INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH GOREGAON (EAST), MUMBAI

TENDER DOCUMENT FOR

Selection of Agency for Conducting Entrance Examination of IGIDR for the Year 2022 at centers Pan India

NIT No.: IGIDR/Tender/2022/ED/05 Date: 24.01.2022

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
_____
Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (East), Mumbai-400065.
TELEPHONE: 022 6909 6200 / 9881070122. FAX: 022 6909 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

"NAME OF THE WORK**: "Selection of Agency for Conducting Entrance Examination of IGIDR for the Year 2022 at centers Pan India"** for INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065."

1. IGIDR invites bids from reputed and qualified agencies for the following service:

Name of Service	EMD (Rs.)	Period of Contract
(1)	(2)	(3)
Selection of Agency for Conducting Entrance Examination of IGIDR for the Year 2022 at centers Pan India	**Rs. 40,000/-**	**1 Year (Extendable for further 2 years)**

The tender being invited for the above-mentioned service. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

2. Bidder should submit Earnest Money Deposit of **Rs. 40,000/-** (Rupees Forty thousand only) along with the bid.

3. The Tender bids in two bid system are invited through two separate Emails to <u>tender@igidr.ac.in</u> : **"Email-1: EMD and Pre-qualification/Technical Bid" and "Email-2: Financial bid"**. Subject of email should be mentioned as **"Email-1: EMD and Pre-qualification/Technical Bid for Selection of Agency for Conducting Entrance Examination of IGIDR for the Year 2022" and "Email-2: Financial Bid for Selection of Agency for Conducting Entrance Examination of IGIDR for the Year 2022"** respectively. **All the bid documents should be attached as a PDF document or zip file and the financial bid file should be protected with a password.**

4. Last date of submission of Tender document shall be up to **03:00 PM on 14th February 2022.**

5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

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SECTION-'A'

Letter of Offer

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Date _____

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To,

The Registrar,

Indira Gandhi Institute of Development Research,

Gen. A.K. Vaidya Marg, Film city Road,

Goregaon (East), Mumbai- 400065.

Subject: Tender for **"Selection of Agency for Conducting Entrance Examination of IGIDR for the Year 2022 at centers pan India"**.

Reference: Tender Advertisement No. IGIDR/Tender/2022/ED/05 dated 24th January 2022

Dear Sir,

With respect to your above-mentioned tender, I / We hereby submit my / our tender bid in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited **NEFT/DD/FDR/BG** of **RS. 40,000.00** (Rupees Forty thousand) only or MSME exemption Certificate as an earnest money deposit to the IGIDR, which will not bear any interest. Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of bidder

* To be submitted on letterhead with sign and stamp.

SECTION - 'B'
GENERAL INSTRUCTIONS TO BIDDERS

Tender bids through email should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.

1. Bidder should submit Earnest Money Deposit of **Rs. 40,000/- (Rupees Forty thousand only)** through **NEFT/DD/FDR/BG** to "INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI" Account No. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.

2. The bidders registered under MSME are exempted for submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.

3. The tender bids in two bid system are invited through two separate Emails to tender@igidr.ac.in : **"Email-1: EMD and Pre-qualification/Technical Bid" and "Email-2: Financial bid"**. Subject of email should be mentioned as **"Email-1: EMD and Pre-qualification/Technical Bid for Selection of Agency for Conducting Entrance Examination of IGIDR for the Year 2022" and "Email-2: Financial Bid for Selection of Agency for Conducting Entrance Examination of IGIDR for the Year 2022"** respectively. **All the bid documents should be attached as a PDF document or zip file. In case bidder cannot attach single bid file to an email then they can split their bid and submit in multiple emails with mentioning in the email subject as Part-I, II, III…. etc.**

4. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails. **The Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of financial bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for financial bid opening.**

5. The bids will be received up **to 03:00 PM on 14th February 2022.** Each copy of the tender document under their stamp and signature. No tender will be accepted after 3:00 PM on **14th February 2022** under any circumstances whatsoever.

6. The Email bid with subject "EMD & Pre-qualification/Technical Bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR" shall be opened by REGISTRAR or his authorized representative in his office on the next day **15th February 2022 at 11:30 AM** through online meeting platform. The link of meeting will be shared with participated bidders. In case, holiday is declared by the

Government on the day of opening the bids, the bids will be opened on the next working day at the same time.

7. The Email bid with subject **"Financial bid for Selection of Agency for Conducting Entrance Examination of IGIDR for the Year 2022"** of only qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders. The date of opening of financial bid and link for online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password of financial bid PDF file during the opening of the financial bid. In case bidder can NOT provide password for financial bid at the opening then their bid shall be rejected.**

8. Tender bid shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period.

9. The bidder must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.

10. The Tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.

11. Rates should be quoted both in figures and in words in columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.

12. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of contract, etc. as laid down. Any Tender with any of the documents not so signed will be rejected.

13. A tender which is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit. The Earnest Money Deposit (EMD) of the successful bidder may be converted into Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.

14. The Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.

15. Institute reserves the right to sub-divide the work mentioned in the tender, amongst two or more bidders at its own discretion and the successful bidders will have to execute orders for part of the items placed with them at the quoted rates. Institute also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the successful bidder shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self-supporting and relevant.

16. On receipt of intimation from the IGIDR of the acceptance of his/their tender, the successful bidder/agency shall be bound to sign the formal Contract and within seven days thereof, the successful bidder/agency shall sign an agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the successful bidder so, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful bidder.

17. No bidder will be allowed to withdraw after submission of the tender; otherwise, the EMD submitted by the bidder would stand forfeited. In case, the successful bidder declines the offer of contract (or refuse to acknowledge or execute the contract within 15 days of award of order), for what so-ever reasons, their EMD will be forfeited.

18. The rates quoted in the bid shall include all charges like Services, Exam arrangements, applicable GST, transportation, any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty or levy whether existing or future, shall be entertained by the Employer.

19. **The intending bidder can obtain any clarifications regarding the tender document, scope of services etc. if any by contacting to Mr. Samir Parab (Administrative Officer) on email – administrativeofficer@igidr.ac.in or mobile - 8097171963 or from the Admin Department of the Indira Gandhi Institute of Development Research, Goregaon (E), Mumbai-400 065 on any Institute`s working day.**

20. **Pre-Bid Meeting:** A pre-bid meeting will be scheduled on **Monday, 7th February 2022 at 11:30AM** and Zoom link for meeting will be published on the institute website under tender section.

We hereby declare that we have read and understood the above instructions and the same will remain binding upon us.

