challenged. The amount so deposited shall be refunded ONLY to those candidate/s in case the challenge/ objection raised by them are found to be valid/ correct.
4. The Selected Service provider shall resolve all the objection/ challenges received within the period specified in the Timeline and submit all such objections/ challenges raised through challenge/ objection window along with the resolution details to CSIR-CBRI for information and record.
5. The Service provider shall submit the details of each objection raised post-wise (content, name & post code of the candidate raising the objection) and whether the same was valid or not. Besides this, the Service provider shall also provide total no. of objections received post-wise along with the total no. of valid objections. The compiled report in this behalf shall be submitted by the Service provider within time period as specified in the timeline. Based on the details received from the Service provider, CSIR-CBRI shall release payment towards refund/ reimbursement of 'Challenge/ Objection fee' to candidates against each valid objection.
6. The Service provider will upload the answer keys in consultation with CSIR-CBRI on our website for the information of the candidates. In case the answer challenged by any of the candidate(s) the same will be examined by the CSIR-CBRI in consultation of the expert of concerned field. Thereafter the decision will be taken on the same and inform to the service provider to upload the same on website for the information to the candidates.
7. After resolution of all the objections the final answer key for all series of Question Papers for each post will be uploaded. The Service provider should also provide response sheet to candidates in the form of evaluated scanned OMR sheet, with number of correct and wrong answer.

(C) Generation of Result

1. The final result for examination will be prepared as per instructions of CSIR-CBRI and the Service provider will have to provide result to the Director, CSIR-CBRI (both in Soft and Hard Copy duly signed).
2. It shall be ensured that-
 - All answer sheets are evaluated electronically.
 - Processing for accurate results by way of software on the basis of the answer keys.

- Ensuring integrity of data and total data security during and after the recruitment process.
3. Service provider will provide the final scores of the candidates within time period as specified in the timeline.
 4. After evaluation, Question Papers, OMR answer sheet, attendance sheets, reports and all related records/ documents shall be retained by CSIR-CBRI.
 5. **Confidentiality/Secrecy of documents must be maintained by the Service provider.** All deliverables mentioned in above paragraphs shall be ensured in consultation with CSIR-CBRI. The Service provider would, at all times, conduct the activities with utmost integrity which includes maintaining integrity in all the processes before, during and after the examination.
 6. Any error in preparation of result shall attract penalty as per terms of NIT/Contract.
 7. Preparation of result and handover the same to CSIR-CBRI in soft as well as hard copy duly signed and stamped. Also the desired reports in the requisite formats shall be duly compiled and submitted by the Service provider.
 8. The database shall be handed over to CSIR-CBRI in two copies in external drives of appropriate capacity within the period specified in the Timeline. The database shall be in open server architecture and should be fully searchable. An interface for searching the database on all fields shall be provided which will display information in a format required by CSIR-CBRI. The complete database of candidates should be provided in such a way that it can be ported and converted into Service Records.
 9. The recruitment process for selection of candidates after declaration and submission of results by Service provider will be done by CSIR-CBRI.
 10. A verifiable audit trail of all activities undertaken shall be maintained/ retained by the Service provider for minimum period of 02 years after declaration of final result.

GENERAL

- i. **To handle the entire above-mentioned operation with utmost confidentiality and secrecy in a professional manner maintaining highest professional standards.**
- ii. To ensure and expedite all the above activities in consultation with CSIR-CBRI.
- iii. To retain the exam related records for a period of minimum two years from the date of the declaration of final result to provide any data/information/report/ clarification sought by CSIR-CBRI.
- iv. All related & customized MIS/Reports as desired by CSIR-CBRI shall be provided by the Service provider/organization.
- v. Any other addition/modification in the above scope of work at any point of time even after the engagement of the concerned Service provider/Organization shall have to be acceptable and incorporated.
- vi. Anything not mentioned or included in above terms and conditions yet crucial to the arrangement of respective examinations/tests, shall invariably notwithstanding form a part of the standard inclusions by the service provider, which may be informed subsequently even after the award of work to the respective Service provider and the bidding service provider to have an open acceptability of any such situation.

- vii. The Service provider is expected to draw the examination plan and design the examination processes as follows:
- Complete Security management processes: -
 - Physical Security
 - Information Security
 - Server / Network Security
 - Candidate handling process:-
 - Mapping of candidates' details with Exam Centers
 - Bulk/individualized SMS
 - Bulk/individualized emails
 - Any other processes related to conduct of Examination.

BID EVALUATION CRITERIA

- 1) The service provider who are fulfilling the all technical criteria will be eligible for opening the financial bids.
- 2) The Service providers have to quote the 'Per candidate' rate of each category of posts for providing 'END TO END SOLUTION FOR RECEIPT OF ON-LINE APPLICATIONS AND/OR CONDUCTING OFFLINE OMR BASED TEST/(OBJECTIVE/DESCRIPTIVE) WRITTEN EXAMINATION AND TRADE TEST/TYPING TEST/PROFICIENCY TEST/ PERSONALITY CUM PHYSICAL TEST FOR RECRUITMENTS CSIR-CBRI' as per terms and conditions of the NIT.
- 3) The L-1 bidder will be declared who have quoted their lowest consolidated rates on each category, however, the payment will be made as per the rates quoted for each category.
- 4) The contract shall be awarded on Completely L-1 basis. However, in case, it is found that L-1 Service provider has quoted non-workable/non reasonable rates for one/ more items due to which they become L-1, CSIR-CBRI reserves the right to reject such tender.
- 5) The revised bids on due date of opening of the tenders, as per NIT, shall not be entertained. Where for any reason the due date and / or time of opening the tender is extended, intimation regarding revised tender opening date and time shall be given / displayed on the website. In case any of the parties, who have submitted offer earlier, submits revised offer, within extended period, their revised offer only will be considered for opening. However, where techno-commercial negotiations are conducted with all the Service providers to clarify the deviations vis-à-vis tender specifications/ requirements, which lead to changes in terms / conditions and / or technical specifications, the Service providers shall be given a fair chance to revise their price bids accordingly.
- 6) The rates should be quoted in words and figures. If some discrepancies are found between the rates given in the words and figures or the amount shown in the tender, the following procedure shall be followed:
 - i. When there is difference between the rates in figures and words, the rates which correspond to the amount worked out by the Service provider shall be taken as correct.
 - ii. When the rates quoted by the Service provider in figures and words, tallies but the amount is incorrect, the rate quoted by the Service provider shall be taken as correct.
 - iii. When it is not possible to ascertain the correct rate in the manner prescribed above, the rate as quoted in words shall be adopted.
- 7) CSIR-CBRI may, at its discretion, ask the Service providers for a clarification of its bid.
- 8) Bids which are incomplete, conditional and/or which are not in line with the terms and conditions of tender documents are liable to be rejected.

- 9) In case there is a tie in the rates quoted by two or more Service provider; preference would be given to the party which is established earlier by GoI. In case of same date of establishment, the decision of the Director, CBRI shall be final for award of work.

GENERAL TERMS & CONDITIONS (GTC/GTCC)

Submission of Tender by a Service provider implies that he has read the NIT, instructions, all other Contract Documents and has made himself aware of the scope and specifications of the works to be performed, local conditions and other factors having a bearing on the execution of the works under the Contract. The Service provider shall bear all costs associated with the preparation and submission of the bid, and CSIR-CBRI will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The Service provider shall sign on every page of the Tender Document in token of acceptance of CSIR-CBRI's conditions and for the purpose of identification and submit the same alongwith the bid.

1. PAYMENT OF TAXES AND DUTIES

1.1 The rates to be quoted by the Service provider should be inclusive of all applicable taxes, duties, levies, GST, etc. Statutory deductions on account of Income Tax at source, at the applicable rates of the Gross Value of the Bill shall be made from the service provider bills/ payments for depositing the same with respective Statutory Authorities as per the provision of the respective Acts and guidelines issued by Govt.of India.

1.2 The Total Contract Value shall be inclusive of all applicable taxes, duties, levies, GST, etc.

- a) The successful Service provider who is liable to be registered under CGST/IGST/UTGST/SGST Act shall submit GSTIN along with other details required under CGST/IGST/UTGST/SGST Act to CSIR-CBRI immediately after the award of contract, without which no payment shall be released to the Service provider. The Service provider shall be responsible for deposit of applicable GST to the concerned authority.
- b) CSIR-CBRI shall pay GST as per provisions of GST Act. To remain competitive, Service providers are advised to work out their rates including the impact of taxes paid on the input materials to be used in execution of contract as the same shall be set off in the form of input tax credit against GST.
- c) Party shall issue the taxable invoice in the manner prescribed under the GST Act within 30 days from the date of successful completion of milestones as mentioned at Clause 12 and 17 of Special Terms and Condition of Contract. In case of any difference between the taxable/assessable value / or tax charged in the tax invoice is found the Service provider shall issue credit/debit note as the case may be in the manner specified in the Act, failing which CSIR-CBRI may withhold the payment till the rectification of such difference. Up loading of taxable invoice and credit/debit note shall be done by the Service provider strictly within the period prescribed in GST Act.
- d) In the event input tax credit of the GST charged by the Service provider is denied by the tax authorities to CSIR-CBRI, then CSIR-CBRI shall be entitled to recover such amount from the Service provider by way of adjustment from the next invoice/Security Deposit. In addition, to the amount of GST, CSIR-CBRI shall also be entitled to recover interest and penalty, in case it is imposed by the tax authorities on CSIR-CBRI.

1.3 Liability of CSIR-CBRI shall be restricted to the amount of GST only, and any interest / penalty

etc. shall be to the Service provider's account.

- 1.4 Nature of Contract and Applicable GST Rates: Rates & Guidelines shall be applicable as notified by the Central Govt. from time to time.
- 1.5 As per GST, the liability towards payment of GST lies with the service provider, so CSIR-CBRI is not responsible for any non-compliance of the GST Law by the Service provider. However, in case of services notified for liability of payment of GST, under Reverse Charge Mechanism, on the part of service receiver, the CSIR-CBRI shall comply with the same as the service receiver.
- 1.6 The rates quoted by the Service provider will be firm for the currency of the contract period including extension if any and will not be subjected to escalation irrespective of any increase what so ever; except in case of change in no. of candidates who have been issued admit cards.

2. Bid Validity:

The bid should be kept valid for acceptance for a period of 120 (one hundred twenty) days from the date of opening of tender/Technical Bid. A bid valid for shorter period may be rejected by CSIR-CBRI as being non-responsive. Under the exceptional circumstances, prior to expiry of the original Bid validity period, the CSIR-CBRI may request the Service provider for a specified extension in the period of validity.

3. The following tenders will be liable to be rejected:
 - i. Tenders submitted by Service provider who resort to canvassing.
 - ii. Tenders, which do not fulfil any of the conditions, laid down in the Tender Documents or are incomplete, in any respect.
 - iii. The Tender, which contain uncalled for remarks or any alternative/ additional conditions.
4. CSIR-CBRI reserves the right to accept the lowest or any other Tender in part or in full or award parallel contracts or reject all OR any of the Tender without assigning any reasons.
5. If the Service provider has relations whether by blood or otherwise with any of the employees of the CSIR-CBRI, the Service provider must disclose the relation in the Form of Declaration attached, at the time of submission of tender failing which CSIR-CBRI shall reserve the right to reject the tender or rescind the Contract. It shall also be certified by the Service provider that none of CSIR-CBRI's ex-employee is employed with them. (In case any ex-employee of CSIR-CBRI is employed, furnish details separately).
6. The Service provider may employ such employees as he may think fit and the employees so employed should be employees of Service provider for all purposes whatsoever and shall not be deemed to be in the employment of CSIR-CBRI for any purpose whatsoever. The Service provider shall abide by all rules, laws and regulations that may be in force from time to time regarding the employment or conditions of service of the employees. If under any circumstances whatsoever, CSIR-CBRI is held responsible in any manner whatsoever for the default or omission on the part of the Service provider in abiding by the aforesaid rules, regulations and laws or held liable or responsible to the employees of the Service provider in respect of any matter whatsoever and called upon to make payments on that account, CSIR-CBRI shall be reimbursed by the Service provider for the same as also any other expenses costs and charges incurred by CSIR-CBRI in any proceeding or litigation arising out of any claim, demand or act on the part of the employees of the Service provider, CSIR-CBRI shall be entitled to claim, demand or compensation from the Service provider in that event. CSIR-CBRI shall also be entitled to recover the aforesaid amount from the Service provider that may become due and payable to Service provider.
7. Interested Service provider after studying the tender documents carefully, may obtain necessary clarifications, if any in writing before tendering, Submitting of tender implies that the Service provider has obtained all the clarifications required. No claim on ground for want of knowledge in any respect will be entertained. No claim for extra charge consequent on any

- misunderstanding or otherwise will be allowed.
8. The Service provider shall be liable to the CSIR-CBRI for any omission or Commission on his part or on the part of his employees thereby causing any loss, damage or inconvenience to the CSIR-CBRI.
 9. The decision of the Director, CSIR-CBRI in regard to all matters relating to the Tender and for determine the category of work with reference to an item/action not mentioned in scope of work shall be final.
 10. **QUANTUM OF JOB:** Estimated values of work have been worked out on technical assessment / on the basis of jobs executed in past / budgetary quote.
 11. If the Service provider is unable to execute the work any loss incurred by CSIR-CBRI in this respect, will be, to the Service provider's account. The CSIR-CBRI may also terminate the contract after giving a notice of 15 days, if in its opinion the work under the contract is not being done to its satisfaction. CSIR-CBRI will also have right to get the job done by a third party at the risk and cost of the Service provider till the expiry of the period of the contract and debit the cost plus 25% to the Service provider.
 12. **VALIDITY OF THE CONTRACT:** The Contract shall remain valid for a period of 18 months from the date of issuance of Work Order.
 13. **FORCE MAJEURE:-**

The terms and conditions agreed upon under the contract shall be subject to Force Majeure. Neither the Service provider nor CSIR-CBRI shall be considered in default in the performance of their obligation contained therein, if such performance is prevented or delayed or restricted or interfered with by reason of War, Hostilities, Acts of Public Enemy, Civil Commotion, Strike, Lockouts, Epidemics/Pandemics, Accidents, Fires, Explosions, Flood, Earthquake, regulation or ordinance or requirement of any Government or any sub-division thereof or authority or representative of any such Govt., and/or due to technical snag/reasons or any other Act whatsoever, whether similar or dissimilar to those enumerated beyond the reasonable control of the parties hereto or because of any act of GOD. The party so affected, upon giving prompt notice to other party of such conditions and cause thereof from within 30 (thirty) days of occurrence of such event, shall be excused from such performance to the extent of such prevention, delay, restriction or interference for the period it persists provided that the party so affected shall use its best efforts to avoid or remove such causes of non- performance if possible and shall continue performance hereunder with the utmost dispatch whenever such causes are removed.

If the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract by giving notice to the other party.

For delays arising out of Force Majeure neither CSIR-CBRI nor the Service provider shall be liable to pay extra costs or to make good any losses incurred consequent to the happening of any of the event, provided it is mutually established that Force Majeure condition did actually exist.

14. CSIR-CBRI shall have power to make any alteration in, omission from, addition to, or substitutions for original instructions which may be considered necessary, during the progress of work and Service provider shall have to carry out the work in accordance with any instruction which may be given to him in writing duly signed by CSIR-CBRI's Representative. Such alteration, omission, additions, substitutions, shall not invalidate the contract and any altered, additional or substituted work which the Service provider may be directed to do in the manner

above specified as a part of the work, shall be carried out by the Service provider on the same condition in all respects on which he has agreed to do the main work.

15. If the rates for the additional altered or substituted work are specified in the contract for the work, the Service provider is bound to carry out the additional, altered or substituted work at the same rate as per specifications in the Work Order for that work.

