



**National Cooperative Consumers' Federation of
India Limited Patna, Bihar, India**

**TENDER DOCUMENT
FOR**

**Online Processing of Pre and Post-examination Work of
'CET-B.Ed. & Shiksha Shastri 2026'
to be conducted on State Level in Bihar**

Email Id: bm.patna@nccfindia.com

Phone No:0612-4574269

**National Cooperative Consumers' Federation of India
Limited Patna, Bihar, India**

Tender Notice No: NCCF/PAT/01/2026/CET-B.Ed.-2026

Date: 15.04.2026

**National Cooperative Consumers' Federation of India Limited
invites Tender for CET-B.Ed. & Shiksha Shastri 2026
as follows:**

**SECTION I
INVITATION FOR TENDER**

NCCF, Patna invites bids from eligible bidders for the **Selection of service providers** for Online processing of pre and post examination work of CET-B.Ed. & Shiksha Shastri 2026 to be conducted on state level in Bihar.

Cost of the Tender Document	Rs. 5,000/- (Non-Refundable)
EMD	Rs. 5,00,000 /- (Five Lacs Only) through NEFT/RTGS. in favour of “NCCF of India Limited” payable at Patna.
Performance Bank Guarantee (PBG)	10% of the Contract Value till successful completion of work in favour of “NCCF of India Limited” payable at Patna.

I	Date of publication	15.04.2026
II	Last Date of submission of tender	17.04.2026 (2:00 P.M.) (Friday)
III	Opening of Technical Bid and Meeting for scrutiny of technical bids and declaring eligible bidders.	17.04.2026 at 03:00 P.M.
IV	Opening of Financial Bid of only eligible technically qualified bidders as determined by the Committee.	17.04.2026 at 4:00 P.M.
V	Place of the opening of bids	NCCF, Deepsheela Complex (3rd Floor) Talapatra Lane, Budh Marg, Patna, Bihar.

GENERAL CONDITIONS OF THE CONTRACT:-

1. Tender document can be downloaded from the NCCF website <https://nccfindia.com/>.
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instruction herein. Non-compliance of the instruction contained in this document may disqualify the bidder from the tender process.
3. All offers should be written in English/Hindi and price should be written in both, figures & words.
4. All the pages of the tender documents should be signed and stamped by the bidders thereby signifying their acceptance of all terms and conditions of the tender.
5. Cost of the tender document/BOQ – Rs.5000/- Five Thousand Only (Non-refundable)
6. Bid security (EMD) - Rs. 5,00,000/- (Five Lacs Only).
7. Agreement will be for one year.
8. **Address for submission of Tender/documents:** The Branch Manager, NCCF, Deepsheela Complex (3rd Floor), Budh Marg, Patna-800001, Bihar.

Section 2: Instructions to Bidders:

2.1 General:

- 1) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders are free to assess and propose the solution needed to meet the requirements. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- 2) No Sub-Contracting/Consortium/JV is permissible for the tender.
- 3) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the NCCF, Patna on the basis of this RFP.
- 4) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the NCCF, Patna. Any notification of preferred bidder status by the NCCF, Patna shall not give rise to any enforceable rights by the Bidder. The NCCF, Patna may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the NCCF, Patna without giving any reason thereof.
- 5) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- 6) NCCF reserves the right to reject all/ any of the Bids received in response to the Tender.

2.2 Eligible Bidders:

NCCF, Patna invites bidders to submit their technical bids and financial offers in accordance with the conditions and manners prescribed in this Tender Document. All the Eligibility criteria have to be met by the bidders.

2.3 Compliant Proposals/Completeness of Response:

- 1) Bidders are advised to study all instructions, forms, terms, requirements, and other information provided in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful examination of the RFP document with full understanding of its implications.
- 2) Failure to comply with the requirements of the previous paragraph may render the Proposal non-compliant and the Proposal may be rejected.
- 3) Bidders must:
 - a) Include all documentation specified in this RFP.
 - b) Follow the format of this RFP and respond to each element in the order as set out in this RFP.
 - c) Comply with all requirements as set out within this RFP.