Place: Signature of Bidder with seal
Date:

BID EVALUATION CRITERIA

A.   **Technical Bid Evaluation:**

Sr. No.	Technical Evaluation Criteria	Maximum Score	Scoring Pattern
1	Average Annual Turn Over in last three Years ending on 31-Mar-2019, 31-Mar-2020 & 31-Mar-2021.	10	>15 ≤ 25 Cr: 5 marks >25 ≤ 50 Cr: 7 Marks > 50 Cr: 10 Marks
2	Resource Strength – Experienced/Trained professionals with the company. Bidder should submit the self-declaration on letterhead for Nos. of employees.	10	> 25 ≤ 50: 5 Marks > 50 ≤ 100: 7 Marks > 100: 10 Marks
3	Certifications (ISO, CMMi) Copy of Certifications as a proof Marks will be awarded for either CMMi level 3 or CMMi level 5.	10	CMMi Level 3: 3 Marks CMMi Level 5: 5 Marks ISO 27001: 3 Marks ISO 9001: 2 Marks
4	Experience of Delivering Examination solution and services in Govt. Sector /PSU/Govt. Institutes in last **5** years.	20	> 5 ≤ 10 projects: 10 marks > 10 ≤15 projects: 15 marks > 15 projects: 20 marks
5	Experience of Delivering Entrance Examination solution and services with conducting center-based examination for at least 5,000 candidates in a shift /session for any Government / PSU / Institute / Universities in India	20	> 5000 ≤ 7000 candidates: 10 marks > 7,000 ≤ 10000 candidates: 15 marks > 10,000 candidates: 20 marks
6	Technical Presentation: Envisaged Solution, Approach Methodology, Execution Plan / Contingency Plan, Proposed resource / professionals etc.	30	Marks shall be awarded by technical Committee. The decision of technical committee will be final and binding on the bidders.

Note:

1.   The bidder should submit relevant documentary proofs, work orders/completion certificates, contract agreements and documents for each above-mentioned technical criterion for evaluation.

2.   The bidder should be able to conduct examinations all over the India covering all the major centers mentioned in the technical bid and any addition thereafter. The minimum scoring of bidder in technical bid should be more than **70 marks** to qualify for opening of financial bid.

B. **Financial Bid Evaluation:**

The financial bids of only technically qualified bidders shall be opened for further evaluation. The financial bid will be evaluated through Quality & Cost Based Selection (QCBS) process with a weightage of **80% to the technical score and 20% to the financial price**.

C. **Formula for QCBC:**

1. **Technical Score:**

a) The bidder with highest technical bid (H1) will be awarded 100% score.

b) Technical Score of a Bidder = [(Technical Mark of the Bidder/Technical Mark of H1 Bidder) X 100] %.

c) Marks will be adjusted to two decimal places.

2. **Financial Score:**

a) The bidder with lowest financial bid (L1) will be awarded 100% score.

b) Financial Score of a Bidder = [(Financial quote of L1 Bidder /Financial quote of the Bidder) X100] %.

c) Marks will be adjusted to two decimal places.

3. **Composite Score:**

a) Composite score of the bidders for the bid shall be worked out as under:

Bidder	Technical Score	Financial Score	Technical Weightage (80% of B)	Financial Weightage (20% of C)	Composite Score (F= D+E)
A	B	C	D	E	F

b) The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.

c) In the event the bid composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

We hereby declare that we have read and understood the above evaluation criteria and the same will be binding upon us.

Place:

Date: Signature of Bidder with seal

SECTION - 'D'
SPECIAL CONDITIONS

1. In case the successful bidder contravenes any provisions of the law, and the Institute suffers any damage or loss or harm due to any acts of commission or omission of the Contractor, the Contractor is bound to indemnify the Institute. The Contractor shall also be responsible for the discharge of all legal liabilities towards the Institute and also for observing all laws and Government rules relating to labour laws.

2. If the quality of product and services provided is not found satisfactory, IGIDR reserves the right to cancel or amend the contract.

3. **Quoting of Price:** Price bid should be in Indian Rupees & including applicable GST.

4. Financial bid must be submitted in provided Financial Bid Form only.

5. The successful bidder shall carry out the contract strictly in accordance with detailed scope of services and instructions of the Institute's in Charge.

6. The successful bidder should execute the contract as per the schedule of the Institute for conducting the entrance examination for admission process.

We hereby declare that we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between us and the Institute. The same shall be binding upon us upon being declared as the Successful Bidder.

Place: Signature of Bidder with seal

Date:

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SECTION - 'E'

TERMS AND CONDITIONS

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Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. The successful bidder shall not assign the sub-contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.

2. In all matters of dispute arising on the contract, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon** for a decision.

3. In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.

4. **Performance Security Deposit (PSD):**

   The EMD of successful bidder for Rs. 40,000/- (Rupees Forty thousand only) shall be converted into Performance Security Deposit and will be retained with the IGIDR till the successful completion of services or contract obligations without interest. In case the successful bidder submitted the MSME certificate instead of EMD, need to deposit PSD of amount Rs. 40,000/- after receipt of work order. This deposit shall be forfeited in case the successful bidder, who fails to discharge its duties/commitments or whose contract is terminated pre-maturely.

5. **Payment Terms:**

   Payment shall be made to the agency after successful completion of services within 15 days of submission of certified invoice along with supporting document.

6. **Tenure of Contract:**

   The contract shall be initially for the Year 2022 however it can be extended for further 02 years (i.e., Year 2023 and Year 2024) on annual basis after review of performance of selected agency at rates quoted per year in the financial bid and at same terms & conditions if their performance found satisfactory.

7. **Termination Clause:**

7.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the vendor in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the successful bidder commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the

successful bidder, the Institute may terminate this contract by giving a 15 (fifteen) days written notice of intended termination to the successful bidder.

7.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the successful bidder subject to clause 7.5 hereunder.

7.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the successful bidder without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The successful bidder cannot terminate this Contract at any time due to any reason.

7.4 Forthwith on the expiry or earlier termination of this Contract, the successful bidder shall, return to the Institute all the data, materials and equipment, belonging to the Institute with regard to this Contract. The Institute shall also intimate to the successful bidder a time when it can collect its equipment stored in the Institute and the successful bidder shall collect the same. In the event that the vendor does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.

7.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the successful bidder the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the vendor.

7.6 On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

We hereby declare that we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between us and the Institute. The same shall be binding upon us upon being declared as the Successful Bidder.

Place: Signature of bidder with seal
Date:

SECTION - 'F'

QUALIFICATION CRITERIA

● **Minimum Qualification Documents to be submitted by Bidder along with qualification Bid:**

a. The bidder should have minimum 05 years' experience for **Conducting Center based Entrance Examinations**.

b. The bidder should be registered under The Indian Companies Act or Societies Registration Act or Public Trust Act. Copy of Certificate of Incorporation or Registration under Societies or Trust Act must be submitted.

c. The bidder should submit Copy of Registration of Goods & Service Tax (GST) and PAN

d. The bidder should have an annual turnover of **Rs. 15, 00, 00,000/- (Rupees Fifteen Crore only)** for the similar services in the last 3 financial years. The bidder will submit the audited balance sheets, P & L account statements or CA certificate of turnover amount for last 3 financial years duly certified by CA.

e. The bidder should have ISO 9001 or ISO 27001 quality certifications.

f. The bidder should have successfully executed at least **05 projects** of **Conducting Computer based Entrance Examinations at centers Pan India** with minimum **5000** candidates at each time at Central Government/State Government/UPSC/Govt. Departments/PSUs/Banking/Universities/ Autonomous Institutions during last 05 years ending till last month. Copy of Work orders/contract agreement/completion certificates to be submitted (As per **Annexure-B**).

g. The Bidder must have in house capabilities for handling/ management of Examination, Question Paper Generation, Database generation, Result preparation etc.

h. The bidder should have at least **25** trained and experienced Technical/Non-Technical staff on their rolls. Should submit the list of their employees (As per **Annexure-C**).

i. The bidder should submit the List of at least 05 clients, with contact person name, contact number and Address.

j. The bidder should have either the Registered Office or one of the Branch Office located in the territory of Mumbai, Mumbai suburban, Thane and Navi Mumbai districts with required technical/non-technical staff.

k. The bidder should not be blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency (Submit Undertaking As per **Annexure-A).**

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company duly stamped and signed by the authorized person of the agency and attached as PDF file, to be submitted along with the qualification bid (Email-1).