16. PERFORMANCE SECURITY/ SECURITY DEPOSIT (SD):

- a. The successful Service provider / Service provider shall deposit SD towards faithful performance of the contract. The Security Deposit together shall be 5% of the amount which shall be calculated on the basis of number of applications guaranteed in the NIT i.e. minimum of 8750 (eight thousand seven hundred and fifty only) candidates and the rates quoted/agreed by successful Service provider.
- b. Security Deposit is required to be deposited in the form of Demand Draft from Scheduled / Nationalized Bank in favour of "DIRECTOR CSIR-CBRI" or through electronic transfer (NEFT/RTGS) within 15 days of the issue of the Work Order (WO) by the successful Service provider. Alternatively, the successful Service provider can furnish a Bank Guarantee from any of the scheduled bank excluding Gramin / Co-operative Bank in the form specified by CSIR-CBRI against Security Deposit / Performance Guarantee (as applicable) for the faithful and proper fulfilment of the contract. The detail of the Account of the Institute is given below:-

Account Holder's Name: Director, CSIR-CBRI, Roorkee,
Account No. 30269847968,
IFSC-SBIN0010635,
State Bank of India, CBRI Branch, Roorkee

- c. The Bank Guarantee should be valid for a period of 27 (twenty seven) months (contract period-18 months, plus defect liability period of 6 months and plus claims period of 3 months). The Bank guarantee should be submitted by Bankers directly to CSIR-CBRI in a sealed cover and not through Service provider/ supplier/ Service provider (Format Enclosed).
- d. The Service provider shall also arrange a copy of swift message, for confirmation of BG (including all amendments) through SMS/email mode, from the BG issuing bank generated on communication regarding issue of BG to our designated bank as per following details: -
- e. If the Service provider fails to maintain the requisite Performance Security during the Contract's currency, it shall be lawful for CSIR-CBRI at its discretion to –
 - (i) Treat it as a breach of contract and avail any or all contractual remedies provided for breaches/ default, including termination of the Contract for Default,
 - or
 - (ii) without terminating the Contract, recover from the Service provider the amount of such security deposit by deducting the amount from the pending bills of the Service provider under the contract or any other contract with CSIR-CBRI.

i. CSIR-CBRI shall be entitled, and it shall be lawful on his part,

1. To deduct from the performance securities or to forfeit the said security in whole or in part in the event of:
 - i. Any default, failure, or neglect on the part of the Service provider in the fulfilment or performance in all respect of this contract or any other contract with CSIR-CBRI or any part thereof
 - ii. For any loss or damage recoverable from the Service provider which CSIR-CBRI

may suffer or be put to for reasons of or due to the above defaults/ failures/ neglect

2. and in either of the events aforesaid to call upon the Service provider to maintain the said performance security at its original limit by making further deposits, provided further that CSIR-CBRI shall be entitled, and it shall be lawful on its part, to recover any such claim from any sum then due or which at any time after that may become due to the Service provider for similar reasons.
- j. Subject to the sub-clause above, CSIR-CBRI shall release the performance security without any interest to the Service provider on completing all contractual obligations and completion of defect liability period. Alternatively, upon the Service provider's submitting a suitable separate Defect Liability Security for the duration of Defect Liability obligations, the original Performance Guarantee Security/ Security Deposit shall be released mutatis mutandis.
- k. No claim shall lie against CSIR-CBRI regarding interest on cash deposits, Government Securities or depreciation thereof.

17. DEFECT LIABILITY PERIOD / PERIOD OF LIABILITY:

Defect liability period of works shall for 6 months from the actual date of completion of work. The Service provider shall at his own cost and initiative, correct and/or rectify any / all discrepancies, shortcomings, defect(s) and/or of the work or any part thereof and/or in the work performed or other items incorporated therein as shall be discovered during the said defect liability period and in the event of the Service provider failing to do so, CSIR-CBRI reserves the right to get the same rectified at the risk & cost of the Service provider PLUS 25 % Departmental Charges plus applicable GST thereon, and the expenditure so incurred by CSIR-CBRI shall be adjusted towards the said Security Deposit and / or any other due lying with CSIR-CBRI.

- 18. Completion Certificate/Final Bill:** CSIR-CBRI shall normally issue to the Service provider the completion certificate within one month after receiving an application thereof from the Service provider after verifying from the completion documents and satisfying that the work has been completed in all respect in accordance with the instructions, specifications of contract documents. The Service provider after obtaining the completion certificate is eligible to present the final bill for the work executed by him. The final bill shall be prepared in the prescribed Performa with reference to total work covered by the contract. Such bill to be drawn up after applying the applicable rates specified in the schedule of rates. The final bill shall also include all additional claims of the Service provider and considered conclusive. The final bill, complete in all respects, shall be submitted by the Service provider within one month of the completion of work. No further claim shall be allowed by CSIR-CBRI after Final bill. Service provider shall also furnish "NO CLAIM CERTIFICATE" in the prescribed Performa along with Final Bill.

- 19. Final Certificate:** Within fifteen days of the Service provider's application made after the expiry of the period of defect liability and satisfaction of all liabilities of the Service provider in respect thereof, CSIR-CBRI shall issue a 'final certificate' after ascertaining that the Service provider has performed his obligations in respect of the defect liability period and until issue of such final certificate, the Service provider shall be deemed not to have performed such liabilities not withstanding issue of the completion certificate or payment of the final bill by CSIR-CBRI.

20. CONCILIATION & ARBITRATION:

- i) **Arbitration for CPSEs and Government Department:**
In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs) / Port Trusts inter se and also between CPSEs and Government Departments / Organizations (excluding disputes relating to Income Tax, Customs & Excise Departments), such disputes or differences shall be taken up by either party for its resolution through AMRCD as mentioned in DPE OM No. 5/0003/2019/FTS-10937 dated 14.12.2022 and decision of AMRCD on the said

dispute will be binding on both the parties.

21. SERVICE PROVIDER TO REMOVE UNSUITABLE EMPLOYEES:

The Service provider shall on instruction of CSIR-CBRI immediately remove from the work any person employed thereon who may misbehave or cause any nuisance or otherwise, in the opinion of CSIR-CBRI is not a fit person to be retained on the work and such person shall not be again employed or allowed on the works without the priorwritten permission of CSIR-CBRI.

22. SAFETY REGULATION:

The Service provider shall be responsible for and must make good to the satisfaction of the CSIR-CBRI any loss or damage due to fire to any portion of the work to be done under this agreement or to any of the CSIR-CBRI's existing property.

This will however not relieve the Service provider of any statutory obligation. For any default / accident / loss due to negligence of Service provider/ workers, the liability of Service provider shall be "Absolute liability".

- 23. SERVICE PROVIDER TO EXECUTE AGREEMENT:** The Service provider's responsibility under this contract will commence from date of issue of the Letter of award of work. The Tender Documents, other documents exchanged between the Service provider and CSIR-CBRI, the letter of acceptance and Work Order shall constitute to the contract. The successful Service provider shall be required to execute an agreement on a non-judicial stamp paper of prescribed value with CSIR-CBRI within 15 days (Fifteen days) of receipt by him of the Work Order. The agreement to be executed will be in Agreement Form specified by CSIR-CBRI. The cost of the Stamp Papers will be borne by the Service provider. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between the parties.
- PAYMENT FOR PREPARATION OF BID DOCUMENT:** The Service provider shall not be entitled to claim any cost, charges, expenses, losses incidental to the preparation and submission of this tender in any case.

24. TERMINATION OF CONTRACT

- 24.1** Notwithstanding anything elsewhere herein provided and in addition to any other right or remedy of CSIR-CBRI under the Contract or otherwise including right of CSIR-CBRI for compensation for delay CSIR-CBRI may, without prejudice to his right against Service provider in respect of any delay, bad workmanship or otherwise or to any claims for damage in respect of any breaches of the Contract and without prejudice to any rights or remedies under any of the provisions of this Contract or otherwise and whether the date for completion has or has not elapsed by intimation in writing with in 15 days, absolutely, determine the Contract:

Default or failure by Service provider of any of his obligations under the Contract including but not limited to the following, the Contract is liable to be terminated after written notice if the Service provider:

- a. Becomes bankrupt or insolvent or goes into liquidation or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of its assets.
- b. Abandons the work
- c. Persistently disregards the instructions of the CSIR-CBRI in contravention of any provision of the CONTRACT.
- d. Persistently fails to adhere to the agreed program of work.
- e. Sublets the work in whole or in part thereof without CSIR-CBRI consent inwriting.
- f. Performance is not satisfactory or work is abnormally delayed.
- g. Defaults in the performance of any material undertaking under this CONTRACTand fails

to correct such default to the reasonable satisfaction of the CSIR-CBRI within fifteen days after written notice of such default is provided to the Service provider.

- h. Conceals any material information or submits any false document or information furnished by the Service provider regarding past experience and or contents of any document etc. are found false.

24.2 CONSEQUENCES OF TERMINATION

If the contract is terminated by CSIR-CBRI for the reasons detailed under Clause No. 24.1 of General Terms and Conditions due to default of the Service provider:

- a) CSIR-CBRI reserves the right to get the work completed at the risk and cost of the Service provider and to recover from the Service provider any amount by which the cost of completing the work by any other Service provider exceeds the value of the contract plus 25% towards administrative cost, without prejudice to any other remedies/rights/claims etc. that may be available with CSIR-CBRI.
- b) Performance Bank Guarantee submitted by the Service provider shall stand forfeited.
- c) The Service provider shall have no right to claim any compensation for any loss sustained by him by reason of his having entered into any commitment or made any advance on account of or with a view to the execution of the works, or on account of expected profits.
- d) All the dues payable to the Service provider for the works executed by him before and up to termination shall only be released after making adjustments for the expenses, charges, damages and expected losses etc. incurred by CSIR-CBRI as a consequence of the termination of the contract.
- e) Apart from above CSIR-CBRI reserves the right to delist/ blacklist the Service provider from the approved list of pre-qualified parties or debar from participating in tendering process of CSIR-CBRI in all units / offices as per CSIR-CBRI's rules & regulations.

25. FORE CLOSURE:

If at any point of time, after the acceptance of the tender, the Service provider decides to abandon or reduce the scope of the contract work or to terminate the contract due to any reason including force majeure, regulations or ordinance of any government or for any reasons whatsoever, CSIR-CBRI shall give notice in writing, to that effect to the Service provider and the Service provider shall have no claims to any payment, on account of compensation or on account of profit advantage, that he would have derived by way of execution of work, but could not do so, because of foreclosure.

Such foreclosure will be by 15 (fifteen) days' notice in writing and no claim / compensation shall be payable by the CSIR-CBRI as a result of such termination, excepting the fees and costs for the meaningful services rendered by the SERVICE PROVIDER and acceptable to CSIR-CBRI up to the date of termination.

26. RIGHTS OF CSIR-CBRI

A unilateral stoppage of work by the Service provider shall be considered a breach of the CONTRACT and the CSIR-CBRI reserves its right to take necessary and suitable action as it may deem fit, to adequately protect his/its interest; at the risk and cost of the Service provider. Any aforesaid action shall be without prejudice to any other action, rights and remedies etc. that may also be available in the event the Service provider fails to fulfil his obligations under the CONTRACT, the CSIR-

CBRI shall have the right to **get the work done by any other Service provider/own resources at the risk and cost of the Service provider.**

27. CONTINUED PERFORMANCE

The Service provider shall not stop work in case of any dispute pending before Arbitrator/Court/Tribunal in relation to the contract or otherwise unless further progress of works has been rendered impossible due to non-fulfilment of any reciprocal promise. Unilateral stoppage of work by the Service provider shall be considered a breach of CONTRACT and the CSIR-CBRI shall be within its rights to take suitable and necessary action as it may deem fit to adequately protect its own interests.

28. Intellectual Property Right

The Service provider shall fully indemnify CSIR-CBRI and all agents, servants and employees of the Service provider against any action, claim or proceeding relating to infringement or the use of any patent, trademark or design in respect of any article or part thereof included in the Contract. In the event of any claims being made or action being brought against the service provider or any agent, or servant, or employee of the service provider in respect of any of the matters aforesaid, the Service provider shall be notified thereof for taking necessary action at his own cost.

29. Service provider's Obligations w.r.t. labour and other applicable compliances: The Service provider shall comply with all applicable Central, State statutes/ labour laws/codes/schemes including all other applicable statutory rules and regulations in force relating to the contract and keep CSIR-CBRI indemnified in respect thereof. The Service provider shall, to the extent, SERVICE PROVIDER is liable, to comply with & give all intimation/ notices required under any Government Authority, local bodies instrument, rule or order made under any Act of Parliament, State laws or any regulations or bye-laws of any local authority relating to the contract. The Service provider shall, to the extent that he is liable to pay, indemnify CSIR-CBRI against any liability in respect of any fee/ charges/ fines/ penalty payable under any Act of Parliament, State Laws or any Govt. instrument, rule or order or enactment, any regulations, bye-laws of any local authority in respect of the contract awarded. In case of any violations, omissions, commissions, the consequence/s, if any, including the cost thereto shall be exclusively borne by the SERVICE PROVIDER and CSIR-CBRI shall have no liability whatsoever on this account.

30. Signing of "No Claim" Certificate:

The Service provider shall not be entitled to make any claim whatsoever against CSIR-CBRI under or by virtue of or arising out of this contract, nor shall CSIR-CBRI entertain or consider any such claim, if made by the Service provider, after he shall have signed a "No Claim" Certificate in favour of the CSIR-CBRI in such form as shall be required by CSIR-CBRI after the works are finally measured up. The Contactor shall be debarred from disputing the correctness of the items covered by "No Claim" Certificate or demanding a clearance to arbitration in respect thereof.

31. No CONTRACT or understanding in any way modifying the conditions of CONTRACT shall be binding upon either party hereto unless made in writing and approved by both parties.

32. Fraud and Corruption:

The Service providers, should observe the highest standard of ethics during procurement and execution of Contracts. CSIR-CBRI will reject a proposal for award of Contract if it determines that the Service provider or the Service provider,

recommended for award of Contract, has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practice in competing for the Contract in question. For the purpose of this provision, the terms are defined under 'Definition of Terms' in this NIT.

33. The contract shall be governed by and construed in accordance with the Laws of India.

SPECIAL TERMS & CONDITIONS OF THE CONTRACT

1. The selected Service provider has to ensure adequate emergency management plans towards any crisis situations/redundancy of servers, additional center locations and any other exigencies.
2. Timely execution, accuracy and secrecy are fundamental for this Contract. The successful Service provider should ensure trained proctoring staff, adequate security measures and due diligence w.r.t. processes, infrastructure, data/ documents/ records, servers, networks etc.
3. The venue/ test centers selected for conduct of test/ exam should be reputed and well connected with public transport and located at feasible distance from the nearest bus stand/railway station/metro station.
4. The Selected Service provider must be able to conduct OMR based examination in multidisciplinary / multiple subjects in Hindi and English language;
5. The contract shall be on "End to End solution basis" and the Selected Service provider should have all relevant facilities and logistics available to execute the work as detailed in Scope of Work.
6. The Service provider should be able to support the entire web-based solution on a 24 x 7 basis with a minimum possible response time. Service provider shall provide an experienced team, exclusively deployed as one-point contact to liaise with CSIR-CBRI.
7. **Performance of duties and services by Service provider**
 - a. Service provider shall perform its Services in accordance with the terms and conditions of the Contract and all applicable local laws and regulations and shall exercise all reasonable professional skill, care and diligence in the discharge of said work.
 - b. Service provider shall in all professional matters act as a faithful advisor to CSIR-CBRI and will provide all the expert commercial/technical advice and skills which are normally required for the class of Services for which it is engaged.
 - c. Service provider shall carry out all its responsibilities in accordance with the best professional standards and ethics.
 - d. The Service provider has to provide project hand holding on need base and on dates mutual agreed upon between both the parties i.e. service provider and CSIR-CBRI.
8. **Service provider's Representative**
 - a. Service provider shall nominate a Representative who will be responsible for executing this contract and shall be the contact person between CSIR-CBRI and Service provider for the performance of the Contract till successful completion. This nomination shall be done within five (5) days after the coming into force of the Contract. In extreme case, Service provider's Representative can be replaced with CSIR-CBRI's consent.
 - b. CSIR-CBRI shall be at liberty to object to any nomination and can advise Service provider to remove their representative in case of violation of terms and conditions of NIT / Contract. Service provider shall replace immediately such person by competent substitute at no extra cost to CSIR-CBRI.

c. Service provider's Representative shall be entitled through a written delegation of authority to act on behalf of Service provider with respect to any decisions to be made under the Contract.