2.4 Bid Security/ Earnest Money Deposit (EMD):

1. All bids submitted in response to this RFP document shall be accompanied by Earnest Money Deposit (EMD) of Rs.5,00,000/- (**Rupees Five Lacs Only**) through NEFT/RTGS.
2. Forfeiture of Earnest Money Deposit (EMD)

The EMD submitted along with the bid shall be forfeited under the following conditions:

- a) If the bid is withdrawn during the validity period or any extension agreed to by the Bidder thereof.
- b) If the bid is varied or modified in a manner not acceptable to the Purchaser after opening of Bid during the validity period or any extension thereof.
- c) If the Bidder tries to influence the evaluation process.
- d) If the Bidder withdraws his Bid during evaluation.
- e) If the Bidder does not accept the correction of errors in his bid.
- f) If the Bidder is successful but fails to sign the Contract within the time stipulated by the NCCF, Patna.
- g) If the Bidder refuses to take up the job within the time stipulated by the NCCF, Patna.
- h) If the Bidder, having been notified of his selection, fails, or refuses to submit the required Performance Bank Guarantee within the time stipulated by the NCCF, Patna.

i) Refund of EMD

The EMD will be refunded as follows:

- a) In case of unsuccessful bidders, the EMD will be returned to them without any interest accrued thereon at the earliest after the final bid validity period and latest on or before the 30th / 31st day (as the case may be) after the award of the contract to the successful bidder.
- b) In case of selected bidder(s), the EMD shall be refunded on receipt of the Performance Bank Guarantee.

2.5 Late Bids and Bid Validity Period:

Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever shall not be entertained and shall not be opened. All bids should

remain valid for a period of 90 days from the bid due date and NCCF, Patna reserves the right to reject a bid valid shorter than 90 days considering as non-responsive without any correspondence. In special circumstances, NCCF, Patna may solicit extension of the period of validity from a bidder. The request and response there to be made in writing. Extension of validity period by the bidder shall be unconditional. The EMD provided shall also be sufficiently extended. Bidder granting extension of validity will not be permitted to modify its technical or financial bid.

2.6 Rights to Terminate the Process:

- 1) NCCF, Patna may terminate the bid process at any time and without assigning any reason thereof. NCCF, Patna makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- 2) This bid does not constitute to an offer by NCCF, Patna. The Bidder's participation in this process may result in NCCF, Patna selecting the Bidder to engage in further discussions and negotiations towards the execution of Contract. The commencement of such negotiations does not, however, signify a commitment by NCCF, Patna to execute a contract or to continue negotiations. NCCF, Patna may terminate negotiations at any time without assigning any reason.

2.7 Bid Submission Format:

- 1) The entire proposal shall be submitted strictly as per the format specified in this request for Proposal.
- 2) Bids not confirming the eligibility criteria listed in this RFP will be summarily rejected.
- 3) Submission of forged documents will also result in outright rejection of the bid.
- 4) Bids with deviation from any of prescribed formats are liable for rejection.

2.8 Modification and Withdrawal of Proposals:

No Proposal may be withdrawn in the interval between the deadline for submission of Proposals and the expiry of the validity period specified in this Request for Proposal. Entire EMD may be forfeited if any of the Bidders withdraws his Bid during the validity period.

2.9 Site Visit:

Bidders are welcome to visit the site and additional information at their own cost and responsibility. However, a prior appointment needs to be requested by the Bidder for the same.

2.10 Currency:

The offer must be given in Indian Rupees only.

2.11 Language of Bid:

All the bid documents as well as supporting documents which need to be submitted in response to this RFP shall be in English & Hindi language only. The documents submitted in any other language other than English/Hindi shall not be evaluated and hence may be disqualified from the Bid.

2.12 Confidentiality:

- 1) The successful Bidders are not allowed to take off any records provided to them for result processing purpose out of the NCCF, Patna premises. Strict disciplinary action will be taken if any such incident happens, or it may lead to termination of contract and seizing of EMD/PBG for violation.
 - 2) The successful bidder shall not use the documents, data, and other information received from NCCF, Patna for any purpose other than the services required for the performance of the Contract.
- 2.13** All the material/information sent to the bidder shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. The employees of the successful bidder who will be deployed on the project will have to furnish a Non-Disclosure Agreement (NDA).
- 2.14** Opening of Bids:
- 1) The Bid submitted without EMD, will be summarily rejected. Only those Bid for which EMD is received will be eligible for opening.
 - 2) Total transparency will be observed and ensured while opening the Proposals/Bids
 - 3) NCCF, Patna reserves the rights to postpone or cancel a scheduled Bid opening.
 - 4) Bids not accompanied with the requisite EMD or whose EMD is not in order shall be rejected.
 - 5) As per scheduled Date & Time Technical bids would be opened in the presence of Purchase Committee members.
 - 6) As per scheduled Date & Time, Financial Proposals would be opened of those Bidders who qualify in the Technical Eligibility criteria. All Bids would be opened in the presence of Bidders' or their authorized representatives who choose to attend the same.
 - 7) NCCF, Patna will continue the process of opening the bids of all the bidders even in case of absence of one/ all the bidders participated in the bidding process.
 - 8) During Bid opening, preliminary scrutiny of the Bid documents will be made to determine whether they are complete, whether required Bid Security has been furnished, whether the Documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected. NCCF, Patna has the right to reject the bid after due diligence is done.