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Full Address	
2	Telephone Number: Office /Residence: Mobile Number: Fax No. E-Mail address-	
3	Details of Registration of Company or Society or Trust (number & date)	
4	Month and Year in which the Company/Society /Trust was formed/ incorporated.	
5	Type of organization (Pvt. Ltd., Public Ltd., Society or Trust, etc.)	
6	Average Annual Turnover of Last Three Financial Year (Attach audited balance sheet & profit & Loss account statements or CA certificate)	FY 2018-19 = FY 2019-20 = FY 2020-21 =
7	Bidder Bank Account Details	Bank Name: A/C No. NEFT Code:

SECTION - 'G'

TECHNICAL BID

A.   **Information to Bidder:**

Details of required Centers all over India-

Sr. No.	Center / City Name	State	Approx. No. of Candidates
1	AHMEDABAD/GANDHI NAGAR	GUJARAT	
2	BANGALORE	KARNATAKA	
3	BENARES	UTTAR PRADESH	
4	BHOPAL	MADHYA PRADESH	
5	BHUBANESWAR	ODISHA	
6	CHANDIGARH – MOHALI	PUNJAB	
7	CHENNAI	TAMILNADU	
8	DEHRADUN	HIMACHAL PRADESH	
9	DELHI NCR	DELHI	
10	ERNAKULAM/COCHIN	KERALA	
11	GUWAHATI	ASSAM	
12	HYDERABAD/RANGAREDDY	TELANGANA	
13	INDORE	MADHYA PRADESH	
14	JAIPUR	RAJASTHAN	
15	JAMMU	JAMMU & KASHMIR	
16	KOLKATA/GREATER KOLKATA	WEST BANGAL	
17	LUCKNOW	UTTAR PRADESH	
18	MUMBAI/GREATER MUMBAI/THANE/NAVI MUMBAI	MAHARASHTRA	
19	PANJIM	GOA	
20	PATNA	BIHAR	
21	PUNE	MAHARASHTRA	
22	RAIPUR	CHHATTISGARH	
23	RANCHI	JHARKHAND	
24	SHILLONG	MEGHALAYA	
25	THIRUVANANTHAPURAM	KERALA	
26	VISAKHAPATNAM	ANDHRA PRADESH	
27	AIZAWL	MIZORAM	
	GRAND TOTAL CANDIDATES Nos.		4000

- Above mentioned total Nos. of candidates is approximate, it may increase/decrease at the time of examination.

B. **Scope of Services:**

• **Broad scope of services:**

1. There are two examinations that are to be conducted simultaneously one for Ph.D. and other for the M.Sc.
2. The computer-based exam should be conducted in offline mode at various centers pan India.
3. The bidder needs to have the ability to conduct center-based examination in at least 27 major cities across India. The bidder must have centers at above mentioned 27 cities Pan India.
4. The bidder must have a Pan India presence with the ability to increase the number of Examination centers in all major cities and large number of small towns as and when required.
5. Designing of application form (all the date formats must be captured in dd/mm/yyyy in application form) as per of IGIDR requirements and the eligibility criteria based on Govt. of India norms. **(As per sample form attached at Annexure-D)**.
6. Finalization of the information handout scheme of the examination. **(As per details attached at Annexure-E)**.
7. Dummy online mock test for candidates to get familiarized with the online test. (Agency should give).
8. Provision of Demo Link of online application. (Agency should provide and will be verified by the institute before publishing the link on website).
9. Provide online payment integration in application form.
10. Facility for accepting request for change in centers from candidates and informing the candidates about the same.
11. Provision of helpline telephone numbers/e-mail for technical and any other problems faced by candidates in the online application/submission etc.
12. Providing a soft copy of the list of candidates along with the Roll Nos. allotted to each center to IGIDR.
13. Providing link for downloading call letter on IGIDR website.
14. Sending SMS/email to candidates for downloading call letter/Hall ticket.
15. Submission of letters to the concerned police stations / officials for conducting examination in the particular state/city/town.
16. Conducting the examination at the selected centers and adhering to the Covid-19 protocols that may be in place at that time. (The agency will follow the state protocol).
17. Providing Item Analysis for the answer key. This is a critical activity which helps IGIDR to correct any errors that might have been made in the answer key.
18. Sharing of results in the required format, application forms etc. and other relevant documents.
19. Link to display the candidate's written test marks on the portal after receiving the information from IGIDR. Candidates will login to the same portal with their registered id and password used for an application form. The closing date of for displaying exam marks should be 15 days from the date of notification received from IGIDR. IGIDR will give the cutoff marks which will be displayed on the exam portal for information purposes only.
20. The duration of the examination would be either 180 minutes or 90 minutes as per the decision of the examination committee.
21. The vendor/service provider must have the required protocols to prevent leakage of the examination paper from their end.
22. The vendor/service provider must provide adequate invigilation and videography for the entire duration of the examination.
23. The vendor/service provider must set up adequate protocols such that impersonation is avoided at all costs.
24. The vendor/service provider should populate the questions and answers key received form the IGIDR into their exam software format maintaining all the confidentiality in order to prevent leaks.
25. Any other additions suggested by the Institute during admission.

- **Detail Scope of Work has been divided into three broad phases (End-to-end format):**

  I. Pre-Examination Phase
  II. Conduct of Examination Phase
  III. Post Examination Phase

  I.   **Pre-Exam:**

The selected Service Provider is expected to draw the examination plan and implement the design of the examination processes as required by IGIDR.

Complete Security management processes to store the exam-related data securely

- Physical Security
- Information Security
- Server Security
- Network Security

Candidates handling process

- Mapping of candidates details with Exam Centers
- Validation and verification of identity
- Attendance, ID check / biometric capture handling (photograph and thumb impression, Video surveillance through CCTV Cameras).
- Machine/seat allocation and handling of security parameters

Online Registration of Candidates

- Design, configuration, customization and deployment of Application forms on official/given website to enable online registration of candidates/applicants at any given time (24 X 7).
- Configure system validations and facilities to capture applicant data through an online payment mode.
- Providing of Online Help / FAQs on the portal
- Integration of candidate registration module with Bank specified by IGIDR and enable receipt of examination fee through payment gateway.
- Applicants shall apply online only and should be able to upload scanned copy of their photo, signature, documents, etc. [Instructions to be provided in case of specific size].
- Generation of fee receipt and application form. Reconciliation of fee receipt after the close of the online application and refund to candidates who have made excess/duplicate fee payment routed through the Institute.
- Provision for updation of application status based on successful fee receipt from candidates.
- Disabling of application form after expiry of submission date.
- System generated "Candidate Registration Report" detailing day-wise registration, gender/caste categorization, fee confirmation details and valid candidates enrolled for the CBT, etc.