9. **Priority of works:** CSIR-CBRI reserves the right to fix up priorities which will be conveyed by CSIR-CBRI and the Service provider shall plan and execute work accordingly.

10. **Insurance of the Service provider's Personnel:** Insurance of the Service provider's Personnel shall be the responsibility of the Service provider.

11. **TIMELINE/ TIME SCHEDULE OF COMPLETION OF WORK:-**

The successful Service provider will complete the entire examination process as per the timeline given below:-

Sr. No.	Major Activity	Tentative Timeline
1	Issuance of the Work Order.	T
Designing & Developing of Portal		
2	Designing & Developing of Portal for online receipt of applications, linking of Payment Gateway with online application portal and Certification.	T+ 10
3	Testing of Portal by CSIR-CBRI.	T+ 20
web hosting of Online Application		
4	Release of advertisement in newspaper, web hosting of inviting Online Applications Portal and activation of link of Online Application portal on CSIR-CBRI's website for Candidates at least 30 days.	T+ 25
5	Closing of online application portal.	T+ 55
Reconciliation of fee receipts and submission of Fee report in prescribed format by Service provider to CSIR-CBRI.		
6	Submissions of Candidates database to CSIR-CBRI in excel format and report in prescribed in non-editable format regarding no. of applications received including Submission of copy of Application Forms of all the candidates in PDF format (post-wise) by Service provider to CSIR-CBRI.	T+60
7	Reconciliation of fee receipts and submission of Fee report in prescribed format by Service provider to CSIR-CBRI.	T+65
Display the tentative/final Screening list		
8	Display the tentative list of screened in list of the candidates on our website for the information of candidates and to invite object thereof if any within three days.	T+ 70
9	Display the final list of screened in list of the candidates on our website for the information of candidates after disposal of representation received, if any.	T + 77
Conducting of trade test/typing test/proficiency test/physical cum-personality test etc.		
10	Finalization & allocation of Test Centers by Service provider for conducting the trade test in consultation of CSIR-CBRI. The Service providers shall provide details to CSIR-CBRI of test centers (venues) in Roorkee indicating the posts, shift-wise allocation of candidates at each center (venue), date/s and time of test. The dates of examination shall be mutually finalized in consultation with CSIR-CBRI..	T+ 80

11	Issue of downloadable e-admit cards for Test (Intimation to the candidate by e-mail/SMS) intimating them about date, time & City of Test through email and SMS at least 21 days before Trade Test to facilitate to the candidates to make their own boarding lodging arrangements. The trade test will be conducted under the supervision and in consultation of duly constituted Selection Committee by the Management Council, CSIR-CBRI.	T+85
12	Candidates should be allowed to enter in the trade test venue for the trade test after physical attendance. The attendance data must be provided immediately to CSIR – CBRI.	T+ 106-120 days
13(i)	Technical Assistant	
	Trade Test will be conducted in the respective 10 areas in consultation of Selection Committee. The time duration of the trade test will also be determined by the Selection Committee.	
13(ii)	Technician	
	Trade Test will be conducted in the relevant areas in consultation of Selection Committee. The time duration of the trade test will also be determined by the Selection Committee.	
13(iii)	Junior Secretarial Assistant (G/F&A/S&P)	
	Proficiency in computer typing Test at the speed of 30 WPM/35WPM in Hindi/English of 10 minutes duration on computer as CSIR/DoPT Norms in consultation of Selection Committee	
13(iv)	Junior Stenographer	
	Shorthand test and typing test will be conducted as per prescribed speed and its transcription within the stipulated duration of time and typing test as per DoPT/CSIR Norms in consultation of Selection Committee	
13(v)	Junior Hindi Translator/Hindi Officer	
	Not required	
13(vi)	Security Officer	
	Physical Standards and physical Test as per CSIR Norms in consultation of Selection Committee	
13(vii)	Driver	
	Driving skill Test in consultation of the Selection Committee	
14	Result of all the trade test/typing test/proficiency test/physical cum-personality test etc. shall be prepared in consultation of Selection Committee.	T+130 days
15	The result of the Trade Test will be displayed on our website for the information of the candidates.	T+133 days
Conduct of OMR Based written Test		
16	Technical Assistant and Technician	
16(i)	OMR based Paper I in respect of Technical Assistant and Technician 09.00 AM to 10.00 AM + 40 minutes compensation time to PWbD candidates, if requested by the candidates. (Objective types)	--
	OMR based Paper II in respect of Technical Assistant and Technician 11.30 AM to 01.00 PM + 40 minutes compensation time to PWbD candidates, if requested by the candidates. (Objective types)	
	OMR based Paper III in respect of Technical Assistant and Technician 2.00 PM to 03.30 PM + 40 minutes compensation time to PWbD candidates, if requested by the candidates. (Objective types)	
16(ii)	Junior Secretarial Assistant (G/F&A/S&P)	
	OMR based Paper I in respect of Junior Secretarial Assistant (G/F&A/S&P) 09.00 AM to 10.30 AM + 40 minutes compensation time to PWbD candidates, if requested by the candidates. (Objective types)	--
	OMR based Paper II in respect of Junior Secretarial Assistant (G/F&A/S&P) 12 .00 (noon) to 01.00 PM + 40 minutes compensation time	

	to PWbD candidates, if requested by the candidates. (Objective types)	
16(iii)	Junior Stenographer	
	OMR based Paper I in respect of Junior Stenographer 10.00 AM to 12.00 (Noon) + 40 minutes compensation time to PWbD candidates, if requested by the candidates. (Objective types)	--
16(iv)	Junior Hindi Translator	
	OMR based Paper I in respect of Junior Hindi Translator 09.00 AM to 10.00 AM + 40 minutes compensation time to PWbD candidates, if requested by the candidates. (Objective types)	--
	Descriptive type Paper II in respect of Junior Hindi Translator 11.30 AM to 01.30 (PM) + 40 minutes compensation time to PWbD candidates, if requested by the candidates. (Descriptive types)	
16(v)	Hindi Officer	
	OMR based Paper I in respect of Hindi Officer, 10.00 AM to 12.00 (Noon) + 40 minutes compensation time to PWbD candidates, if requested by the candidates. (MCQ type)	--
16(vi)	Security Officer	
	OMR based Paper I in respect of Security Officer, 10.00 AM to 11.30 (PM) + 40 minutes compensation time to PWbD candidates, if requested by the candidates. (MCQ type)	--
	Descriptive type Paper II in respect of Security Officer, 02.00 PM to 04.30 (PM) + 40 minutes compensation time to PWbD candidates, if requested by the candidates.	
16(vii)	Driver	
	OMR based Paper I in respect of Driver, 10.00 AM to 11.30 (AM) + 40 minutes compensation time to PWbD candidates, if requested by the candidates. (Objective type)	--
17	Finalization & allocation of written examination by Service provider for conducting the written examination. The Service provider shall provide details to CSIR-CBRI in respect of test centers (venues) at Roorkee indicating the posts, shift-wise allocation of candidates at each center (venue), date/s and time of test. The dates of examination shall be mutually finalized in consultation with CSIR-CBRI.	T+145 days
18	Issue of downloadable e-admit cards for written examination (Intimation to the candidate by e-mail/SMS) intimating them about date, time & City of written examination through email and SMS at least 21 days before written examination to facilitate to the candidates to make their own boarding lodging arrangements only to those candidates who have qualified the Trade Test/typing test/proficiency test/personality cum physical test. The written examination shall be conducted under the supervision of duly constituted Selection Committee.	T+150 days
19	Candidates should be allowed to enter in the written examination venue for the written examination physical attendance. The physical attendance immediately to CSIR – CBRI.	T+ 171 days
OMR Sheets collection/ sealing in steel boxes and handing over to the designated authority		
20	After the schedule time allowed to the candidates to attempt the paper the invigilator of service provider shall collect the original OMR Sheets immediately and handover the same in control room maintaining the sl no in ascending order.	T+ 171 days
21	The control room in-charge of the service provider shall properly seal the OMR sheet in sealed cover containing 100 OMR sheets in one Top confidential envelop.	T+ 171 days
22	After proper packing all sealed cover envelops shall be put in steel box duly sealed and handover the same to duly designated committee constituted by the Director CSIR-CBRI.	T+ 171 days
OMR Sheet Security Committee and deposition in the Strong Room		

23	The committee will carry the sealed still box containing answer sheet in the designated official vehicle with proper escort.	T+ 171 days
24	The Committee hand over all the sealed cover boxes to the Strong room incharge.	T+ 171 days
25	The Strong room shall be locked and sealed properly with video coverage and hand over the key in sealed envelope to the concerned authority.	T+ 171 days
Display of answer key and objection thereof		
26	The answer keys will be displayed on our website immediately but not later than 2 days on our website for the information of the candidates.	T + 173
27	Intimation to candidates through email and SMS about opening of Objection/Challenge window (on the next day after conduct of exam).	T + 175 days
28	Opening of Objection/Challenge window for 3 days for receipt of Objections/ Challenges. Display of post & series wise Question Papers & Answer Keys	T + 178 days
29	Closing of Objection/ Challenge Window	T+ 181 days
30	Transfer of Data/ Information in respect of challenges/objection in PDF & digital format/Centre/Shift/Post wise the prescribed proforma to CSIR-CBRI	T+183 days
Disposal of challenges of answer keys		
31	Verification/ Redressal of Objections/ Challenges raised by the candidates, if any by the CSIR-CBRI in consultation of Service provider. Thereafter disposal report (Post-wise/ Question Paper Set wise) to CSIR-CBRI with details of challenges/objection will be uploaded on the portal/website for the information of the candidates.	T+190 days
32	Email, SMS to candidates regarding display of final answerkeys and score-card.	T + 195 days
Opening of Strong Room		
33	After disposal of the objections raised by the candidates the meeting of the selection committee will be convened as well as intimation to the service provider to attend the meeting on the stipulated date / venue and time.	T + 205 days
34	The selection committee shall open the strong room in the presence of in charge strong room under videography to ascertain the proper sealing intact position. And there after open the sealed cover of the boxes and collect the OMR sheets. After verification of the sealed cover and counting of the OMR sheets the same will be handed over to the service provider / evaluator of the answer sheets.	T + 205 days
Submission of result to CSIR CBRI by service provider		
35	Preparation of result, merit order as per the requirement of CSIR-CBRI and handover of the same to CSIR-CBRI in soft as well as hard copy duly signed and stamped by the service provider. Final Answer Key, Evaluated Answer sheets of candidates shall also be provided to CSIR-CBRI by the Service provider in PDF Format	T+205 days
36	Handing over the requisite records, documents (Scan copy of Attendance Sheet), data and reports as specified by CSIR-CBRI. A post-wise, center-wise and shift-wise summary report regarding total no. of candidates who have been issued call letters, appeared, abstained shall be provided. Unused Question Booklets of each set along with answer key shall also be provided.	T+215 days

37	Handing over the Original attendance sheets (duly signed by the invigilators) of Candidates Shortlisted for Skill Test/ Interview/ empanelment.	T+215 days
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12. Time shall be the essence of the contract. Conduct of the examination as per timeline is the main aspect of the work and performance of the services shall be made by service provider in accordance with the approved time schedule.

13. The activities involved are time bound and it is expected that no extension of time for performance of any activity/ activities will either be sought or given in this project. However, if at any time during the course of the contract, the service provider encounters conditions impeding the timely delivery of the items and the performance of the service, the service provider shall promptly notify to the CSIR-CBRI in writing the fact of the delay, its likely duration and its cause(s). CSIR-CBRI will evaluate the situation and in exceptional circumstances and in the interest of work may extend the service provider's time for execution of said item of work, but in no case extension shall be granted having adverse effect on scheduled conduct of examination. Delay on part of the service provider in the performance of its delivery obligations shall render the service provider liable to the imposition of Penalty/Liquidated Damages, unless an extension of time is agreed upon.

14. **Penalty and Liquidated Damages:**

The time and date of completion of work as stipulated in the contract shall be deemed to be essence of the contract. The Service provider will be required to execute the activities as mentioned in the Scope of Work within the period specified in the Timeline.

In the event, work is not completed according to the time schedule i.e. the Service provider does not meet or fails to adhere to the timelines as specified in the Timeline/ Scope of Work, the Service provider shall have to pay Liquidated Damages to CSIR-CBRI @ of 1% of the total value of work for the delay of every week or part thereof subject to a ceiling of 10% of the total value of the Contract plus applicable GST thereon. These Liquidated Damages shall be recovered from the Bills of the Service provider of this Contract or from any other dues of the Service provider against any other contract, or from any other dues of the Service provider lying with CSIR-CBRI.

The following penalty provisions shall also be imposed in case of default on the part of the Service provider:

S. No.	Default	Penalty
	In case of <u>failure to conduct the exams/ non-execution of work and/or showing unwillingness to carry out the work assigned</u>	No payment will be made for the part performance of the Service provider and the entire amount payable under the contract besides Performance Security/ Security Deposit shall stand forfeited. CSIR-CBRI shall be at liberty to get it done through any other Service provider with full cost recoverable from the Service provider who failed to conduct the exams/ execute the contract.
2	In case of delay in registration by the candidates due to login problems, non-availability of software, non-adherence of specifications of server & stand by server	Rs.5000/- per candidate (if any candidate projects such error) subject to a maximum of 10% of the contract value.

3	In case, the Service provider failed to send SMS and email to candidates for admit cards, or the start of test is delayed beyond 2 hours, or the material supply to the test centers is inadequate or leakage of question paper or the exam/ test conducted are not to the satisfaction of CSIR-CBRI	The Service provider may be directed by CSIR-CBRI to arrange for <u>re-exam at those centers and for those applicants</u> , as directed by CSIR-CBRI within the time frame determined by CSIR-CBRI. No extra payment shall be made on account of conduct of re-test. Penalty @ 1% of the total value of work for the delay per week or part thereof subject to a ceiling of 10% of the total value of the Contract plus applicable GST thereon, as applicable.
4	In case of error in reports/data or delay in submission of report/ data as specified in the Scope of Work	A penalty @ Rs.15000/- per week or part thereof for each report till the submission of correct report/ data shall be levied subject to a ceiling of 10% of the total value of the Contract plus applicable GST thereon.
5	In case of any lapse or failure on the part of Service provider in respect to ensure adherence with the statutory compliances <u>related to PwBD candidates</u> ,	A penalty of Rs.10,000/- per affected candidate + applicable GST shall be levied. Further, if directed by CSIR-CBRI, the Service provider may also be required to conduct re-exam for the affected candidates, within the time frame determined by CSIR-CBRI. No extra payment shall be made on account of conduct of re-test and Liquidated Damages may be levied.

In case, work executed in any of the phase (pre-exam, exam, post exam) or part thereof is incorrect / erroneous / incomplete, for which no penalty has been mentioned above, the Service provider shall rectify/ correct/complete the activity as required under the NIT/ Work Order and for each such activity a penalty @ Rs.5000/- + applicable GST per week or part thereof multiplied by the total no. of candidates affected shall be levied subject to a ceiling of 10% of the total value of the Contract plus applicable GST thereon till rectification/ correction/ completion of the said activity to the satisfaction of CSIR-CBRI.

In case, the Service provider fails to fulfil any other obligations or fails to execute any activity as required under the NIT/ Work Order for which no penalty has been mentioned above, for each such failure, depending on the implication and ramification of the default, CSIR-CBRI may impose penalty up to 1% of the total value of Contract plus applicable GST for each failure. However, the total penalty imposed for all failures will not be more than 10% of the total value of the Contract plus applicable GST thereon.