SECTION – 3 SCOPE OF WORK

Approximate Number of Applicants : 1,25,000

1. Pre-Examination Work

- 1.1 End-to-End Solution for various works: The prospective bidder must provide the end-to-end solution with the least paperwork for the various works as mentioned in the Section by using the latest technology in the field of information and communication.
- 1.2 Development and registration of Domain for **CET-B.Ed. & Shiksha Shastri 2026** in the name as specified by **B.R.A. Bihar University, Muzaffarpur** shall be procured by the firm.
- 1.3 Development of Web portal for online registration of candidates and to provide related information like notifications, instructions etc. The Website as well as the application shall be developed for the entire process (Pre- exam, online seat allotment with final approval by the college) by the firm strictly within 7 days from the allotment of the work.
- 1.4 The firm will be required to complete software development and system run at their cost as

per requirement and satisfaction of B.R.A. Bihar University, Muzaffarpur within a stipulated timeframe as decided by the University. B.R.A. Bihar University, Muzaffarpur will not pay any charges for the same, either for system designing or software development or processing whatsoever. The data stored shall be the property of B.R.A. Bihar University, Muzaffarpur and the firm shall have to supply the updated data file on External Portable Hard Disks, after completion of each phase of CET-B.Ed. & Shiksha Shastri 2026: (a) at the end of application process, (b) generation of admit card, (c) after publication of result and (d) after final completion of cancelling and admission. In addition to this, data can be sought by the Nodal officer, whenever required.

- 1.5 Hosting of application as per timeline decided by B.R.A. Bihar University, Muzaffarpur.
- 1.6 Updated/Revised database to be provided after every closing/last date as per schedule provided by B.R.A. Bihar University, Muzaffarpur (e.g. no. of students enrolled till the last date, no. of forms verified after fee)
- 1.7 To Provide Data Security Certificate from the Server Provider. Otherwise the service provider will be charged penalty, as per the norms and rule.
- 1.8 Online Candidate registration for aspiring applicants through web applications shall be deployed in the state-of-the-art data centre with the guaranteed uptime of 99.9% service level agreement. Backup servers shall be maintained by the firm for the backup of the data as well as in case of downtime in one server. So that in case of technical issues or emergency/unforeseen situation(s) or any such situation the application stays alive for the candidates without any obstacles. However, the backup server shall be separate.
- 1.9 Dedicated server in cloud computing environment located in India must be available 24x7 and should have the capability to handle concurrent access/hits as per count given for the reference and capacity to upload signature and photos at a time.
- 1.10 Management and backup of online registration data to avoid data loss through viruses, application problems, human errors, operating system failure, hacking and any other such threat during the process. The firm shall provide B.R.A. Bihar University, Muzaffarpur with detail regarding the safety and security measure taken.
- 1.11 Every candidate enrolled shall have a unique Registration Number (format will be specified)
- 1.12 Development and implementation of payment through Payment gateway integration by any RBI approved agency.
- 1.13 Collection of fee as per the following:
 - 1.13.1 For General/OBC Candidates - as per Statute of CET BEd, Bihar.
 - 1.13.2 For SC/ST/differently-abled candidates - as per Statute of CET BEd, Bihar.
- 1.14 The firm shall prepare an MIS report for the fee collected/challan verified *vis-a-vis* the number of candidates and accordingly the status of the fee and candidate successfully enrolled shall be displayed on the website also. It will be the sole responsibility of the prospective bidder to reconcile the various fee and provide the related data/Reports in a stipulated period as communicated by B.R.A. Bihar University, Muzaffarpur. A soft copy of MIS shall be provided by the Bank (as decided by B.R.A. Bihar University, Muzaffarpur) to the vendor on daily basis.