Test Center Management and Examination Schedule

- To identify required secure Test Centers as per the requirement of IGIDR after receiving intimation regarding city locations and approximate number of Candidates.
- Arrangement and preparation of test-centers as per the requirement of the examination at least 3 weeks prior to the scheduled date of the examination.
- Distance between screens of two candidates taking the examination should be at least 2 feet (front and both sides) and wooden/hard board partitions to be installed on three sides of computer machine in such a manner that candidate cannot see other candidate's computer system. Gatta, Transparent material and Thermocol, etc. are strictly prohibited for partitions.
- Exam Center verification using Capacity Estimation Process should be ensured. Number of seats/Nodes at a particular center along with 20% buffer capacity and other logistical arrangements i.e., DG set (Generator set/UPS), security, etc. may also be ensured.
- Ensure availability of backup servers (Network/LAN) switch, Internet connection to the server at each Test Center.
- Availability of separate toilet for Gents and Ladies, drinking water arrangement at all Test Centers.
- Deployment of administrative resources at the Test centers hired by the agency like Test Center Administrator, IT Manager, Exam Supervisors, Invigilators, Security, Peon and other supporting staffs at each Test Center to ensure successful completion of the examination. IGIDR on its own discretion may deploy its functionaries at each test Center to oversee the overall examination process.
- Thorough checking of all nodes, network equipment's, electrifications, CCTV Cameras, Biometrics machine & Web Camera at Registration Desk (for capturing fingerprints, photograph, videography & signatures of candidates) and other active / passive devices as per the test-Center worthiness assessment plan at each test Center location at least five (05) days prior to the scheduled date of examination.
- Preparation of Test Center allocation sheet, Test Center checklist and fill out the details of each Test Center (seating capacity, number of nodes and other required facility) and submit the same to IGIDR at least 3 weeks prior to the scheduled date of examination.
- Selection, finalization, registration and mapping of test centers in system along with the contact details/address of the Test Center.
- To ensure proper lighting, ventilation and cooling systems in examination halls/rooms.
- To arrange/provide adequate displays and required instructions/ information to the candidates appearing for test at computer-based test centers.
- The location of Test centers/ venues should be preferably easily accessible to the candidates and well connected to public transport i.e., Bus Stand, Railway/Metro stations, etc. As far as possible it should be centrally located within the city limits. Centers must be accessible by differently abled candidates (PwD).
- Soft copy of Candidates Application Master Database having Roll No., Center, Subject, Photographs, Signature etc. of registered candidates to be provided by the selected service provider to IGIDR before 3 weeks of Exam.

Admission Card Generation

- Allocation of Candidates to various Test Centers in system should be based on the pre-defined parameters.
- Generation of Admission Card in online system
- System generated "Exam-Roll List" detailing Test Center wise allocation of the Candidates.

- Facility to download PDF/non-editable version of the Admission Card (containing Registration No. /Roll Number, subject, Date, Location, Time, Address, Instructions, Photo, etc. by candidate at least 3 weeks prior to the scheduled Date of Examination from the portal after login with the registered id by the candidate.
- Generate unique Login ID and Password in system and SMS and e-mail notification to the candidates on registered mobile number/e-mail at least 14 days prior to the scheduled Date of Examination.

Centralized Help desk support services

- Set-up centralized help desk during registration of application process as well as 10 days prior to the scheduled date of examination. The help desk will function from 9 AM to 5.30 PM on all 7 days. The contact details of Help Desk will be notified on the Web site/application portal.
- To provide Telephonic/email support to the candidates and guide them in taking print out of the Admission Cards, other Examination/Test Center related queries etc.
- Intimate IGIDR whenever any candidate reports non-receipt of Admission Card/incomplete information provided to the candidate etc. (if required).
- Getting test centers ready in compliance with test requirements including installation of CCTV cameras at all test centers. CCTV to be installed in such a manner that it covers faces of all candidates and recording throughout the examination process, which is to be handed over to IGIDR. CCTV cameras in all the corridors of exam Center, frisking of candidates who are to take the test as per law. Video Surveillance system must also cover the following areas:
  a) Entry point of the Examination venue (Entry refers to the location from where the entry to computer lab starts including the locations of biometric registration).
  b) Exit points of the venue if the entry and exits are separate.
  c) Server Room.
  d) Pathway to washrooms.
  e) Atop the water cooler and other convenience facilities.
  f) The room of the venue manager (if any).
  g) The front area and the back area of the Examination Venue.

II.   Conducting Examination Phase

Operating system:
Compatible for candidates' systems as clients must meet the performance criteria

Performance Criteria
Server Must support at least 100 clients without any perceivable de-gradation in performance. All mouse/key clicks are to be recorded for each client with time stamp for audit purposes.

Response time for question/page loading must be less than one second.
All responses to be acted upon in real time.

Minimum Exam Center Pre-requisites

- To arrange, test and set-up at least One (01) Bio-Metric Device and One (01) Web Camera to capture fingerprint, thumb impression and photograph for each set of 30 candidates before the

examination session. The vendor/service provider shall capture photograph & signature of the examinees and reconcile (match) it with the photograph and signature given in the application.

- Final inspection/testing of the Servers installed at all Test Centers and Connectivity at least 1 day prior to the commencement of examination.
- Ensure availability of the roll number wise sheet and attendance sheet in all the Test Centers along with the list of candidates who would undertake examination in the designated Test Center.
- Candidate identification, admission card authenticity checks and verification of candidates at the Test Center entrance gate with adequate time at least 60 minutes prior to the commencement of Examination.
- Cancellation of registration for any discrepancy found should be intimated to the functionaries designated by IGIDR.
- Allocation of seats and allotment of terminals to all eligible candidates should be completed at least 15 minutes prior to the commencement of Examination.
- Assigning login credentials to the candidates to undertake the test
- Attendance sheet in all the Test Centers should capture signature of all the Candidates on the attendance sheet during conduct of the examination.
- Each venue must have 20% additional spare working computer nodes. For instance, if a venue has capability to host 100 candidates at one go, then there must be at least 20 spare computer nodes. Provision to allot new Desktop /Terminal to candidate in case of failure of any Node and assist them to undertake the examination with minimum delay.
- The Selected Service Provider would arrange for the necessary servers to conduct the examination at each test center. One main server and one backup server will be available for every 200 or 250 candidates at a test centers.
- The service provider must have the requisite MOU's with the test centers and who would arrange for the nodes necessary for the conduct of examination at each test center. There should be at least 20% reserve pool of nodes of the total number of registered candidates in a session at each test center.
- The selected service provider shall provide blank paper sheet/s, pens and pencils to the candidates as per requirement and all examination material will be collected after the exam.
- The selected service provider shall have a contingency plan for candidate management/Shifting in case of any emergency.

Test Delivery and Monitoring

- Test will be delivered only over the LAN at a Test Center and the candidates will access the test through a computer /node.
- Selected service provider shall provide an adequate mechanism to securely transfer question sets for upload at central server and secure link to transfer the test papers at test centers.
- Ensure readiness of the Server available both at Test Center and their Examination control unit along with availability of the required internet bandwidth/connectivity and necessary power backup at Test Centers to ensure smooth conduct of the entire examination process.
- Download the candidates list who are going to undertake test at the designated test centers.
- Ensure download/upload / push question papers to Test centers.
- Encrypted data transfer to various Nodes.
- Application software shall provide secured access to the participants/candidates based on the provided login ID/Password to allow the candidates to login to the application and undertake the computer-based test.