For any loss, damage, or financial liability occurring to CSIR-CBRI by way of Court matter, litigation, or under Right to Information Act etc. for any act, irregularity, negligence, omission, commission on the part of the Service provider, the Service provider shall be accountable for the same and the entire damage or loss, or financial liability shall be borne entirely by the Service provider. CSIR-CBRI reserves the right to recover/ adjust those amounts/ costs found recoverable from the amount payable / dues lying with CSIR-CBRI in respect of this contract.

For any such loss, damage, financial liability or costs etc. occurring to CSIR-CBRI due to any act, irregularity, negligence, omission, commission on part of the Service provider, CSIR-CBRI reserves the right to recover/ adjust those amounts/ costs found recoverable from any of the other amount/ dues lying with CSIR-CBRI in respect of any other works/ contracts being executed or completed by the Service provider for CSIR-CBRI.

15. Commercial Terms & Conditions:

- a. Around **10000- 14000** applications are estimated on the basis of total applications received against the advertisements in the previous exams. As such, arrangements for sufficient number of candidates must be made by the Service provider at each center in each city.
- b. CSIR-CBRI will pay for the total received application or minimum assured whichever is higher in the respective category as under:

	Name of POST	Expected no of candidates	Minimum assured no.
1	Scientist (31 posts) to be advertised	2000	1500
2	Technical Assistant(24 posts already advertised vide Advt.8/2023)	800	700
3	Technical Assistant (11 posts) to be advertised	2000	1500
4	Technician (15 posts) to be advertised	2000	1500
5	JSA (G/FA/SP) (9 posts) to be advertised	3000	2500
6	Jr Steno (3 Posts) to be advertised	300	300
7	Jr Hindi Translator (1Post) to be advertised	200	200
8	Hindi Officer (1Post) to be advertised	150	150
9	Security Officer(1Post)	150	150
10	Driver (1Post)	250	250
	Total no of candidates	10850	8750

- c. The contract shall be on “End to End solution basis” and the Service provider should have all relevant facilities and logistics available to execute the work. **All expenses connected with above scope of work including stationery for all purposes shall be borne by the Service provider.**
 - d. The rates quoted in the Price / Financial Bid must be inclusive of all charges/Taxes, Goods and Services Tax and no extra charges shall be considered.
 - e. The rates should be quoted in Indian Rupees. All prices shall be fixed and shall not be subject to escalation of any description whatsoever during the contract period
- 16.** In case of cancellation of any paper/ session of the examination or the whole examination is cancelled due to Court cases or decision of CSIR-CBRI or any other unavoidable circumstances and due to no fault of Service provider, the additional cost incurred by the Service provider shall be paid by CSIR-CBRI on actual based on production of the receipts by the Service provider.

17. Payment Terms:

- a. No advance payment is permissible. Payment will be released at the following stages as indicated against each category:

Sl No	Category of Post	Stage -I	Stage -II	Stage -III	Stage -IV
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1	Scientist (31 Posts)	Payment of 80% of quoted price of this category for total received applications or minimum assured whichever is higher on successfully providing the data for screening purpose to CSIR-CBRI.	Payment of Balance 20 % of quoted price of this category for total received applications or minimum assured whichever is higher will be released after finalisation of recruitment process.	----	----
2	Technical Assistant (24 Posts)	----	Payment of 40% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of Trade test	Payment of 40% of quoted price of this category for total received applications or minimum assured whichever is higher on completion of written test	Payment of balance 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of whole selection process
3	Technical Assistant (11 Posts)	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successfully providing the data for screening purpose to CSIR-CBRI.	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of Trade test	Payment of 40% of quoted price of this category for total received applications or minimum assured whichever is higher on completion of written test	Balance Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of whole selection process
4	Technician (15 Posts)	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successfully providing the data for screening purpose to CSIR-CBRI.	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of Trade test	Payment of 40% of quoted price of this category for total received applications or minimum assured whichever is higher on completion of written test	Balance Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of whole selection process
5	JSA (G/SP/FA) (9 Posts)	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successfully providing the data for screening purpose to CSIR-CBRI.	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of proficiency in computer typing test	Payment of 40% of quoted price of this category for total received applications or minimum assured whichever is higher on completion of written test	Balance Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of whole selection process

					process
6	Jr Steno – (3 Posts)	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successfully providing the data for screening purpose to CSIR-CBRI.	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of stenography proficiency test	Payment of 40% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of written test	Balance Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of whole selection process
7	Jr Hindi Translator (2 Post)	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successfully providing the data for screening purpose to CSIR-CBRI.	-----	Payment of 60% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of written test	Balance Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of whole selection process
8	Hindi Officer (1 Post)	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successfully providing the data for screening purpose to CSIR-CBRI.	Payment of 60% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of written test	--	Balance Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of whole selection process
9	Security Officer (1 Post)	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successfully providing the data for screening purpose to CSIR-CBRI.	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of physically standard and physical test	Payment of 40% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of written test	Balance Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of whole selection process

10	Driver (1 Post)	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successfully providing the data for screening purpose to CSIR-CBRI.	Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of driving skill test	Payment of 40% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of written test	Balance Payment of 20% of quoted price of this category for total received applications or minimum assured whichever is higher on successful completion of whole selection process
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- b. Service provider shall submit bill to CSIR-CBRI. Payment shall be released to the Service provider after verification of the bill by CSIR-CBRI.
- c. In case of examination spreading over multiple dates, the payment timeline would be counted from the date of last examination.
- d. Payment will be released within 60 days on submission of the bills complete in all respects after making necessary recoveries as per contract.
- e. CSIR-CBRI shall not entertain any claim from the Service provider, if the payment gets delayed due to sorting out of the discrepancies, if any, in the bill.
- f. The payment shall be released through Electronic Funds Transfer (EFT) / RTGS Process. For this purpose, Service provider shall submit his bank particulars, i.e. Service provider's Name, Name of the Bank, Bank Account No. (All digits in case of CBS branches), Place of Branch, Branch Code, IFSC Code, etc. to enable CSIR-CBRI to release payment accordingly. All bank charges will be born by the Service provider's account.
- g. Payment of final bill shall be released within 60 days or otherwise stipulated in the NIT/WO after receipt of bill complete in all respect. Payment of security deposit deducted shall be released after completion of defect liability period on demand within 30 days.
- h. CSIR-CBRI shall deduct TDS-Income Tax as per Income Tax Act, TDS/TCS-GST wherever applicable as per GST law, Commercial Tax, applicable Cess from all payments due and to be made to the Service provider under this contract in accordance with provisions of relevant Act and Rules framed there under including any amendment and modifications thereof as applicable from time to time.
- i. The Service provider shall furnish along with each bill a certificate that he has complied with all applicable statutory provisions/ guidelines as issued and applicable from time to time.
- j. Bill should be signed by a person holding Power Of Attorney or Authorized Representative of Service provider.
- k. In addition to above terms, payment of final bill will be made subject to an undertaking by the Service provider stating that in case any dispute arises on account of deployment of manpower/labour, any omission/ commission of any action during the conduct of the contract, Service provider would be responsible to discharge the statutory obligations, if any, and CSIR-CBRI will stand indemnified against any such claim/demand made in future.

DEFINITIONS OF TERMS

In the contract documents herein defined where the context so admits, the following words and expression will have the meanings assigned to them respectively:

1. "The CSIR-CBRI or CSIR-CBRI".

2. "Bid" (including the term 'tender', 'offer', 'quotation' or 'proposal' in certain contexts) means an offer to supply goods, services or execution of works made in accordance with the terms and conditions set out in a document inviting such offers.
3. "The Service provider" (including the terms "Service provider", in certain context means any eligible govt agency/ department / autonomous body/ PSU/ GOVT LTD company participating in the tendering process.
4. "Notice Inviting Tenders(NIT)" (including the term 'Invitation to bid' or 'request for proposals' in certain contexts) means a document and any amendment there topublished or notified by the CSIR-CBRI , which informs the potential Service providers that it intends to procure goods, services and/ or works.
5. The "WORK" shall mean the works to be executed in accordance with the contract or part thereof as the case may be and shall include all extra, additional, alteredor substituted works as required for purpose of the contract.
6. The "TENDER DOCUMENTS" shall consist of NIT alongwith the covering letter and Annexures to NIT including Scope of Work, General Conditions of Contract, Special Conditions of Contract, Time Schedule Tender Form, Performa or Agreement Form, Bid Evaluation Criteria, Schedule of Rates, and Addendum/Addenda to Tender Documents and includes Annexures to NIT.
7. "THE SERVICE PROVIDER" means any person or persons or firm or Service provider or company whose Tender has been accepted by CSIR-CBRI with the concurrence of the CSIR-CBRI , and the legal personal representatives, successors and permitted assigns of such person, persons firm or company.
8. The "CONTRACT" shall mean the Agreement between CSIR-CBRI and the Service provider for the execution of the works including therein all contract documents.
9. The "SPECIFICATIONS" shall mean the various Technical specifications attached and referred to in the Tender documents. It shall also include the latest addition of relevant Indian Standard Specifications published before entering into contract.
10. The "CONTRACT DOCUMENTS" shall consist of Agreement, Tender documents as defined in Clause 6, 7 & 8 above, Acceptance of Tender and further amendments.
11. The "ALTERATION ORDER" means an order given in writing by the CSIR-CBRI to affect additions to or deletion from and alterations in the works.
12. The "COMPLETION CERTIFICATE" shall mean the Certificate to be issued by CSIR-CBRI when the works have been completed to its satisfaction.
13. The "FINAL CERTIFICATE" in relation to work means the Certificate issued by the CSIR-CBRI after the period of liability is over.
14. The "PERIOD OF LIABILITY" in relation to work means the specified period from the date of issue of Completion Certificate upto the date of issue of Final Certificate during which the Service provider stand responsible for rectifying all defects/discrepancies/ shortcomings that may appear in the works.
15. "ZERO DATE" shall mean the date of issue of LETTER OF INTENT (LOI) or issue of WORK ORDER, whichever is earlier.
16. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to CSIR-CBRI influence the action of a public official in the procurement process or in contract execution;

17. "Fraudulent practice" means a misrepresentation or omission of facts in order to CSIR-CBRI influence a procurement process or the execution of a contract;
18. "Collusive practice" means a scheme or arrangement between two or more Service providers, with or without the knowledge of the borrower, designed to establish bid prices at artificial, no competitive levels;
19. "Coercive practice" means harming or threatening to harm, directly or indirectly, person or their property to CSIR-CBRI influence their participation in the procurement process or affect to execution of a contract.
20. "GTC/GTCC" means General Terms & Conditions of Contract. "STC" shall mean Special Terms and Conditions of the contract.
21. Technical Terms and Conditions & Special Terms and conditions are succeeding to GTC. In case of any discrepancy or inconsistency between technical terms and conditions, special terms and conditions and general terms and conditions, the following order of preference shall be followed:
 - a) Scope of Work /Technical Terms and Conditions
 - b) Special Terms and Conditions
 - c) General Terms and Conditions (GTC/GTCC)
22. The Director, CSIR-CBRI. Reserve the right to reject any or all the bids without assigning any reason.

This document shall form part of the Contract and shall be signed and stamped by the Service provider on each page_____

**(Annexure -A)
(TECHNICAL BID)**

Sr. No	Eligibility Criteria	Supporting Documents Required
1	The service provider shall submit the status (i.e. Name and complete Address) of the service provider along with its constitution such as Year of Establishment and Place of Business, etc.	<ul style="list-style-type: none"> The service provider shall submit a notarized / certified copy of Certificate of Registration / Incorporation and a copy of Articles of Association and Memorandum of Association Registered Society & Registered Trust shall submit certified copy of the Certificate of Registration and Deed of Formation/MOA.
2	Declaration	The service provider shall submit Declaration I (Annexure-I), Declaration II (Annexure-II), & Declaration III (Annexure-III), with self-attested copy of related documents wherever required
3	Affidavit as per Annexure- IV on Non-judicial paper in original and Power of Attorney / Authorization	Affidavit in original. The service provider shall submit Notarized/ Certified copy of Power of Attorney on Non-Judicial stamp paper of appropriate value duly attested by Notary/Magistrate Or Authorization (backed by Board Resolution) in case of a service provider in favour of a person who has signed the tender documents on behalf of service provider
3	The service provider should have valid Permanent Account Number (PAN),	The service provider should enclose a copy of related PAN Card.
4	The service provider should have valid GST number	The service provider should enclose a copy of related GST registration certificate.
5	Declaration / Disclosure regarding any relation(s) with employees of CSIR-CBRI	NAME OF THE EMPLOYEE, DESIGNATION AND PLACE OF DUTY & RELATIONSHIP
6	<p>The service provider should have successfully completed "Similar Works" with performance and completion certificate, during the last seven years ending last day of previous month in which this NIT has been issued.</p> <p>Definition of "SIMILAR WORK" (Annexure -V)</p> <p>Similar works means conduct of exam in offline OMR mode on End to End solution basis including all activities of Pre- Exam, Exam and Post Exam phase with 10,000-14,000 candidates in Roorkee (UK)</p>	<p>The service provider shall submit a copy of Work Order + Completion Certificate/ confirmation from the service provider for at least one of the following</p> <p>b) Three similar completed works each costing not less than ₹ 18,30,000/- (Rs. Eighteen Lakh and thirty thousand only) (inclusive of applicable GST) i.e. not less than 40% amount of the estimated cost of work. OR</p> <p>d) Two similar completed works each costing not less than ₹ 22,87,000/- (Rs. Twenty-two lakh eighty seven thousand only) (inclusive of applicable GST) i.e. not less than 50% amount of the estimated cost of work. OR</p> <p>e) One similar completed work costing not less than ₹36,60,000/- lakh (Rs. Thirty-six lakh sixty thousand only) (inclusive of applicable GST) i.e. not less than 80% amount of the estimated cost of work.</p>

		Copies of Work orders in support of the above with full technical scope of work & commercial details including work order value along with the completion certificate/ confirmation from the concern organization regarding the satisfactory performance indicating the contract period, executed value and date of completion.
7	Average Annual financial turnover of the service provider during the last 3 years ending 31 st March of the previous financial year should be at least ₹ 18.40 lakh (Rs. Eighteen Lakh only) i.e. 40% of estimated cost of work.	Service provider shall submit self-attested copies of Audited Balance Sheet and Profit & Loss A/c for the last three financial years ending on 31 st March of the previous financial year. (i.e. FY 2021-22 & 2022-23, 2023-24) In case the Service provider do not fall under the ambit of statutory audit, and does not have audited annual reports / audited Balance Sheets and Profit & Loss Statements, shall submit a statement certified by Statutory Auditor / practicing Chartered Accountant with UDIN as documentary evidence in support thereof.
8	Income tax return of last three years	Copy of income tax return filed.
8	The service provider should have a valid certification for ISO 9001, ISO 27001, CMMI Level 3/4/5	Service provider shall enclose certified copy of each certification. The certification should be valid - at least till the last date for bid submission and also during the entire contract period, in case of award of contract.

Annexure-I

DECLARARTION FORM-I

Ref. No:

Dated :

To,

Director
CSIR CBRI,
Roorkee 247667

Sub: Tender No. NIT/CSIR-CBRI/01/2024 Dated 01/09/2024 for END TO END SOLUTION FOR RECEIPT OF ON-LINE APPLICATIONS AND/OR CONDUCTING OFFLINE OMR BASED TEST/(OBJECTIVE/SUBJECTIVE) WRITTEN EXAMINATION AND TRADE TEST/TYPING TEST/PROFICIENCY TEST/ PERSONALITY CUM PHYSICAL TEST FOR RECRUITMENTS CSIR-CBRI

Sir,

I/We _____ have read the conditions of tender attached hereto and agree to abide by such conditions. I/We offer to do the job of“ _____ ” work at the rates quoted in the attached Financial Bid/ Schedule of Rates and in accordance with the specifications, standards and instructions in writing of DIRECTOR CSIR-CBRI and hereby bind myself/ourselves to complete the work schedule and progress of work.