- 1.15 Various validations as required based on policies/ notifications/ guidelines shall be implemented while enrolling the student. However, all such validations shall be checked and verified by the concerned authority before making it live to the public.
- 1.16 A detailed report of Invalid/Rejected/Pending or any such unsuccessful cases shall be reported to the candidate as well as to the university through an MIS report. In the said cases, an E-mail/SMS shall be triggered to the applicant for information.
- 1.17 After the verification of the fee, the applicant shall be able to download a hard copy of the form. The form shall carry a self-declaration by the applicant stating that whatever information is filled and submitted online is correct and authentic for which in case of any information found incorrect may invoke cancellation of the result by the concerned authority.
- 1.18 A list of eligible candidates will be uploaded in the web application for the correction regarding candidate name, father's name etc. before uploading the E-Admit cards. After correction, intimation will be given to the concerned candidate of revised particulars by SMS as well as on the registered E-Mail. This updated database will be considered as final and shall be maintained for future use.
 - 1.18.1 The E-Admit cards shall be uploaded on the website through the candidate login carrying centre name, roll number and other details.
 - 1.18.2 The intimation shall be made through SMS as well as on the registered E-mail Id of the applicant.
- 1.19 After the last date of online submission various reports shall be generated like the number of candidates enrolled, gender-wise, physically challenged, category, community wise etc.
- 1.20 Report generation for Centre wise printing of attendance sheet with student photograph and signature shall be prepared.
- 1.21 The firm would provide the complete database easily accessible at the user end. It shall contain images of answer sheets/attendance sheets/OMR, attendance sheet.

2. Training, Helpdesk and Grievance Redressal and other support

- 2.1 Training modules shall be developed to provide training and support to the candidates.
- 2.2 Setting up of a centralized help desk centre shall be established at firms.
- 2.3 A FAQ shall be developed and displayed on the website for the candidate's assistance.
- 2.4 A separate call centre set up for solving candidate queries through a help desk number with a minimum number of 5 persons deployed by the firm for solving candidates query during the working hours (9 am to 5 pm). Such call centres would be operational from the start of online registration till the end of the admission process.
- 2.5 SMS and Email support services as desired by B.R.A. Bihar University, Muzaffarpur.
- 2.6 Online administration and reporting feature shall have an admin panel with different level of access rights as authorized by B.R.A. Bihar University, Muzaffarpur for different officers.
- 2.7 The prospective bidder is expected to create and provide training modules and FAQ related to the various works. The training modules comprising audio/video technique are to be uploaded on the site so that the users of the online services find it useful and convenient while entering the required data for various work/activities. The overall purpose of the training module is to facilitate the online application of various services.

3. Supply of Pre-examination materials in each Examination Centre to the Office of the CET-B.Ed.

- i. Photo OMR Attendance Sheet
- ii. Roll Number Stickers
- iii. Candidate Database Copy
- iv. A3 Notice Board & Class Room Placards
- v. Ziplock envelope 1 per 100 OMRs
- vi. Coloured waterproof bags (should be in a capacity of keeping 400 OMRs) for OMRs and Attendance Sheets
- vii. Green Envelope A3 Size (2Nos.)
- viii. Brown Tape & Black coloured waterproof bag (to return the OMRs, attendance & forms)
- ix. Cutter (1Ps.)
- x. Instructions for Centre-in-charge (as per Draft prepared by the University)
- xi. Instructions for Invigilators (as per Draft prepared by the University)
- xii. Form-I-Certificate of Opening of Question booklet Box
- xiii. Form-II- Details of Attendance of Candidates
- xiv. Form-III- Details of Special Candidate
- xv. Form IV-Consolidated Attendance

The agency shall deliver the above materials at the B.R.A. Bihar University, Muzaffarpur nodal officer and from University it will be distributed to respective venues on the prescribed date & timings.