- Application software shall have the provision to display same question in jumbling manner to various candidates with various options configured for the questions (questions to be jumbled ensuring that no two candidates are having same sequence of questions at the same point of time).
- Application software shall display only one question on screen at a time with various Options.
- Application software shall have the facility for navigation between various Questions, ability to navigate to other sections before completing a section or no scroll back.
- Application software shall have secured storage for answers to questions by candidate as per the scheme of the subject provided by the IGIDR.
- Application software shall have the facility for instant display of attempted questions anytime during the examination and provision for different colour coding for attempted, not attempted, mark for review or no scroll back of questions Availability of colour blind feature at the time of examination, so that colour blind people can take the test, if needed.
- Application software shall have the ability to trace candidates requested questions from test center and maintain system audit trail.
- Application software shall have the facility to generate monitoring log/system click by click audit trail on the server for every candidate with his/her IP and complete traceability of any single candidate's node.
- The Computer Based Test (CBT) shall stop automatically after expiry of the scheduled examination duration.
- Uploading of responses along with audit trail to server after completion of the examination.
- Scheduling backup server to take continuous backup from Main Server at each Test Center and availability of continuous Back-Up and restoration facility for Business continuity Planning/Disaster Recovery purpose.
- Restart / Resume of Test (in case of node / power / network / application failure etc.)
- In case of Machine, Power or Network Failure, software shall be able to retrieve candidates attempted questions and its responses entered by the candidate fully along with creation of incident report and system audit trail (downtime details, additional time taken by the candidate etc.)
- For all categories of PwD Candidates, while providing computers and relevant software with necessary security systems, the selected service provider shall keep in view the requirements of PwD candidates and a minimum of one center at each city should be PwD friendly. The question papers for the PwD candidates (as per the city wise PwD list) shall be configured in a format to facilitate them to undertake the test.
- Computer based exam software should support standard features such as display of details of candidates, detailed instruction upon login, start and closure of examination at scheduled time, virtual numeric scientific keypad, time left, flag questions for review, marking/unmarking of question, display of status of questions with different colour and symbols, switching between sections, switching between Hindi and English languages, provision for enlargement of font, navigation to unanswered questions and prompt submission.
- No browser/window other than the exam should be accessible.
- Provision to download / save / burn the participants list at all the test centers, Biometric details, candidate's responses, CCTV footage, system audit trail in hard disc (single session hard disc / non-writable hard disc, which cannot be overwritten in future) at the Test Center and after completion of the examination. Submit the copy of hard disc (single session disc / non-writable hard disc which cannot be overwritten in future), in signed & sealed envelope to IGIDR, if demanded.
- The candidate's responses, biometric, photograph, audit trails should be uploaded automatically from the local server to the selected service provider data center in a secured manner. There should not be any traces of any data pertaining to candidate whatsoever post uploads left on the exam server.

- The selected service provider should be able to hand over the raw responses/data immediately (same day) after the candidate's response upload from local exam server. The software should have capability to take the answer key post examination. The data also need to be uploaded to a server at the Master Control Facility of the selected service provider. After confirmation from IGIDR the selected service provider should demonstrate complete automatic deletion of the responses and audit trails in hard disc of the main and backup server.
- Collection of feedback/grievances from candidates through online feedback form, after the test is over.

Candidate's Response Evaluation and Result publication

a) Application software for uploading the Answer key on the website for candidate's objections/comments, if any, and compilation of all objections received from the candidates and disposal of the same in consultation with IGIDR authorities.
b) Question-wise detailed evaluation of the candidate responses/ item analysis.
c) Apply scoring rules and cut-off to arrive at final merit list as per IGIDR requirements

III. Post Examination Phase:

- Generation/compilation of results and preparation of various reports as per the requirements of IGIDR.
- Display of exam results on the portal, which should be enabled only after intimation from the IGIDR.
- Candidates would login to the portal through their earlier registered id and password to view their result along with displaying the cutoff marks information provided by IGIDR. The link to the portal should be given to IGIDR which will be put on IGIDR website. The link for the same should be disabled after 15 days.
- Submission of 1 set of hard discs containing result/merit list (single session hard disc / non-writable hard disc, which cannot be overwritten in future), in signed & sealed envelope to IGIDR
- Hand over to IGIDR audit trails of all candidates & CCTV footage / video recording of entire exam process after completion of examination and keep a backup copy of the same to provide information as & when required by IGIDR
- Analysis of the candidate results and provision for generation of various MIS reports (hard/soft copy):
- Analyze the test pattern and answering pattern and submit reports on the answering pattern and feedback on question patterns / difficulty level.
- Preparation and submission of Incident reports (if any).
- Provide support to IGIDR team in preparation of court cases, RTI, candidates queries, press queries and other related activities.

Time Frame

- The indicative implementation plan for CBT is provided below:

1. Finalizing of the project plan: Within one week of placing the order/award of work

2. Registration of Online Applications: Within the given specified time frame as per the admission notifications
3. Issue of Admit Cards: 21 days before the day of exam
4. Arrangement and preparation of Centers: At least 3 weeks prior to Exam date
5. Conduct of Mock Test:
   First Mock Test 3 days before the date of Examination and final mock test one day before the date of examination
6. Go Live to conduct the exam: Date of Examination.

* The following shall be made available by the selected Service Provider to IGIDR

a) Master data of all registered candidates in Excel Format along with online application forms (PDF copy) submitted by candidates
b) Soft copy of Master Data of all the Centers.
c) Complete candidates' response during the examination, audit trail of all appeared candidates if required
d) Attendance sheet and biometric data of all appeared candidates.
e) Video recording of CCTV Cameras of each of all the centers/venues.
f) Reconciliation of fee receipts after the closing of online application.

C. Scope of IGIDR:

- The examination papers will be set by and provided by the examination committee of the institute and proofread by IGIDR faculty as well as the agency.
- IGIDR would provide two question papers and respective answer keys for each examination (Ph.D. & M.Sc.).
- The first will be the main examination paper and the second will be the backup examination paper. The backup examination would be used, if the examination is not held at some centers/cities due to unforeseen circumstances like law and order and natural calamities.

- The following shall be made available by the IGIDR to the selected service provider:
   a. Fields to capture candidates' data for online application forms, Sample Question paper(s) for mock examinations (if required)
   b. Soft copy of Question Paper to be provided in advance which has to be converted to exam format by the agency before the date of examination.
   c. Rules/guidelines/marking scheme, etc.

We hereby declare that we have read and understood the above scope, terms and conditions that form part of the formal contract to be executed between us and the Institute. The same shall be binding upon us upon being declared as the successful bidder.

Place: Signature of bidder with seal

Date:

SECTION 'H'

FINANCIAL BID

NIT No.: IGIDR/Tender/2022/ED/05 Date: 24.01.2022

Name of Service: Selection of Agency for conducting Center based Entrance examination of IGIDR for Year 2022 at centers Pan India.