I/We further agree to abide by the conditions of contract and to carry out all work within the specified time in accordance with specifications of materials and workmanship and instructions referred to in the Notice Inviting Tenders.

I / We agree to accept payment by RGTS/NEFT from your Bank. Details of my/our Bank A/c. are as under:

Bank A/c No.
Type Account (Current A/c or Saving
A/c)Name of the Bank
Address of the Bank &
BranchBranch Code:
IFSC Code

In case of acceptance of the tender by DIRECTOR CSIR-CBRI, I/We bind myself/ourselves to execute the contract as per the conditions mentioned in the tender documents.

Thanking you

Yours faithfully

For M/s _____
(Signature of Service provider with SEAL)

Address: _____

Annexure-II**DECLARATION FORM-II**

The following declaration to be signed by Service provider and to be submitted along with required documents which would be duly self- certified:

S. No.	DESCRIPTION							
1	Name of the service provider							
2	Address of the service provider							
3	Type of service provider to be specified: Public Limited/ Govt./PSU/Autonomous or other	Documentary proof of Registration thereof is enclosed in Bid Document at page ...						
4	Power of Attorney/authorization for submission of tender document, as applicable Submitted	Yes / No Documentary proof of Registration thereof is enclosed in Bid Document at page ...						
5	Contact Details: a) Name of the Person/s: b) Mobile / Landline Number: c) Email:							
6	If a Service provider has relation(s) whether by blood or otherwise with any of employee(s) of CSIR-CBRI (CSIR-CBRI), the Service provider must disclose the relation at the time of submission of Tender. CSIR-CBRI shall reserve the right to reject the Tender or rescind the Contract, if such information is found incorrect.	YES / NO (If Yes, give the following details)						
		<table border="1"> <thead> <tr> <th>Name & Design. Of the Employee</th> <th>Place of Posting</th> <th>Relation with the Employee</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name & Design. Of the Employee	Place of Posting	Relation with the Employee			
		Name & Design. Of the Employee	Place of Posting	Relation with the Employee				
7	PAN No. (Permanent Account Number) of the firm / company issued by Income Tax Dept. along with Documentary Proof thereof.	Documentary proof of Registration thereof is enclosed in Bid Document at page ...						
8	GST Registration No. of the firm / company issued by GST authorities along with Documentary Proof thereof.	Documentary proof of Registration thereof is enclosed in Bid Document at page ...						
9	In house scanning capability for OMR Sheet (Self-Certified declaration submitted.)	Yes / No Documentary proof of Registration thereof is enclosed in Bid Document at page ...						
10	CERT-in certification application data security, CMMi Level 3/4/5, ISO 9001, ISO 27001 Certification as per GOI guidelines. Photocopy (Self certified) of the registration certificate submitted.	Documentary proof of Certification thereof is enclosed in Bid Document at page ... Certification should remain valid at least till last date of bid submission and should be remain valid throughout contract period						
11	Bid Security Declaration	Bid Security Declaration						

Note: Please attach separate sheets for the details, wherever necessary.

Place: _____

Dated: _____

Signature of the Service provider with SEAL

DECLARATION FORM-III

To,

Director
CSIR Central Building Research Institute,
Roorkee 247667

Sub: Tender No. NIT/CSIR-CBRI/01/2024 Dated 01/09/2024 for 'END TO END SOLUTION FOR RECEIPT OF ON-LINE APPLICATIONS AND/OR CONDUCTING OFFLINE OMR BASED TEST/(OBJECTIVE/SUBJECTIVE) WRITTEN EXAMINATION AND TRADE TEST/TYPING TEST/PROFICIENCY TEST/ PERSONALITY CUM PHYSICAL TEST FOR RECRUITMENTS CSIR-CBRI'

Dear Sir,

1	<p><u>UNDERTAKING</u></p> <p>a) I/We hereby confirm that Commercial Bid i.e. Financial/ Price Bid is strictly as per Schedule of Quantities (Description/ Unit/Quantity of Items), Terms & Conditions and is also Un-conditional, including rebates offered. I/We shall have no objection for rejection of the offer, if found conditional.</p> <p>b) All the pages of NIT including Scope of Work, STC and GTC issued to us have been signed for its validity in token of its acceptance by us.</p> <p>c) It is confirmed that all the columns in the Financial/ Price Bid have been duly filled.</p> <p>d) I/We agree to evaluation of Financial/ Price Bid and loading of GST under the terms of the NIT.</p>
2	<p><u>ACCEPTANCE OF TENDER CONDITIONS</u></p> <p>I/We have personally read and gone through the scope of work, General Terms and Conditions of Contract (G.T.C.) and Special Terms and Conditions of NIT for the subject work, and I/we accept all the terms & conditions as mentioned in the G.T.C, S.T.C. & NIT without any reservation and shall abide by the same.</p>
3	<p>I/We declare that the information and documents submitted along with the tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us. It is further certified that I/We will not get myself/ourselves registered under more than one name</p>
4	<p>I/We understand that in case of any information submitted by me/us is found to be false, forged or incorrect at any time during process for evaluation of tenders, it shall lead to forfeiture of the tender Earnest Money Deposit besides any other action including banning as per rules of CSIR-CBRI</p> <p>I/we also understand that if the certificates/ credentials/records submitted by us are found to be false/forged or incorrect at any time after the award of the contract, it will lead to termination of the contract, along with forfeiture of EMD/SD and Performance guarantee besides any other action provided in the contract including banning as per rules of CSIR-CBRI.</p>

Thanking you

Yours faithfully

Place: _____

Dated: _____

For & on behalf
of Service provider/Service provider
Signature of the Service provider with SEAL

Annexure-IV

(An Affidavit in original on Non-judicial Stamp Paper of appropriate value attested byNotary)

AFFIDAVIT

With reference to NIT No. _____
Dt. _____ Of CSIR-CBRI for the work of END TO END SOLUTION FOR RECEIPT OF ON-LINE APPLICATIONS AND/OR CONDUCTING OFFLINE OMR BASED TEST/(OBJECTIVE/SUBJECTIVE) WRITTEN EXAMINATION AND TRADE TEST/TYPING TEST/PROFICIENCY TEST/ PERSONALITY CUM PHYSICAL TEST FOR RECRUITMENTS
CSIR-CBRI, I, _____ S/o Sh. _____
R/o _____
_____ do hereby solemnly affirm and declare Authorized on behalf of _____
_____ as under :

- i) That ours has not been black listed, debarred, de-listed or put on holiday by any Institutional Service provider / Government Department / Public Sector Undertaking for participating in the Tender, in last 3 years.
- ii) No other Firm / Sister Concerns / Associates belonging to the same group are participating / submitting the Tender for this job.
- iii) That information furnished by me / us in respect of the above tender is true and correct and nothing has been concealed. In case any of the information is found to be false and /or incorrect at any stage, CSIR-CBRI shall be at liberty to take the necessary action as deemed fit.

DEPONENT

Dated: _____

VERIFICATION

It is certified that the above contents / facts are correct and true to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

Place _____

Date: _____

Details of 'SIMILAR WORK' executed

Annexure-V

S. No.	Name of the work & location	Name of Organization who awarded work	Contract Value in Rs.	Total no. of candidates issued Admit Card	Total no. of days and shifts per day for written test	Date of commencement as per contract	Stipulated date of completion	Actual date of Completion	Name, Designation and official addresses of work location with contact details of Officer to whom reference may be made	No. of examination centre, examination city and state in which centre were located	No. of examination centre for one shift	Litigation / Arbitration pending in progress with details	Amount of penalty levied for delayed completion or any other damages, if any
1	2	3	4	5	6	7	8	9	11	12	13	14	15
1													
Record/ document detail enclosed													
Enclosed at Page no. in Bid document													
2													
Record/ document detail enclosed													
Enclosed at Page no. in Bid document													

(Signature of Service provider with Seal)

For each individual work / entry in the above table, Performance Report/ Assessment report, Completion Certificate issued by the Organization mentioned at s.no.3 above must be enclosed with the bid document.

Performance Report of 'Similar Works'

Kindly provide the information for each work completed from the Organization for whom the work was executed:

1	Name of the Work and project / location	
2	Name of the Organization who awarded the work	
	Address	
	Contact Person	
	Designation	
	Mobile No./ Landline No.	
	Email Id	
3	Date of Award of contract/ work	
4	Contract value as per Work Order	
5	Date of Start	
6	Stipulated date of completion	
7	Actual date of completion	
8	Total no. of candidates who were issued Admit cards	
9	Actual payment made towards contract/ work	
10	Amount of compensation / penalty levied for delayed completion or any other damages, if any	
11	Litigation/ Arbitration pending in progress with details	
12	Performance/ Assessment	
13	Quality of Work – Excellent/Very Good/ Good/ Fair	
14	Resourcefulness – Excellent/Very Good/ Good/ Fair	

Dated:

(Signature of Organization who awarded the work with Seal)

Service providers are advised to enclose copies of work order, completion certificate and relevant document in support of the particulars mentioned herein above and at **Annexure-V**. Alternatively, the Service providers may enclose the Performance/ Completion Certificate issued by the Organization who awarded the work. However, such certificate should provide the all information as detailed at **Annexure VI** table above.

Bids received without relevant supporting documentary documents would not be considered for determining eligibility / evaluation.

Financial Bid

(Annexure B)

Sl No	Per candidate charges for each category for providing 'End to End Solution for receipt of on-line applications and/or conducting Offline OMR Based Test for recruitments in CSIR-CBRI' as per terms and conditions of the NIT (inclusive of applicable GST and other statutory taxes and duties)	Unit Rate per candidate (in INR) to whom admit card is issued (in figures)	Unit Rate per candidate (in INR) to whom admit card is issued (in words)
1	Scientist (31) posts		
2	Technical Assistant already advertised (24Posts)		
3	Technical Assistant 11 posts to be advertised		
4	Technician 15 posts to be advertised		
5	Junior Secretariat Assistant (G/F&A/S&P) 09 posts to be advertised		
6	Junior Steno (3Posts) to be advertised		
7	Junior Hindi Translator(1Post) to be advertised		
8	Hindi Officer(1Post) to be advertised		
9	Security Officer(1 Post) to be advertised		
10	Driver (1Post) to be advertised		
	Consolidated rate		

- a) The L-1 party will be determined based on the overall quoted consolidated rates. Accordingly, work will be awarded to single service provider.
- b) Quoted prices should be inclusive of all cost/expenses for and taxes/duties inclusive applicable Goods and Services Tax.
- c) The offer should be unconditional.
- d) The rates Quoted shall be valid for the entire duration of the process irrespective of the delay due to whatsoever reason.
- e) The Service provider must quote unit rate and consolidated rate as per the above format only.
 - Around **10000- 14000** applications are estimated on the basis of total applications received against the advertisements in the previous exams. As such, arrangements for sufficient number of candidates must be made by the Service provider at each center in Roorkee.
 - CSIR-CBRI will pay for the actual number of candidates called for trade test/typing test to whom the admit cards have been issued. In case, the number of candidates called for test (to whom admit card have been issued) is less than declared minimum per post wise, CSIR-CBRI will pay for minimum candidates in number as a basic cost of each respective category of advertised post consolidated minimum of 8750 at the accepted rate from

successful Service provider to cover up the cost as under :-

Sr. No.	Name of the post	Estimated candidate	Minimum assured no of candidates' payment	Admissible no. of candidates for payment.
1	Scientist (31 posts)	2000	1500	Minimum 1500 candidates or actual no. of candidates which ever is higher
2	Technical Assistant(24 posts already advertised vide Advt.8/2023)	800	700	Minimum 700 candidates or actual no. of candidates whichever is higher
3	Technical Assistant (11 posts)	2000	1500	Minimum 1500 candidates or actual no. of candidates whichever is higher
4	Technician (15 posts)	2000	1500	Minimum 1500 candidates or actual no. of candidates whichever is higher
5	JSA (G/FA/SP) (9 posts)	3000	2500	Minimum 2500 candidates or actual no. of candidates which ever is higher
6	Jr Steno –(3 Posts)	300	300	Minimum 300 candidates or actual no. of candidates which ever is higher
7	Jr Hindi Translator (1Post)	200	200	Minimum 200 candidates or actual no. of candidates which ever is higher
8	Hindi Officer (1Post)	150	150	Minimum 150 candidates or actual no. of candidates which ever is higher
9	Security Officer(1Post)	150	150	Minimum 150 candidates or actual no. of candidates which ever is higher
10	Driver (1Post)	250	250	Minimum 150 candidates or actual no. of candidates which ever is higher
	Total no of candidates	10850	8750	

Annexure-VII

CONTRACT AGREEMENT

THIS CONTRACT made -----on this----- day of-----202... at----- (Place) BETWEEN DIRECTOR CSIR-CBRI (CSIR-CBRI), Roorkee 247667 hereinafter referred to as the "CSIR-CBRI", which expression shall be deemed to include its successors and assigns) through its authorized representative of the one Part.

AND

M/s _____ (_____) having its office/ registered office at _____ (hereinafter referred to as "Service provider", which expression shall be deemed to include his/its representatives/successors and permitted assigns) through its authorized representative of the other Part.

WHEREAS the CSIR-CBRI is desirous of executing certain works as mentioned and described in the Work Order/ Letter of Intent No. _____ dated _____ for total Contract value of Rs. _____ (Rs. _____ Only) and whereas the Service provider has agreed to execute the work as specified in the Tender Documents and Work Order/ Letter of Intent referred to above and also in the contract documents.

NOW THEREFORE THIS CONTRACT WITNESS THE AS FOLLOWS:

ARTICLE – I

1.0 CONTRACT DOCUMENTS

1.1 The following documents shall constitute the contract documents namely: -

- a) This Contract
- b) Tender Document/NIT i.e . NIT/CSIR-CBRI/01/2024 Dated 01/09/2024
- c) Work Order No. _____ dated _
- d) Letter of Intent / Notification of Award No. _____ dated _____
- e) Service provider Quotation/bid nodated _____.
- f) CSIR-CBRI 's Tender Document/ NIT No. _____ dated _____
- g) Amendment/ Addendum/ Corrigendum dated _____ (If any) to Tender Document/NIT.
- h) CSIR-CBRI 's Letter/email dated _____ (If any).
- i) Service provider's Letter/email dated _____ (If any).
- j) Non disclosure certificate.

1.2 A copy each of the above documents (a) to (j) are annexed hereto and the said copies have been collectively marked **Annexure-I-A**.

ARTICLE –2

2.0 SCOPE OF WORK

2.1 In consideration of the payment to be made to the Service provider as hereinafter provided, he shall with due care, promptness, accuracy and workmanship execute the work in accordance with approved plans, Notice Inviting Tender (NIT), Special Conditions of the Contract, General Terms & Conditions of the Contract, Scope of work and the WorkOrder/ Letter of Intent.

ARTICLE-3

3.0 TERM

3.1 The Contract work shall be duly executed and completed in all aspect within a period of 2 years months/year w.e.f. _____ to _____. The time mentioned herein shall be essence of the contract.

ARTICLE-4

4.0 TERMINATION OF CONTRACT

4.1 Notwithstanding anything elsewhere herein provided and in addition to any other right or remedy of CSIR-CBRI under the Contract or otherwise including right of CSIR-CBRI for compensation for delay CSIR-CBRI may, without prejudice to its right against service provider in respect of any delay, bad workmanship or otherwise or to any claims for damage in respect of any breaches of the Contract and without prejudice to any rights or remedies under any of the provisions of this Contract or otherwise and whether the date for completion has or has not elapsed by intimation in writing, absolutely, determine the Contract:

4.2

Default or failure by Contract of any of his obligations under the Contract including but not limited to the following, the Contract is liable to be terminated if the service provider becomes bankrupt or insolvent or goes into liquidation or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of its assets.