A. **Price bid for 1st Year 2022:**

Sr. No.	Particulars of Activity	Unit	Unit Rate INR
1	Professional Fees (Including Postage, conveyance, Travel, courier and other charges if any)	Lump Sum	
2	Processing of Applications, Download of Call Letters and Information Handout, sending email/sms, conducting online test which includes hiring centers/venues, Invigilators etc. Processing, Analysis and presentation of results and merit lists to the Institute. (As per scope of work)	Per Registered Candidate	
3	Charges for Photo/Biometric capturing, Handheld metal detector frisking, video recording, CCTV surveillance and mobile jammers. (As per scope of work)	Per Registered Candidate	
4	Additional Charges for maintaining Social distancing norms as per Covid-19 guidelines at exam centers applicable only when required. Model:	Per Registered Candidate	
5	Applicable Percentage GST	In %	

Amount in words Rupees…

B. **Price bid for 2nd Year 2023:**

Sr. No.	Particulars of Activity	Unit	Unit Rate INR
1	Professional Fees (Including Postage, conveyance, Travel, courier and other charges if any)	Lump Sum	
2	Processing of Applications, Download of Call Letters and Information Handout, sending email/sms, conducting online test which includes hiring centers/venues, Invigilators etc. Processing, Analysis and presentation of results and merit lists to the Institute. (As per scope of work)	Per Registered Candidate	

3	Charges for Photo/Biometric capturing, Handheld metal detector frisking, video recording, CCTV Surveillance and mobile jammers. (As per scope of work)	Per Registered Candidate	
4	Additional Charges for Social distancing norms as per Covid-19 guidelines at exam centers applicable only when required. Model:	Per Registered Candidate	
5	Applicable Percentage GST	In %	

Amount in words Rupees…

C.   **Price bid for 3rd Year 2024:**

Sr. No.	Particulars of Activity	Unit	Unit Rate INR
1	Professional Fees (Including Postage, conveyance, Travel, courier and other charges if any)	Lump Sum	
2	Processing of Applications, Download of Call Letters and Information Handout, sending email/sms, conducting online test which includes hiring centers/venues, Invigilators etc. Processing, Analysis and presentation of results and merit lists to the Institute. (As per scope of work)	Per Registered Candidate	
3	Charges for Photo/Biometric capturing, Handheld metal detector frisking, video recording, CCTV Surveillance and mobile jammers. (As per scope of work)	Per Registered Candidate	
4	Additional Charges for Social distancing norms as per Covid-19 guidelines at exam centers applicable only when required. **Model:**	Per Registered Candidate	
5	Applicable Percentage GST	In %	

Amount in words Rupees…

Date: Signature of bidder with seal

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

The Registrar

Indira Gandhi Institute of Development Research

Film City Road, Santosh Nagar,

Goregaon (East),

Mumbai – 400 065.

We hereby confirm and declare that we, M/s ---, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

To be submitted on company/Society/Trust letterhead.

Details of Executed projects during last 5 years:

Sr. No.	Name of Client	Project Name/Details	Start & End date of Project	No. of Candidates pan India	Client Person Name & Contact Number

Authorized Signatory with seal

Date:

Note: Relevant documentary proof to be submitted for above mentioned details.

To be submitted on company/Society/Trust letterhead.

ANNEXURE - C

List of Technical, Trained and Experienced Employee including Organization Chart:

Sr. No.	Name of employee	Qualification	Designation	No. of Years' Experience
1				
2				
3				
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50			

Authorized Signatory with seal

Date:

*To be submitted on company/Society/Trust letterhead along with organization chart.

- **Sample format for Designing of Application form:**

PhD Student

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
Admission to M.Sc. (Economics) and Ph.D. (Development Studies) Programme

370113

Registration Number	:	**440000005**
Full Name	:	
Programme:	:	**Ph.D. (Development Studies)**
Social Category	:	SC
Are you a Person with Benchmark Disability of 40% and above ?	:	NO
Type of Disability	:	-
Are you suffering from cerebral palsy and your writing speed is affected	:	-
If Yes, Do you need compensatory time at the time of examination?	:	-
Whether your dominant (Writing) hand is affected	:	-
If Yes, Do you need compensatory time at the time of examination?	:	-
Do you intend to use the services of a scribe ?	:	-
Blood Group	:	
Nationality	:	Indian
Centre of Examination	:	Mumbai/Greater Mumbai/Thane/Navi Mumbai

PHOTO
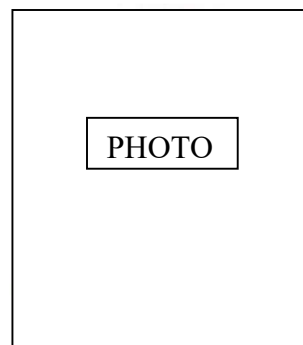
Application Fee / Intimation charges

Payment In	:	ONLINE
Amount	:	100.00
Payment Status	:	PAID
Reference ID	:	VHD49912062919
Transaction Date	:	

Personal Details

Date of Birth	:	
Age completed as on 31.03.2021	:	25
Do you have twin brother / sister ?	:	NO
Name of the twin	:	-

Gender of the twin   : -

Gender   : [   ]

Marital Status   : Unmarried

Background Information

	Father	**Mother**	**Spouse(If applicable)**
Name	[ ]	[ ]	-
Educational Qualification	[ ]	[ ]	-
Occupation	[ ]	[ ]	-
Designation	-	-	-
Name and Place of Organization	-	-	-

Address for Correspondence

Address 1   : [   ]

Address 2   : [   ]

District   : [   ]

State   : [   ]RA

Pincode   : [   ]

Permanent address

Address 1   : [   ]

Address 2   : [   ]

District   : [   ]

State   : [   ]RA

Pincode   : [   ]

Contact Details

Mobile No   : [   ]

Alternative Number   : -
(Mobile No/Landline No)

Email ID   : [   ]

Passed	Subject / Stream	/ Passed	University/Institution	Passing	Marks/Score by	Marks /Grade Obtained	marks /Grade Points	Marks	Grade / Division
10 + 2 Level	Art	--			Aggregate Marks				Distinction
Graduation / Equivalent	B.A. in Economics	Passed			Aggregate Marks				First Class
Post Graduation / Equivalent	M.Sc in Economics	Passed	economics		Grade Points (eg: CGPA)				Second Class
Others	M Phil	--			Grade Points (eg: CGPA)				First Class

Have you studied mathematics at the higher secondary or higher level ? **:** YES

Academic Awards (If Any): **:** -

Post Qualification work experience details(Start from present Employer) **:** NO

Will you be sponsored by your employer for the programme? **:** NO

Where did you see the advertisement? **:** EPW

Have you applied for this Programme in the past? **:** NO

If yes, then provide the year(s) you had applied. **:** -

If you were offered admission give brief reasons for not joining the programme: **:** -

Name and address with phone number of two referees of whom at least one should be an academician: (Only Candidates short-listed for the interview are required to furnish two Referee Reports. The format for the Referee Report will be sent to the shorted listed candidates) (Only for Ph.D. (Development Studies) Programme)

	Referee 1	Referee 2
Name Designation Address Tel. No. / International Phone No Mobile		

Write your "Statement of Purpose" in not more than 200 words indicating why you want to join the Ph.D. Programme at the IGIDR and what your future research plans are:

: IGIDR is the very important place for economics and develo-pment related research in india. when i am looking my future plan with good research place
igidr is my top priority. as er my knowledge professor and his experty will give justce to my research topic. specially for development related
topics. under the discipline of economics. in india there is only few institute are given high quality research potantial about development research
and IGIDR is one of them. my research topic is CHANGING dimensions OF MICROFINANCE IN RURAL AREA A STUDY OF MAHARASHTRA IN POST COVID - 19 ERA i want
to work on this topic because microfinance nowdays celebrated as poverty allivation programme but in rural area the situation is very different . so
it is important to revisit and restructuring this concept as per rural and potantial of women section. in maharashtra there is selp help groups
linked with microfinance cedit sysyem .in all districts there where large no of groups working with this terms but in ground level there is also
misuse of this concept. some peoples of society using this term as family business and some people using this tool as poverty management . so basic
objective of microfinance not fulfilled by peoples and because of peoples behaviour. government targeted some programmes for poverty reduction using
microfiance term but pattern of using any amount taking through bank and self help group is totaly different. as well as due to covid-19 lots of
changes happns in to rural economy and its impact on rural women. those women s runs self help gorups they want to close down the groups due to
lockdown . so its bad effect on microfinance egency over the period. overall due to covid-19 period there is some chaning pattern making for
microfinanc activity so my objective is that 1 understand the changing pattern of microfinance ein rural maharashtra 2 what was the challenges before
and post covid-19 period 3 roll of non credit and non finacial inputs in microfiance

Any other information that you think will help us to better assess your performance and potential:

: -

Declaration:

I hereby declare that all the statements made in this application are True, Complete and Correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage or I am not satisfying any of the eligibility criteria stipulated, and also in case of creating influence/undue pressure regarding recruitment shall tantamount to cancellation of my candidature.

Date updated on:

Signature of Applicant

M.Sc. student

IGIDR
Indira Gandhi Institute of Development Research

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
Admission to M.Sc. (Economics) and Ph.D. (Development Studies) Programme 370112

Please check Print Preview in A4 size Portrait format with 0.25" margin from all sides (Click to Print)

Registration Number	: **440000004**	
Full Name	:	
Programme:	: **M.Sc. (Economics)**	
Social Category	: GENERAL	
Are you a Person with Benchmark Disability of 40% and above ?	: NO	PHOTO
Type of Disability	: -	
Are you suffering from cerebral palsy and your writing speed is affected	: -	
If Yes, Do you need compensatory time at the time of examination?	: -	
Whether your dominant (Writing) hand is affected	: -	
If Yes, Do you need compensatory time at the time of examination?	: -	
Do you intend to use the services of a scribe ?	: -	
Blood Group	:	
Nationality	: Indian	
Centre of Examination	: Kolkata/Greater Kolkata	
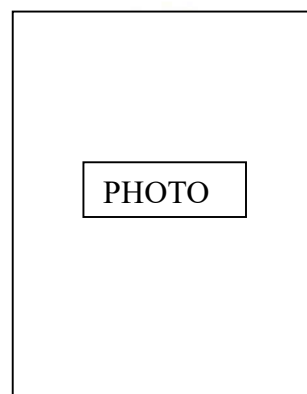
Application Fee / Intimation charges

Payment In	: ONLINE
Amount	: 500.00
Payment Status	: PAID
Reference ID	: VSM29793336359
Transaction Date	:

Personal Details

Date of Birth	:
Age completed as on 31.03.2021	: 21
Do you have twin brother / sister ?	: NO
Name of the twin	: -

Gender of the twin : -

Gender :

Marital Status : Unmarried

Background Information

	Father	**Mother**	**Spouse(If applicable)**
Name			-
Educational Qualification			-
Occupation			-
Designation			-
Name and Place of Organization		-	-

Address for Correspondence

Address 1 :

District :

State :

Pincode :

Permanent address

Address 1 :

District :

State :

Pincode :

Contact Details

Mobile No :

Alternative Number (Mobile No/Landline No) :

Email ID :

Educational Qualification :

Specify the Highest Degree Obtained :

Specify the Discipline at Graduate level : Others - Statistics

Are you in your Final year of Graduation? (Only for M.Sc. Programme) : NO

Specify the Geographic location of Under graduate college :

Exam Passed	Degree/ Subject / Stream	Appearing / Passed	Name of University/Institution	Date of Passing	Aggregate Marks/Score by	Aggregate Marks /Grade	Maximum marks /Grade	% of Marks	Class / Grade / Division

34

						Obtained	Points	
10 + 2 Level	Science	--						Distinction
Graduation / Equivalent	Others - BSc in Statistics	Passed						First Class

Have you studied mathematics at the higher secondary or higher level ? : YES

Academic Awards (If Any): : -

Post Qualification work experience details(Start from present Employer) : NO

Will you be sponsored by your employer for the programme? : NO

Where did you see the advertisement? : IGIDR website

Have you applied for this Programme in the past? : YES

If yes, then provide the year(s) you had applied. : 2020

If you were offered admission give brief reasons for not joining the programme: : I was not selected

Any other information that you think will help us to better assess your performance and potential: : -

Declaration:

I hereby declare that all the statements made in this application are True, Complete and Correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage or I am not satisfying any of the eligibility criteria stipulated, and also in case of creating influence/undue pressure regarding recruitment shall tantamount to cancellation of my candidature.

Date updated on:

Signature of Applicant

Support and Best Viewed on Internet Explorer 9+; Google Chrome 30+ ; Firefox 20+

- **Information on Handout scheme for the Examination:**

PhD. Student:

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

(An Advanced Research Institute Established by Reserve Bank of India)
Deemed To Be University
General A.K. Vaidya Marg, Santosh Nagar, Goregaon (East), Mumbai - 400 065

Online Examination for Admission to Ph.D. Programme 2021
INFORMATION HANDOUT

This Admission Test will be conducted <u>ONLINE.</u>

This handout contains details pertaining to various aspects of the online exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

Before appearing for the online examination you should strictly ensure yourself that you fulfil the eligibility criteria in all respects. **IGIDR** will reject, at any stage, any candidate who does not satisfy the eligibility criteria.

Please note that you will have to pass in each of the tests. However, since this is a competitive examination, mere passing is not adequate. You have to obtain a high rank in the order of merit. You should, therefore, put in your best efforts in the examination.

The on-line examination will comprise the following two objective type multiple choice tests.

Sr. No.	Name of Test	Number of Questions	Duration
I	**Comprehension**	5	Composite Time of 90 Minutes
II	**Basic Mathematics**	40	

The time for the test is 90 minutes; however you may have to be at the venue for approximately 4 hours including the time required for logging in, collection of the call letters, giving of instructions etc. The tests will be provided in English. You can attempt any question at any point of time within these 90 minutes. **There will be penalty for wrong answers marked in objective type test. For every question for which a wrong answer is marked, 1/4th of the marks allotted to that question will be deducted as penalty.**

You have to qualify in each of the tests separately. The qualifying criteria will be decided by the Institute.

(A) Details of the On-line Examination Pattern

(1) The examination will be conducted on-line i.e. on a computer.

(2) All tests will be in English.

(3) All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **The candidate has to select the most appropriate answer and 'mouse click' that alternative which he/ she feels is appropriate/ correct. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on "Save & Next" or "Mark for Review & Next".**

(4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.

(5)   The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

1   You have not visited the question yet.

2   You have not answered the question.

3   You have answered the question.

4   You have NOT answered the question, but have marked the question for review.

5   The question(s) "Answered and Marked for Review" will be considered for evaluation.

The Marked for Review status for a question simply indicates that you would like to look at that question again. *If a question is answered and Marked for Review, your answer for that question will be considered in the evaluation.*

(6)   To select a question to answer, you can do one of the following :

(a)   Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does NOT save your answer** to the current question.

(b)   Click on **'Save & Next'** to save answer to current question and to go to the next question in sequence.

(c)   Click on **'Mark for Review and Next'** to save answer to current question, mark it for review, and to go to the next question in sequence.

(7)   To select your answer, click on one of the option buttons.

(8)   To change your answer, click another desired option button.

(9)   To save your answer, you MUST click on **Save & Next.**

(10)   To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.

(11)   To mark a question for review click on **Mark for Review & Next**. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

(12)   To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.