-Abandons the work

Or

-Persistently disregards the instructions of the CSIR-CBRI in contravention of any provision of the Contract

Or

-Persistently fails to adhere to the agreed program of work

Or

-Sublets the work in whole or in part thereof without CSIR-CBRI consent in writing

Or

-Performance is not satisfactory or work is abnormally delayed

Or

-Defaults in the performance of any material undertaking under this Contract and fails to correct such default to the reasonable satisfaction of the CSIR-CBRI within fifteen days after written notice of such default is provided to the Service provider

Or

- Conceals or submit any false document or information furnished by the Service provider regarding past experience and /or contents of any document etc. are found false.

4.3 CSIR-CBRI may terminate the Contract due to any reason including reasons due to force majeure, regulations or ordinance of any Government or any other reasons beyond the reasonable control of the CSIR-CBRI such termination will be by 15 (fifteen) days' notice in writing and no claim/compensation shall be payable by the CSIR-CBRI as a result of such termination, excepting the fees and costs for the meaningful services rendered by the Service provider and acceptable to CSIR-CBRI up to the date of termination.

4.4 CONSEQUENCES OF TERMINATION

If the contract is terminated by CSIR-CBRI for the reasons detailed under clause no. 4.1 of above or for any other reason whatsoever:

- i) CSIR-CBRI reserves the right to get the work completed at the risk and cost of the Service provider and to recover from the Service provider any amount by which the cost of completing the work by any other Service provider exceeds the value of the contract, without prejudice to any other remedies/rights/claims etc. that may be available with CSIR-CBRI.
- ii) Security Deposit/Performance Bank Guarantee Bond submitted by the Service provider shall stand forfeited.
- iii) The Service provider shall have no right to claim any compensation for any loss sustained by him by reason of his having entered into any commitment or made any advance on account of or with a view to the execution of the works, or on account of expected profits.

- iv) All the dues payable to the Service provider for the work executed by him before and up to termination shall only be released after making adjustments for the expenses, charges, damages and expected losses etc. incurred by CSIR-CBRI as a consequence of the termination of the contract.
- v) Apart from above CSIR-CBRI reserves the right to delist/ blacklist the Service provider from the approved list of pre-qualified parties or debar from participating in tendering process of CSIR-CBRI in all units / offices as per CSIR-CBRI's rules & regulations.

ARTICLE-5

5.1 FORCE MAJEURE CLAUSE (FMC)

5.2

The terms and conditions agreed upon under the contract shall be subject to Force Majeure. Neither the Service provider nor CSIR-CBRI shall be considered in default in the performance of their obligation contained therein, if such performance is prevented or delayed or restricted or interfered with by reason of War, Hostilities, Acts of Public Enemy, Civil Commotion, Strike, Lockouts, Epidemics/Pandemics, Accidents, Fires, Explosions, Flood, Earthquake, regulation or ordinance or requirement of any Government or any sub-division thereof or authority or representative of any such Govt., and/or due to technical snag/reasons or any other Act whatsoever, whether similar or dissimilar to those enumerated beyond the reasonable control of the parties hereto or because of any act of GOD. The party so affected, upon giving prompt notice to other party of such conditions and cause thereof from within 15(Fifteen) days of occurrence of such event, shall be excused from such performance to the extent of such prevention, delay, restriction or interference for the period it persists provided that the party so affected shall use its best efforts to avoid or remove such causes of non- performance if possible and shall continue performance hereunder with the utmost dispatch whenever such causes are removed.

If the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90(Ninety) days, either party may at its option terminate the contract by giving notice to the other party.

For delays arising out of Force Majeure neither CSIR-CBRI nor the Service provider shall be liable to pay extra costs or to make good any losses incurred consequent to the happening of any of the event, provided it is mutually established that Force Majeure condition did actually exist.

ARTICLE-6

6.1 INDEMNITY BY SERVICE PROVIDER

The Service provider shall indemnify and save harmless CSIR-CBRI from and against all actions, suit, proceedings, losses, costs, damages, charges, claims and demands of every nature and description brought or recovered against the CSIR-CBRI by reason of any act or omission of the Service provider, his agents or employees, in the execution of the works or in his guarding of the same. All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the actual loss or damage sustained, and whether or not directly or indirectly any damage shall have been sustained.

ARTICLE-7

7.1 ENTIRE CONTRACT

The contract documents mentioned in Article-I hereof embody the entire contract between the parties hereto and the parties declare that in entering this contract, they do not rely upon any previous representation whether express or implied and whether written or oral or any inducement, understanding or agreement of any kind not included within the contract documents and all prior negotiations, representations contract and/or agreements and understanding are hereby cancelled.

ARTICLE-8

8.0 NOTICE

8.1 Subject to any provisions in the contract documents to the contrary, any notice, order of communication sought to be served by the Service provider on the CSIR-CBRI with reference to the contract shall be deemed to have been sufficiently served upon the CSIR-CBRI (notwithstanding any enabling provisions under any law to the contrary) only, if delivered by Hand or by Registered Post/ Speed Post or email to the Officer/ Officer-In- Charge as defined in the General Terms and Conditions of the contract.

8.2 Without prejudice to another mode of service provided for in the contract documents or otherwise available to the CSIR-CBRI , any notice, order or othercommunication sought to be served by the CSIR-CBRI on the Service provider with reference to thecontract shall be deemed to have been sufficiently served upon the Service provider if delivered by Hand or through Registered Post/Speed Post or email to the Service provider at his specified address at_____.

ARTICLE-9

9.0 WAIVER

9.1 No failure or delay by the CSIR-CBRI in enforcing any right or remedy of the CSIR-CBRI in terms of contract or any obligation or liability of the Service provider in terms thereof shall be deemed to be a waiver of such right, remedy, obligation or liability, as the case may be, by the CSIR-CBRI or notwithstanding such failure or delay, the CSIR-CBRI shall be entitled at anytime to enforce such right remedy, obligation or liabilities as the case may be.

ARTICLE-10

10.0 NON-ASSIGNABILITY

10.1 The contract and benefits and obligations thereof shall be strictly personal to the Service provider and shall not on any account be assignable or transferable by the Service provider, except without written prior permission of CSIR-CBRI .

ARTICLE-11

11.1 DISPUTE RESOLUTION

11.2 For CPSEs and Government Department

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs) / Port Trusts inter se and also between CPSEs and Government Departments / Organizations (excluding disputes relating to Income Tax, Customs & Excise Departments), such disputes or differences shall be taken up by either party for its resolution through AMRCD as mentioned in DPE OM No. 5/0003/2019/FTS-10937 dated 14.12.2022 and decision of AMRCD on the said dispute will be binding on both theparties.

ARTICLE-12

12.0 JURISDICTION

Notwithstanding any other Court or Courts having Jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Jurisdiction in this behalf at Nainital and only the said Court shall have jurisdiction to entertain and try such action(s) and/or proceeding(s) to the exclusion of all other Courts.

IN WITNESS WHEREOF the parties hereto have duly executed this Contract in duplicate at the place, day and year first above written.

Non Disclosure of confidentiality certificate.

SIGNED & DELIVERED

For and on behalf of
(CSIR-CBRI)

(With Rubber Stamp)

Date:

Place:

(With Rubber Stamp)

In the Presence of:

Witness 1

Signature _____

Name of Signatory _____

Address _____

Dated

In the Presence of:

Witness 2

Signature _____

Name of Signatory _____

Address _____

Dated

SIGNED & DELIVERED

For and on behalf of
(Service Provider)

(With Rubber Stamp)

Date:

Place:

(With Rubber Stamp)

In the Presence of:

Witness 1

Signature _____

Name of Signatory _____

Address _____

Dated

In the Presence of:

Witness 2

Signature _____

Name of Signatory _____

Address _____

Dated

ANNEXURE- VIII

SECURITY DEPOSIT-CUM-PERFORMANCE BANK GUARANTEE FORMAT

(To be prepared on Stamp paper issued in the name of Bank)

This BANK GUARANTEE No. _____ made this day of _____ between _____ a bank incorporated and having its registered office at _____ (hereinafter called BANK) which expression shall unless repugnant to the context or contrary to the meaning thereof include its successors and assigns on the one part and DIRECTOR CSIR-CBRI, (Hereinafter referred to as "CSIR-CBRI") which expression shall unless repugnant to the context or contrary to the meaning thereof include its successors and assigns on the other part.

WHEREAS in pursuance to the agreement dated _____ (hereinafter called CONTRACT) entered into between DIRECTOR CSIR-CBRI and a _____ (hereinafter called SERVICE PROVIDER) which expression shall unless repugnant to the context or contrary to the meaning thereof include its successors and assigns, for supply of _____ as envisaged in the Contract, Service provider has to submit a Security Deposit-cum-Performance Bank Guarantee for Rs. _____. SERVICE PROVIDER accordingly agrees to furnish the Security cum performance Bank Guarantee as hereinafter contained towards fulfilment of all of its obligations under the contract.

NOW THIS DEED WITNESSES AS FOLLOWS:

The decision of the CSIR-CBRI as to whether the terms and conditions of this Security Deposit-cum-Performance Bank Guarantee have been observed or not shall be final and binding on the BANK. In any case, however the Bank's responsibility under this Security Deposit-cum-Performance Bank Guarantee is limited to Rs. _____.

1. In pursuance of the Contract, the Bank hereby guarantees as a direct responsibility to CSIR-CBRI that the BANK is holding the amount of Rs. _____ At CSIR-CBRI's disposal and hereby promises and shall be bound to pay to CSIR-CBRI, forthwith at CSIR-CBRI's written notice stating that the Service provider has failed to fulfil its obligations under the contract for reasons for which Service provider is liable and without any protest or demur and without recourse to Service provider and without asking for any reasons as to whether the amount is lawfully asked for by CSIR-CBRI or not, the entire amount or the portion thereof as mentioned by CSIR-CBRI in the notice.

2. This Security Deposit-cum-Performance Bank Guarantee shall be valid for an initial period of _____ months from the date of this Bank Guarantee No. _____ dated _____ given by the Bank to CSIR-CBRI become effective. Upon issuance of Commissioning / certificate according to terms of contract on expiry of _____ months after the issuance of the above mentioned certificate of commissioning / erection / completion certificate, the Security Deposit-cum- Performance Bank Guarantee shall become null and void.

3. This Security Deposit-cum-Performance Bank Guarantee shall be in addition to and shall not affect or be affected by any other security now or hereafter held by CSIR-CBRI on account of money hereby intended to secure and CSIR-CBRI at its discretion and without any further consent from the Bank, and without affecting its rights against the Bank, may compound with, give time or other indulgence to or make any other arrangement with Service provider and nothing done or omitted to be done by CSIR-CBRI in pursuance of any

authority or permission contained in this guarantee, shall effect discharge of the liability of the Bank.

4. UNLESS PREVIOUSLY CANCELLED BY THE CSIR-CBRI , this Security Deposit-cum-Performance Bank Guarantee will remain in force initially upto _____ months from the effective date of Bank Guarantee No. _____ dated _____ given by the Bank to the CSIR-CBRI and subject to provisions of paragraph 2 above will stand automatically cancelled on the expiry of the said period. Unless demand or claim under this Bank Guarantee is made on Bank in writing within three months from the date of expiry of this Bank Guarantee, all the rights of CSIR-CBRI against the Bank shall be forfeited and Bank shall be relieved and discharged from all the liabilities hereunder.

5. Any notice by way of request, demand or otherwise hereunder may be sent by post to the Bank, addressed as aforesaid, and if sent by post, it shall be deemed to have been given at the time when it would be delivered in due course of post, and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate, signed by an officer of the CSIR-CBRI s, to the effect that the envelope was so posted, shall be conclusive.

6. The Security Deposit-cum-Performance Bank Guarantee is to be returned to the Bank after its expiry in terms of Paragraph 4 above.

7. This guarantee will not be discharged due to the change in constitution of the Bank or the Service provider(s). Also the guarantee will not be discharged due to change in the constitution or Management of CSIR-CBRI (CSIR-CBRI).

8. The Bank declares that it has the power to issue this guarantee and the undersigned have full power to do so.

Dated
This day of 2024

(Indicate the name of the Bank with stamp)

Annexure-IX

Proforma for Indemnity Bond

THIS DEED OF INDEMNITY made between M/s.....having its registered office at_____and place of business at..... The Service provider,which expression shall include its successor and assigns of the one part and M/s DIRECTOR CSIR-CBRI, having its registered Office at..... (herein under called 'the CSIR-CBRI ') which expression shall include its successors and assigns of the other part.

WHEREAS the CSIR-CBRI has placed a work Order No.....on the Service provider for_____and whereas one of the conditions of the said Contract, is that the CSIR-CBRI will supply to the Service provider free issue Material for_____as specified in the said Contract for the purpose ofand WHEREAS the CSIR-CBRI has agreed to send the said Free issue Material in the terms of the said Contract upon the terms that the Service provider should enter into covenants hereinafter contained.

NOW THIS DEED WITNESSETH AS FOLLOWS:

- 1) The Service provider hereby agrees to indemnify and keep the CSIR-CBRI indemnified at all times hereafter against all claims, demands, proceedings, losses, damages, costs charges and expenses which may be or brought against the CSIR-CBRI of which the CSIR-CBRI may suffer or incur by reason of any loss or damage to the Service provider or its employees caused by the default or negligence of the Service provider or its employees or agent and/or by reasons of breach by the Service provider.
- 2) The Service provider hereby admits that the CSIR-CBRI shall have a first lien or charge for any amount due to the CSIR-CBRI from the Service provider hereunder on any amount which may be due from the CSIR-CBRI to the Service provider under the said contract.
- 3) The said contract shall constitute and form an integral part of these presents provided that nothing herein contained shall affect the right of the CSIR-CBRI under the said contract.
- 4) NOTWITHSTANDING anything stated herein above, Service provider's Liabilities under this Guarantee are restricted to Rs..... (Rs..... Only) and it will remain in force till.....unless an action to enforce claim under the guarantee is filed against Service provider before the aforesaid date all CSIR-CBRI 's rights under the said guarantee shall be forfeited and Service provider shall be relieved and discharged from all the liabilities there under.

Date.....

Annexure-X

To,
Director
CSIR CBRI,
Roorkee 247667

Sub: NO CLAIM CERTIFICATE

Ref: Contract Agreement no. Dated..... and Work Order No.....dated.....for the Work of 'End to End Solution for receipt of on-line applications and conducting Offline OMR Based Test for recruitments in CSIR-CBRI'

Dear Sir,

We have received the sum of Rs. (Rupees only) in full and final settlement of all the payments due to us under the above mentioned contract agreement, between us and DIRECTOR CSIR-CBRI (CSIR-CBRI). We hereby unconditionally, and without any reservation whatsoever, certify that with this payment, we shall have no claim whatsoever, of any description, on any account, against CSIR-CBRI, against aforesaid contract agreement executed by us.

We further declare unequivocally, that with this payment, we have received all the amounts payable to us, and have no dispute of any description whatsoever, regarding the amounts worked out as payable to us and received by us, and that we shall continue to be bound by the terms and conditions of the contract agreement, as regards performance of the contract.

Yours faithfully,

or
Signatures of Service provider
Officer authorized to sign the
contract documents on behalf of the Service provider
(Company stamp)

Annexure XI

**UNDERTAKING
(to be submitted by the Service provider)**

With reference to NIT letter No. _____ Dated _____ :

1. I/we undersigned undertake to maintain the secrecy in matter of 'End to End Solution for receipt of on-line applications and conducting Offline OMR Based Test and Test Trade Test/typing test/proficiency test/ personality cum physical test for recruitments in CSIR-CBRI' for the posts of _____ (-----) and other assigned work including correspondence pertaining to **the Director, CSIR-CBRI** in the matter.
2. Further, I/we assure you that I/we shall maintain utmost secrecy/confidentiality in the work entrusted to me for conducting the examination and discharge all my duties impartially without involving in any type of malpractice which violates the code of conduct of examination.

Date: _____

Signature _____

Place : _____

Full Name _____
With Stamp

Address _____

Telephone/Mobile No. _____

To

Director
CSIR CBRI,
Roorkee 247667

Date:

ANNEXURE -XII

Non-Disclosure Agreement

[On Company Letterhead]

This AGREEMENT (hereinafter called the "Agreement") is made on the _____[day] day of the month of _____[month], _____[year], between, CSIR-CBRI , on the one hand, (hereinafter called the "Purchaser") and, on the other hand, [Name of the bidder] (hereinafter called the "Bidder") having its registered office at [Address]_____

WHEREAS The "Purchaser" has issued a public notice inviting various Government organizations to BID for hiring services of a company for provision of services to CSIR- CBRI (hereinafter called the "Project") of the Purchaser; The Bidder, having represented to the "Purchaser" that it is interested to bid for the proposed Project, The Purchaser and the Bidder agree as follows: • In connection with the "Project", the Purchaser agrees to provide to the Bidder a Detailed Document on the Project vide the BID. The BID contains details and information of the Purchaser operations that are considered confidential. • The Bidder to whom this Information is disclosed shall:

1. Hold such Information in absolute confidence with the same degree of care with which the Bidder protects its own personal, confidential and proprietary information;
2. Use the Information only as needed for the purpose of bidding for the Project;
3. Except for the purpose of bidding for the Project, not copy or otherwise duplicate such Information or knowingly allow anyone else to copy or otherwise duplicate such Information;
4. Undertake to document the number of copies it makes with regard to the project, and 5. On completion of the bidding process and in case unsuccessful, promptly return to the Purchaser, all Information in a tangible form or certify to the Purchaser that it has destroyed such Information as relating to the project.
5. The Bidder shall have no obligation to preserve the confidential or proprietary nature of any Information which:
 1. Was previously known to the Bidder free of any obligation to keep it confidential at the time of its disclosure as evidenced by the Bidder's written records prepared prior to such a disclosure;
 2. Or Is or becomes publicly known through no wrongful act of the Bidder; or is independently developed by an employee, agent or contractor of the Bidder not associated with the Project and who did not have any direct or indirect access to the Information.
 3. The Agreement shall apply to all Information relating to the Project disclosed by the Purchaser to the Bidder under this Agreement.
 4. The Purchaser will have the right to obtain an immediate injunction enjoining any breach of this Agreement, as well as the right to pursue any and all other rights and remedies available under statutes or in equity for such a breach.
5. Nothing contained in this Agreement shall be construed as granting or conferring rights of license or otherwise, to the bidder, in any of the Information. Notwithstanding the disclosure of any Information by the Purchaser to the Bidder, the Purchaser shall retain title and all intellectual property and proprietary rights to the Information. No license under any trademark, patent or copyright, or application for same that are now or thereafter may be obtained by such party is either granted or implied by the conveying of Information. The Bidder shall not alter or obliterate any trademark, trademark notice, copyright notice, confidentiality notice or any notice of any other proprietary right of the Purchaser on any copy of the Information, and shall reproduce any such mark or notice on all copies of such Information.
6. This Agreement shall be effective from the date the last signature is affixed to this

Agreement and shall continue in perpetuity. • Upon written demand of the Purchaser, the Bidder shall (i) cease using the Information, (ii) return the Information and all copies, notes or extracts thereof to the Purchaser forthwith after receipt of notice, and (iii) upon request of the Purchaser, certify in writing that the Bidder has complied with the obligations set forth in this paragraph.

7. This Agreement constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes any and all prior oral discussions and/or written correspondence or agreements between the parties. This Agreement may be amended or modified only with the mutual written consent of the parties to the contract. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable. • CONFIDENTIAL INFORMATION IS PROVIDED "AS IS" WITH ALL FAULTS. IN NO EVENT SHALL THE PURCHASER BE LIABLE FOR THE ACCURACY OR COMPLETENESS OF THE CONFIDENTIAL INFORMATION. • This Agreement shall benefit and be binding upon the Purchaser and the Bidder and their respective subsidiaries, affiliate, successors and assigns. • Agreement shall be governed by and construed in accordance with the Indian laws.

For and on behalf of the Bidder
(Signature) (Name of the Authorized Signatory)

Date

Address

Location

ANNEXURE XIII

Bid-Securing Declaration From

(Refer para 5.1.2 (ix)(d) & 6.1.1 (02) of the CSIR Manual)

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

(a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the from of Bid: or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Annexure c

Syllabus of various posts as notified by CSIR

Mode of Examination for Technical Posts in CSIR

Group III (Technical Assistant) [Erstwhile Group III(1)& III(2)]

For these posts, there will be three papers. The second and third paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper.

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination.
Medium of Questions	The questions will be set both in English and Hindi except the question on English Language.
Standard of exam	Diploma/Graduation Level (based on the advertised qualification of the post).
Total No. of Questions	200
Total Time Allotted	3 hours

Paper-I (Time Allotted – 1 hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	50	100 (Two marks for every correct answer)	<u>There will be no negative marks in this paper.</u>

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.

Paper-II (Time Allotted – 30 minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

Paper-III (Time Allotted – 90 minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
----------------	-------------------------	----------------------	-----------------------

Concerned Subject 100 300 One negative mark for
(three marks for every wrong answer
every correct answer)

[CSIR letter No. 5-1(315)/2015-PD dated 09.04.2018]

Mode of Examination for Technical Posts in CSIR

Group II (Technician)

Mode of Examination OMR Based or Computer Based Objective Type Multiple Choice Examination.
Medium of Questions The questions will be set both in English and Hindi except the question on English Language.
Standard of exam SSC + ITI/ XIIth Standard
Total No. of Questions 150
Total Time Allotted 2 hours 30 Minutes

Paper-I (Time Allotted – 1 hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	50	100 (two marks for every correct answer)	<u>There will be no negative marks in this paper.</u>

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.

Paper-II (Time Allotted – 30 minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

Paper-III (Time Allotted – 1 hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
Concerned Subject	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

every correct answer)

Syllabus of written test of Non-Technical Posts in CSIR

Junior Secretariat Assistant (G/F&A/S&P)

[Erstwhile Assistant Gr.III (G/F&A/S&P)]

For these posts, there will be two papers (Paper-I and Paper-II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper.

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination.
Medium of Questions	The questions will be set both in English and Hindi except the questions on English Language.
Standard of exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

Paper-I (Time Allotted – 90 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	<u>There will be no negative marks in this paper.</u>

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problems Solving, Situational Judgment, etc.

Paper-II (Time Allotted – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

Junior Stenographer

A. Scheme of Competitive Written Examination for Junior Stenographer

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice-Examination
Medium of Question	The questions will be set both in English and Hindi except the Questions on English Language
Standard of Examination	10+2/XII
Total No. of Question	200
Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only one Paper with three parts as detailed below :

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

B. Proficiency Test in Stenography

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows :

Sl. No.	Language of Test	Skill	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1	English		50	70
2	Hindi		65	90

C. Evaluation of Transcripts of Stenography Tests – Nature of Mistakes

The methodology of evaluation of Stenography Test, calculation of mistakes, etc. is enclosed as Annexure-B.

D. Preparation of Merit List

As per Rule 6 of Selection II of Part III of CSIR ASRP Rules, 2020 :

- The proficiency in stenography will only be qualifying in nature.
- The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination
- The merit list will only comprise of those candidates those who have qualified the proficiency test in stenography.

E. Sequence / Order of conducting Competitive Written Examination and Proficiency Test in Stenography :-

The sequence/order of conducting Proficiency Test in Stenography followed by Competitive Written Examination or vice versa may be decided by the Selection Committee of CSIR and its Labs./Instts.

Annexure-B

EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TEST – NATURE OF MISTAKES

1. **FULL MISTAKES : The following mistakes are treated as full mistake :-**
 - a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
 - b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced / substituted by other word(s) / figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
 - c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. **HALF MISTAKES : The following are treated as half mistakes :**
 - a) Wrong spelling including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
 - b) Using singular or plural noun and vice versa.
 - c) Use of small letter at the beginning of the sentence.

NOTE

- a) More than one error in a single word : All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b) Every passage will be accompanied by a list of words which can be spelt/written in more than one form. All the spellings / forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- c) **CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.**
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.
- e) Method of calculation of mistake in Stenography Skill Test :-
Percentage of Errors =
$$\frac{\text{(Full Mistakes + Half Mistakes/2)} \times 100}{\text{Number of words in the master passage}}$$

Number of words in the master passage

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

Percentage of ignorable mistakes allowed

The Percentage of ignorable mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Stenographer shall be as under:

1. 7% - In case of Unreserved.
2. 10% - In case of all reserved categories (EWS, SC, ST,OBC,ESM,PWD etc.)

.....

Syllabus of written test for Non-Technical Posts in CSIR

Junior Hindi Translator

For these posts, there will be two papers (Paper-I and Paper-II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper.

Paper-I will be OMR Based or Computer Based Objective Type Multiple Choice Examination.

Paper-II will be descriptive.

Medium of Questions

The questions for Objective Type Multiple Choice Examination will be set both in English and Hindi.

Standard of exam

Graduation Level

Paper- I (Time Allotted-1 hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
General Intelligence	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
Quantitative Aptitude	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

Paper- II (Time Allotted-2 hours)

This paper is introduced to assess the writing and translation skills of the candidates which are necessary in this job. The paper would comprise writing of a paragraph in English and Hindi separately; Precis writing in English and Hindi and translation from English to Hindi and Hindi to English. The total marks in the Tier-II exam would be 300 and time allotted for this exam would be 2 hours.

Syllabus of written test for Non-Technical Posts in CSIR

HINDI OFFICER

Selection procedure and syllabus for the post of Hindi Officer :-

Selection to the post of Hindi Officer will be on the basis of Written Examination followed by interview to be conducted by the duly constituted Selection Committee. Written Test and the interview shall carry a 75:25 weightages.

1. Maximum time for written exam will be 2 hour and maximum marks will be 300.

2. Maximum marks for interview will be 100.

3. The questions will be MCQ type in written examination.

4. The medium for exam will be HINDI.

5. There will be negative marks for every wrong answer. Total 1/3 marks will be deducted for every wrong answer from the total marks. If no option is chosen for any question, then no marks will be deducted for the same.

6. For one UR post of Hindi Officer, upto 12 candidates, scoring the highest marks and meeting the threshold marks of 50% in the written examination, will be called for interview.

Syllabus for the Exam:

1. संघ की राजभाषा नीति, संवैधानिक प्रावधान, राष्ट्रपति के आदेश –1960, राजभाषा संकल्प–1968 (राजभाषा अधिनियम, नियम एवं वार्षिक राजभाषा कार्यक्रम)
2. राजभाषा हिंदी के संवर्धन हेतु कार्यरत सरकारी संस्थाएँ समितियाँ एवं योजनाएँ
3. राष्ट्रभाषा और राजभाषा
4. हिंदी भाषा एवं साहित्य का विकास
5. हिंदी के प्रमुख साहित्यकार एवं कृतियाँ
6. हिंदी साहित्य की आधुनिक प्रवृत्तियाँ / विमर्श
7. देवनागरी लिपि का इतिहास एवं विकास
8. हिंदी भाषा एवं साहित्य के विकास में देवनागरी लिपि एवं अनुवाद का योगदान
9. वाक्य संरचना, व्याकरण एवं वर्तनी
10. हिंदी से अंग्रेजी एवं अंग्रेजी से हिंदी में अनुवाद, वाक्यांश/पारिभाषिक शब्दावली
11. वैज्ञानिक एवं तकनीकी प्रकृति के अनुवाद और शब्दावली
12. हिंदी से संबंधित आईटी टूल्स
13. ई गवर्नेंस में हिंदी
14. हिंदी संबंधी सामान्य ज्ञान

Syllabus for the post of Security Officer

Physical Standards:

Minimum Requirement	Height	Male	Female
General		167 cms	157 cms
Hilly Area"		165 cms	155 cms
ST Category		162.5 cms	154 cms

Minimum Requirement for Male	Chest size Exhaled	Expanded (inhaled)
------------------------------	--------------------	--------------------

General	80 cms	85 cms
Hilly Area"	80 cms	85 cms
ST Category	77 cms	82 cms

Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North Eastern States and Sikkim.

Physical Test Details:

Physical Events	Male	Female
1600 m Running	6 min 30 secs	Not Applicable
Long Jump	3.65 m in 3 chances	2.70 m in 3 chances
Chin-ups	Minimum 06	Not Applicable
Push-ups	Minimum 12	Not Applicable
Sit-ups	Minimum 10	Minimum 10
800 m Running	Not Applicable	4 mins

Syllabus for written test

- 1) Candidates who qualify the physical test will be allowed to appear for the written test.
- 2) There will be two papers in the written test (Paper-I and Paper-II)
- 3) Paper I will be OMR Based or Computer Based Objective Type Multiple Choice Test whereas Paper II will be subjective in nature.
- 4) The threshold marks for Paper I shall be 30%.
- 5) The Selection Committee will also fix a minimum threshold marks in Paper II which shall not be less than 35%, but the same should be communicated to the candidates before the test.
- 6) The final merit list would be prepared based on the performance of the candidates in Paper II. Only those names would appear in the merit list who have secured more than the minimum threshold marks as fixed by the Selection Committee.
- 7) Medium of Exam - The question papers will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi medium.
- 8) Standard of Exam - Graduation level.

Paper-I (Time Allotted - 90 minutes)

Subject	No. of questions	Total Marks	Negative Marks
Mental Ability and Personality Assessment Test*	100	100	<u>There will be no negative marks in this paper.</u>

*This Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment etc.

The threshold marks for Paper I shall be 30%. The second paper will be evaluated only for those candidates who secure the minimum threshold marks in the first paper.

Paper-II (Time Allotted - 2 hours)

Subject	Maximum Marks
Comprehension	25
Report Writing	25
Security Regulations, Firefighting etc	25
General Awareness	25

The minimum threshold marks for Paper II shall be fixed by the Selection Committee which shall not be less than 35%, and the same should be communicated to candidates before the test. The final merit list would be prepared based on the performance of the candidates in Paper II. Only those names would appear in the merit list who have secured more than the minimum threshold Marks.

Syllabus for the post of Driver

Subject	No. of questions	Maximum Marks	Negative Marks
General Intelligence	25	75 [Three marks for every correct answer]	One negative marks for every wrong
Quantitative Aptitude	25	75 [Three marks for every correct answer]	One negative marks for every wrong
General Awareness	25	75 [Three marks for every correct answer]	One negative marks for every wrong
English Language	25	75 [Three marks for every correct answer]	One negative marks for every wrong

(i) Mode of Examination - OMR Based or Computer Based Objective Type Multiple Choice Examination.

(ii) Medium of Questions - The questions will be set both in English and Hindi except the questions on English Language. In addition, the Labs/Institutes may also explore the possibility of setting questions in the vernacular language.

(iii) Standard of examination - Class X

(iv) Total No. of Questions - 100

(v) Total Time Allotted - 90 Minutes.

Annexure-D

Advertisement no 8/2023



CSIR-CENTRAL BUILDING RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
ROORKEE - 247 667

(Website : www.cbri.res.in)

Advertisement No: CSIR-CBRI - 8/2023



Start Date for uploading online Application : 10.01.2024(17:00 hours)
Last Date for Registration & Submission of Online application : 07.02.2024(17:00 hours)
Last date for receipt of hard copy of application by post : 20.02.2024(17:00 hours)

URL for Online Application: <http://recruitment.cbri.res.in>
OR

<http://cbri.res.in/notifications/recruitments>

The Central Building Research Institute (CBRI), Roorkee, is a constituent unit of Council of Scientific and Industrial Research (CSIR), New Delhi is a premiere Institute in the area of Building Science & Technology and has been vested with the responsibility of generating, cultivating and promoting building science and technology. CBRI carries out applied and basic research in various areas of building science and technology to provide S&T backup to the problems related to Shelter Planning, Building Materials, Structure & Foundation and Disaster Mitigation. R&D is being pursued to develop new Building Materials and Construction Technologies and to transfer the developed technologies to the industry for commercialization.