(13)   Questions that are saved or marked for review after answering will ONLY be considered for evaluation.

(14)   Sections will be displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you will view will be highlighted.

(15)   After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.

(16)   You can move the mouse cursor over the section names to view the status of the questions for that section.

(17)   You can shuffle between sections and questions anytime during the examination as per your convenience.

2

(18) The candidates are requested to follow the instructions of the "Test Administrator" carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/ adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by Organization.

(19) The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.

(20) After the expiry of 90 minutes, the candidates will not be able to attempt any question or check their answers.

(21) **Please note :**

(a) **Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time.**

(b) **Under no circumstances should a candidate click on any of the 'keyboard keys' once the exam starts as this will lock the exam.**

B] **General Instructions:**

(1) Please note Date, Rerporting time and Venue address of the examination given in the call letter.

(2) You may visit the venue one day before the Online Examination to confirm the location so that you are able to report **on time** (as printed in the call letter) on the day of the examination. Late comers will not be allowed.

(3) The call letter must be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (Preferably the same photograph as was as uploaded).

(4) You must scrupulously follow the instructions of the Test Administrator and Organization Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.

(5) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility), or any other electronic device will be allowed during the examination.

(6) Please bring this call letter with your recent photograph affixed thereon, photocopy of the ID proof stapled with call letter and same currently valid photo identity proof in original. - THIS IS ESSENTIAL. Please drop the call-letter alongwith photocopy of photo identity proof duly stapled together in the designated drop-box. Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College/University/ Aadhar/E-Aadhar Card with a photograph/Employee ID/Bar Council Identity card with photograph. **Please Note - Ration Card and Learner's Driving Licence will NOT be accepted as valid ID proof.** Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam.

In case of candidates who have changed their name will be allowed only if they produce Gazette notifications/their marriage certification/affidavit.

(7) Your responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. The Organization may take further action against such candidates as deemed fit by it.

(8) You should bring with you a ball-point pen. Rough sheet will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the test is over you MUST drop the rough sheet in the drop box along with the stapled call letter and photocopy of the ID proof.

(9) The possibility of occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall loose his/her candidature for this exam.

(10) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

(11) Please note that a candidate is allowed to appear only once in the online examination. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once on the date and at the time mentioned on the respective call letter. All other call letters are to be surrendered.

(12) Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.

(13) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process of the Organization in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS

Candidate is required to report at the exam venue strictly as per the time slot mentioned in the admit card AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report atleast 15 minutes before the Reporting time indicated on the call Letter.

Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.

4

3   Items permitted into the venue for Candidates
    Candidates will be permitted to carry only certain items with them into the venue.
    a.   **Mask (WEARING A MASK is COMPULSORY)**
    b.   **Gloves**
    c.   **Personal transparent water bottle**
    d.   **Personal hand sanitizer (50 ml)**
    e.   **A simple pen**
    f.   **Exam related documents (Call Letter/Admit Card and Photocopy of the ID card stapled with it, ID Card in Original.)**
    g.   **Call Letter/Admit Card should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter/Admit Card should be exactly the same.**
    h.   **In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.**
    No other Items are permitted inside the venue.

4   **Candidate should not share any of their personal belonging/material with anyone**

5   **Candidate should maintain safe social distance with one another.**

6   **Candidate should stand in the row as per the instructions provided at venue.**

7   **If candidate is availing services of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing N95 Mask.**

8   **A Candidate must have AarogyaSetu App installed on his/her mobile phone. The AarogyaSetu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Call Letter) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on AarogyaSetu App will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue. (If candidate is availing services of a Scribe, then Scribe should also follow the same instructions.)**

9   **After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting**

10 **All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature (> 99.14° F) or displaying any symptoms of the virus, they will not be allowed entry into the venue.**

11 In candidate registration :
    a.   **Candidate registration will be done through photo capture.**
    b.   **Photograph will be taken while candidate is standing.**
    c.   **Seat number will be given to the candidate.**

12 Rough sheet, call letter and ID proof management
    •   **Rough sheet(s) kept at each candidate desk will be used by candidate.**
    •   **Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy**
    •   **Candidate must drop the rough sheets, call letter, ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials.**

13 Post Examination Controls
    •   **On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.**

WISH YOU GOOD LUCK

M.Sc. Student:

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

(An Advanced Research Institute Established by Reserve Bank of India)
Deemed To Be University
General A.K. Vaidya Marg, Santosh Nagar, Goregaon (East), Mumbai - 400 065

Online Examination for Admission to M. Sc. Programme - 2021
INFORMATION HANDOUT

This Admission Test will be conducted <u>ONLINE.</u>

This handout contains details pertaining to various aspects of the online exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

Before appearing for the online examination you should strictly ensure yourself that you fulfill the eligibility criteria in all respects. **IGIDR** will reject, at any stage, any candidate who does not satisfy the eligibility criteria.

Please note that you will have to pass in each of the tests. However, since this is a competitive examination, mere passing is not adequate. You have to obtain a high rank in the order of merit. You should, therefore, put in your best efforts in the examination.

The Online examination will comprise THREE multiple choice objective tests.

The Third Test will have <u>TWO options</u> and you should <u>answer any ONE</u> of them. You can choose the option you wish to answer irrespective of your academic background.

Sr. No.	Name of Test	Number of Questions	Duration
I.	Test of Comprehension and English	5	Composite Time of 90 Minutes
II.	Basic Mathematics	15	
IIIA.	Economics	15	
	OR		
IIIB.	Advanced Mathematics (Bachelors Ancillary Level)	15	

Note: If you are found to have answered questions from both Tests IIIA and IIIB, then the Test with the higher marks scored will be considered. If equal marks are obtained in both IIIA and IIIB, then only the first Test i.e. IIIA will be considered.

The time for the test is 90 minutes; however you may have to be at the venue for approximately 4 hours including the time required for logging in, collection of the call letters, giving of instructions etc. The tests will be provided in English. You can attempt any question at any point of time within these 90 minutes. **There will be penalty for wrong answers marked in objective type test. For everyquestion for which a wrong answer is marked, 1/4th of the marks allotted to that question will be deducted as penalty.**

You have to qualify in each of the tests separately. The qualifying criteria will be decided by the Institute.

(A)   Details of the On-line Examination Pattern

(1)   The examination will be conducted on-line i.e. on a computer.

(2)   All tests will be in English.

(3)   All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **The candidate has to select the most appropriate answer and 'mouse click' that alternative which he/ she feels is appropriate/ correct. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on "Save & Next" or "Mark for Review & Next".**

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   (a) Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does NOT save your answer** to the current question.

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2

(15) After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.

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B] General Instructions:

(1) Please note Date, Reporting time and Venue address of the examination given in the call letter.

(2) You may visit the venue one day before the Online Examination to confirm the location so that you are able to report **on time** (as printed in the call letter) on the day of the examination. Late comers will not be allowed.

(3) The call letter must be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (Preferably the same photograph as was as uploaded).

(4) You must scrupulously follow the instructions of the Test Administrator and Organization Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.

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     c.   Personal transparent water bottle
     d.   Personal hand sanitizer (50 ml)
     e.   A simple pen
     f.   Exam related documents (Call Letter/Admit Card and Photocopy of the ID card stapled with it, ID Card in Original.)
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     a.   Candidate registration will be done through photo capture.
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- **On completion of examination, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.**

WISH YOU GOOD LUCK