CSIR-CBRI invites applications from suitably qualified, dynamic, result-oriented and dedicated Indian citizens for the following vacant posts of Technical Assistant on direct recruitment basis:

Designation	No. of Posts	Pay level	Upper Age Limit not exceeding [as on the last date of submission of online application]
Technical Assistant	24 [UR - 09, SC – 02, ST – 02, OBC (NCL) – 07, EWS – 04]	Pay Matrix Level- 6 Rs.35400-112400/-	28 years*

Includes two posts [1-OH and 1-D&HH] reserved for PwBD.

UR: Unreserved; SC: Scheduled Caste; ST: Scheduled Tribe; OBC (NCL): Other Backward Classes [Non-creamy layer]; EWS- Economically Weaker Section; PwBD: Persons with Benchmark Disability.

* Please see age relaxation under Age Limit and Relaxation Column.

Name of the post : Technical Assistant

Total Posts: 24 Posts [UR : 09, OBC (NCL) : 07, SC : 02, ST : 02, EWS : 04] [Includes 02 posts reserved for PwBD: 01-OH and 01-HH]

Pay Matrix Level – 6 (Rs.35400-112400/-)

Age Limit: 28 Years (Please see age relaxation under Age Limit and Relaxation Column)

Sl. No.	Post Code & Vacancy details	Essential Qualification
1.	TA20231 [Total = 09 posts] [UR-02 SC-01, ST-01, OBC (NCL)-02, EWS-03] (Out of 09 posts, 01 post is reserved for PwBD : HH),	Diploma in Civil Engineering / Technology of at least 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field. OR Diploma in Civil Engineering / Technology of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field.
2.	TA20232 [Total = 03 posts] [UR-01, SC-01, OBC (NCL)-01] (Out of 03 posts, 01 post is reserved for PwBD : OH),	Diploma in Architecture Engineering of at least 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field. OR Diploma in Architecture Engineering of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field.
3.	TA20233 [Total = 02 posts] [UR-01 & OBC(NCL)-01]	Diploma in Electrical Engineering / Technology of at least 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field. OR Diploma in Electrical Engineering / Technology of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field.
4.	TA20234 [Total = 01 post] [UR-01]	Diploma in Electronics Engineering / Technology of at least 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field. OR Diploma in Electronics Engineering / Technology of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field.
5.	TA20235 [Total = 03 posts] [UR-01, OBC(NCL)-01 & EWS-01]	Diploma in Information Technology of at least 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field. OR Diploma in Information Technology of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field.
6.	TA20236 [Total = 01 post] [UR-01]	Diploma in Mechanical Engineering / Technology of at least 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area/ field. OR Diploma in Mechanical Engineering / Technology of at least 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/ field.

7.	TA20237 [Total = 02 posts] [ST-01 & OBC (NCL)-01]	B.Sc. Chemistry or equivalent, with minimum 60% marks and one year experience in relevant discipline from a recognized Institute / Organization. Or B.Sc. Chemistry or equivalent, with minimum 60% marks and one year full time professional qualification.
8.	TA20238 [Total = 01 post] [UR-01]	B.Sc. Physics or equivalent, with minimum 60% marks and one year experience in relevant discipline from a recognized Institute / Organization. Or B.Sc. Physics or equivalent, with minimum 60% marks and one year full time professional qualification.
9.	TA20239 [Total = 01 post] [UR-01]	B.Sc. Geology or equivalent, with minimum 60% marks and one year experience in relevant discipline from a recognized Institute / Organization. Or B.Sc. Geology or equivalent, with minimum 60% marks and one year full time professional qualification.
10.	TA202310 [Total = 01 post] [UR-01]	B.Sc. or equivalent, with minimum 60% marks and B.Lib.Sc.

Job requirement: Incumbents are expected to use existing scientific and / or technical knowledge/ methods/ techniques towards solution of technical problems and assist the Scientist[s] for achieving the Institutional mandates.

A. Selection Procedure for the Technical Assistant:

The candidates as recommended by the Screening Committee will be invited for Trade Test. Those who qualify in the Trade Test will be invited for a competitive written examination. The final merit list will be prepared on the basis of the performance of the candidate in the competitive written examination.

B. Mode of Examination for Technical Assistant:

- For these posts, there will be three papers [Paper-I, Paper-II & Paper-III].
- Paper-II & III will be evaluated only for those candidates who secure the minimum threshold marks [to be determined by the Selection Committee] in Paper-I.
- The Final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II & Paper-III.

Mode of Examination	of OMR Based Objective Type Multiple Choice Examination
Medium of Questions	of The questions will be set both in English and Hindi except the questions on English Language.
Standard of exam	Diploma / Graduation Level [based on the advertised qualification of the post].
Total No. of Questions	of 200
Total Time Allotted	3 hours

Paper - I [Time Allotted – 1 hour]

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test*	50	100 [two marks for every correct answer]	There will be no negative marks in this paper

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgement etc.

Paper – II [Time Allotted – 30 minutes]

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	25	75 [three marks for every correct answer]	One negative mark for every wrong answer
English Language	25	75 [three marks for every correct answer]	One negative mark for every wrong answer

Paper-III [Time Allotted – 90 minutes]

Subject	No. of questions	Maximum Marks	Negative Marks
Concerned Subject	100	300 [three marks for every correct answer]	One negative mark for every wrong answer

BENEFITS:-

1. The post carry Pay and Allowances, such as HRA and Traveling allowance etc. at Central Government rates as applicable to the employees of Council at CSIR-CBRI, Roorkee. In addition, other benefits such as Leave Travel Concession and Reimbursement of Medical expenses and Children's Education Allowances etc. are also applicable as applicable to the Central Govt. Employees at Roorkee (UK). Accommodation will be provided as per CSIR Residence Allotment Rules depending on availability, in which case HRA will not be admissible.
2. New entrants will be governed by the "New Pension Scheme" on defined Contributions as admissible to new entrants recruited in Central Government Services on or after 01.01.2004, the same has been adopted by CSIR for its employees.
3. CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion Scheme for Technical staff.
4. The appointment to the post shall be governed by the provisions of the Central Civil

Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time and other service Rules to the extent made applicable to the Council Servant and decision of the Council as to their applicability shall be final.

AGE LIMIT AND RELAXATION :-

- 1 Upper age limit is relaxable by 5 years in the case of SC/ST and by 3 years in the case of OBC (NCL) candidates for the posts which are reserved for the respective categories. Relaxation of upper age limit for Ex-servicemen will be applicable as per GOI rules. [(SC/ST/OBC(NCL) candidates applying against unreserved posts will not be eligible for age relaxation].
- 2 Age relaxation to Persons with Benchmark Disabilities [PwBD] : Age relaxation of 10 years is allowed [total 15 years for SCs/STs and 13 years for OBC (NCL) in respect of the posts reserved for them] **to persons suffering from a. blindness and low vision; b. deaf and hard of hearing; c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; d. autism, intellectual disability, specific learning disability and mental illness; e. multiple disabilities from amongst persons under clauses [a] to [d] including deaf-blindness.** The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual posts to be filled by Direct Recruitment.
- 3 The upper age limit is relaxable **up to 05 years** for the regular employees working in CSIR and its Laboratories / Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India/CSIR from time to time.
- 4 Persons with Benchmark Disability is entitled to age concession by virtue of being a Central Government Employee, concession to him/her will be admissible either as a 'persons with benchmark disability' or as a 'Central Government Employee' whichever may be more beneficial to him/her.
- 5 Relaxation in age limit, qualifications and/or experience may be allowed in the case of exceptionally meritorious candidates at the discretion/approval of DG, CSIR. However, any relaxation in respect of age, experience etc. in relation to the posts advertised will be applicable as per CSIR/GOI Rules.
- 6 SC/ST/OBC(NCL)/PwBD/EWS candidates shall produce the required valid certificate in the prescribed format duly signed by the issuing authority at the time of trade test/written test. OBC(NCL)/EWS candidate shall produce current years' Certificate valid for appointment to the posts under the Central Government.
- 7 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by specified authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.
- 8 As per GOI provisions, age relaxation to Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable upto the age of 35years [upto 40 years for members of Scheduled Castes/Scheduled tribes in respect of the posts reserved for them] for Widows, divorced Women and Women judicially separated from

their Husbands who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence: -

- [i] In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - [ii] In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be with an Affidavit in respect of divorced women and they have not remarried since.
- 9 Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change will be considered /granted.
- 10 Candidates seeking reservation benefits available for SC/ST/OBC(NCL)/EWS/ESM/ PwBD must ensure that they are entitled to such reservation as per eligibility prescribed in the notice.

GENERAL CONDITIONS

1. The prescribed educational qualifications should have been obtained from recognized Board/Institutions/Universities.
2. The date of determining the age limit/experience/qualifications shall be closing date prescribed for filling up online application i.e. 07.02.2024. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that post.
3. A candidate can apply for multiple post codes subject to fulfilling all eligibility criterion attached to each individual post code. However, candidates need to fill the application [except primary/ registration details] with the requisite application fee separately for each post code.
4. The decision of the Director, CSIR-CBRI in all matters relating to eligibility, acceptance or rejection of applications, conduct of Trade test and not to fill up all or any of the posts will be final and binding on the candidates and no enquiry or correspondence shall be entertained in this regard from any individual. Further, in case of a claim for qualification as equivalent qualification, the candidate is required to produce order/ letter in this regard issued by the Competent Authority.
5. The number of vacancies indicated against each category is provisional and may vary either way at the time of selection. This advertisement does not necessarily tantamount to the selection being actually made. The selection process is subject to the CSIR/Gol instructions prevalent at a given point of time during various stages of selection process.
6. Candidate should ensure that he/she possesses essential educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of filling of online application. Mere fulfilling the minimum essential qualification does not entitle candidates to be called for Trade/ Written Test. The duly constituted Screening Committee may adopt its own criteria for shortlisting the candidates to be called for Trade test.
7. The period of experience in the requisite discipline/area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications

required for that post.

8. Documentary evidence such as letter of appointment, joining notification, pay Certificate and Experience Certificate for the period claimed as experience must be submitted. The experience Certificate should clearly state the duration of experience indicating from & to date i.e. date of joining and date of relieving of various organizations / Universities concerned as claimed by the candidate. Further, experience Certificate must be issued by the Authority, competent to issue such Certificates, with respect of the organization[s]/ Institutes/ Universities concerned.
9. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post[s].
10. If any document/ Certificate furnished is in a language other than Hindi or English a transcript in English of the same duly attested by the applicant is to be submitted.
11. The advertised posts are for CSIR-CBRI, Roorkee. However, the selected candidates are liable to be posted at any Lab./Instts./Centre of CSIR.
12. Government/CSIR strives to have work force which reflects gender balance and women candidates are encouraged to apply.
13. Persons with Benchmark Disability [PwBD] fulfilling the eligibility conditions prescribed under GOI/CSIR instructions are encouraged to apply.
14. Only a single application will be entertained from each candidate for each post code. IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POST CODE WITH DIFFERENT EMAIL IDs, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.
15. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
16. The recruitment for the above posts is governed by the "CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff" as amended from time to time. Hence, all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.

HOW TO APPLY:

- a. Eligible candidates are required to apply ONLINE by accessing the website <https://www.cbri.res.in/career-opportunities/recruitment>.
- b. For online application process please refer "How-to-apply online" instructions, "Fee Payment Procedure" and "Application Replica" available on the above-mentioned website.
- c. The application is to be submitted in three distinct steps, as below:-
 - i) Registration [online]
 - ii) Fee Submission [online], if applicable.
 - iii) Application submission[online]
- d. If the candidate does not have a valid email id, he/she should create a new valid email ID before applying online and should be kept active during the entire recruitment process. The datelines for the above-mentioned stages of application is

as follows: -

1. Start Date for Registration/fee submission for Online Application: 10.01.2024 at (17:00 hours)
 2. Last date for Fee Submission Online : 07.02.2024(17:00 hours)
 3. Last Date for Submission of Online application : 07.02.2024 (17:00 hours).
 4. Last date for receipt of hard copy of application by post 20.02.2024(17:00 hours).
- e. Candidates are required to pay application fee of **Rs.100/-** as per 'fee payment Procedure' available on the website. **No fee is payable for SC/ST/PwBD/Women/CSIR Employees/Ex-Servicemen candidates.** Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- f. Candidate is required to upload his/her recent passport size scanned colour photograph, signature each [max size 50 KB] and also relevant certificates [max size 1 MB] at the specified place in the online application.
- g. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded under any circumstances nor can it be held in reserve for any other examination or selection.
- h. In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA/DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/Universities/Institute. A copy of conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc. into percentage, issued by the Boards/Universities/Institutes is to be uploaded in the online application.
- i. When application is successfully submitted, it will be accepted provisionally. The print-out of the application, generated after online submission, duly accompanied by self-attested copies of the requisite Certificates, mark sheets, age proof, educational qualifications, experience and Caste Certificate, if applicable, along with one recent passport size self-signed photograph affixed should be send to the Director, CSIR-CBRI, Roorkee by post. The online application will only be considered, if, hard copy received within the stipulated date and time as mentioned at first page of this advertisement.
- j. Request of change/ correction in any particulars in the application form, once submitted, will not be entertained under any circumstances.
- k. Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made only through e-mail/ SMS.
- l. In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber café will be held responsible for the same and liable for suitable legal action under cyber law/ IT Act.
- m. Candidates belonging to Government/ Autonomous/ PSUs are required to provide a No Objection Certificate at the time of Trade Test, failing which he/she will not be allowed to appear for the Trade Test. Candidates are advised to check the website regularly **for addendum/corrigendum and updated information regarding this advertisement please visit our website: <http://www.cbri.res.in>. No separate individual information/intimation shall be sent to the candidates. Therefore, candidates are advised to keep visiting regularly the website of CBRI.**
- n. **e-Admit Cards/Roll Nos.** will be issued for the Trade Test / Written Examination

etc. No separate call letter[s] shall be posted to candidate[s]. All intimation/communications shall be sent by the e-mail to the address mentioned by the candidate in the application form.

- o. Candidates should indicate as to whether any of their blood/close relatives [relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not] is working in Central Building Research Institute (CBRI). or any other National Labs/Institutes of the CSIR.
- p. **After submission of online application, download the application proforma and dispatch the same duly signed in to the Director, CSIR-Central Building Research Institute, Roorkee – 247 667 alongwith self attested copies of testimonials. In case the candidate is already in Govt. Service/PSUs/Autonomous Bodies etc. he/she should send their application(s) through proper channels.**

Following documents must be kept ready with the candidate along with the Physical/Hard Copy [Print-out] of Online application form and produce as and when required by the office: -

- A. Colored photograph pasted on the form and signed across in full.
- B. Self-attested photocopy of 10th/12th class Certificate indicating Date of Birth.
- C. Self-Attested photocopies of educational qualifications Certificates.
- D. Self-Attested photocopy of SC/ST/OBC(NCL)/EWS/PwBD Certificate, if applicable.
- E. Self-Attested photocopies of experience Certificates, whenever required.

CSIR-CBRI is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/ clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained.

Online Application validation rules and design are based on the Advertisement requirements. Candidates are advised to read the advertisement carefully and refer "Instructions" page on application portal. Application submitted through online form does not imply that candidate has fulfilled all the criteria given in the advertisement. Application is subject to subsequent scrutiny and can be rejected, if found to be ineligible at any point of time.

The appointments to the reserved posts will be provisional and subject to the verification of Caste Certificates through proper channels. If the verification reveals that the claim of the candidate belong to the SC/ST/OBC/EWS/PwBD is false OR it reveals that the claim of the candidate belong to Non-creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false Certificate.

No interim Enquiry or Correspondence will be entertained

In the event of any dispute English version will be treated as final.

Administrative Officer