POST-EXAMINATION WORK

- 3.1 The agency will be required to make arrangements for suitably packing OMR answer sheets in polythene packets and further in carton boxes.
- 3.2 Scanning and Evaluation of OMR Sheets (including images of OMR sheets) shall be done at B.R.A. Bihar University, Muzaffarpur in the presence of CET-B.Ed-2026 representatives (to be intimated at a suitable time after the order is placed).
- 3.3 Handing over of OMR answer sheets collected from centres by B.R.A. Bihar University, Muzaffarpur to the firm. The number of answer sheets received shall be matched against the OMR absentee and memo received from the centres.
- 3.4 Image capturing of OMR answer sheet database and handing over the same to the University for safe custody in a password-protected file.
- 3.5 The firm shall evaluate the OMR answer sheet based on the answer key provided by Nodal University.
- 3.6 Scanning of the answer sheet shall be carried in two runs that are two separate units shall be installed to cross verify the scanned and tabulated data. The raw data must be addressed to B.R.A. Bihar University, Muzaffarpur.
- 3.7 The two units will manage their data separately. For the finalization of the result matching of scanned data shall be done and in case of any exception/anomaly B.R.A. Bihar University, Muzaffarpur shall be the final authority.
- 3.8 The collation of data shall be carried out by using data of both the runs as data from the absentee database and data collected for UMC cases.
- 3.9 The accuracy of the data finalized means the result shall be 100 percent.

- 3.10 The data finalized for pre-examination shall be compared with post-data to cross-verify anomaly if any. In such a case, B.R.A. Bihar University, Muzaffarpur shall be the final authority.
- 3.11 The firm shall provide the OMR Answer Sheet Image & Answer Key to the registered candidates through their login Id and seek comments for a limited period as specified by B.R.A. Bihar University, Muzaffarpur.
- 3.12 Merging of Post-Exam data with Master of pre-exam data and to generate exceptions, if any and its appropriate correction till data becomes 100% accurate.
- 3.13 Evaluation of different sets of Answer Sheets as per Answer Key supplied by B.R.A. Bihar University, Muzaffarpur.
- 3.14 Generation of Result Sheets in a specified format.
- 3.15 Printing and approval of Result and other MIS Reports such as Name wise, Category wise i.e. UR, EWS, SC, ST, BC, EBC, PH, EX-SERVICEMEN etc., Community Group / Subgroup wise.
- 3.16 Declaration of result-cum-merit on the website and it should be made available for seat allotment of the candidates. Result-cum-merit will be also made available to the candidates by SMS and E-mail.
- 3.17 Registration & Preference filling of colleges for online Counselling
- 3.18 Allotment of Colleges to students and recommended list to be displayed on the website.
- 3.19 Display of Admitted List on the designated website.
- 3.20 The payment gateway for counseling
- 3.21 Printing of following reports:
 - i. Result sheet or Tabulation register
 - ii. Notifications
 - iii. Merit list
 - iv. Admitted List
 - v. Other MIS reports
- 3.22 Handing over all input documents of Pre-Exam, Post-Exam and other such reports to B.R.A. Bihar University, Muzaffarpur in hard form as well as in soft form in a password protected read-only file.
- 3.23 The firm shall arrange for the collection of input documents/data from B.R.A. Bihar University, Muzaffarpur office and return the same along with the output reports at B.R.A. Bihar University, Muzaffarpur office as and when required.
- 3.24 For all the above activities, the firm shall assign a project manager from the start of the project till the end. Also, technical support shall be provided 24X7 to B.R.A. Bihar University, Muzaffarpur.

Section – 4 Technical Evaluation Criteria: -

1. Opening of Technical Bid:

- 1) NCCF, Patna shall open the Technical Bids in the presence of Bidders' designated representatives and anyone who chooses to attend can be present at the date, time and address specified in Section 1. All the bids shall be opened at a fixed time. All the submitted thoroughly checked.

- 2) NCCF, Patna shall prepare a record of the bid opening that shall include, at a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; and the presence or absence of EMD. The Bidders' representatives who are present shall be requested to sign the attendance sheet.
- 3) Authorization letter in the name of the person attending bid opening meeting needs to be submitted on the letterhead of the Bidder during bid opening.

Section 5- Minimum Eligibility Requirements: -

The bidder needs to satisfy qualification conditions as mentioned in the table below. **Consortium / sub-contracting are not permitted to deliver the Scope of work of this RFP.**

Hard copies of relevant document shall be submitted to the office of the, NCCF, PATNA on or before 2.00 pm of scheduled date for tender submission last date. Each document shall be self-attested by the bidder.

S.no	Technical Evaluation Parameter	Documentary Evidence
1	The bidder should be a company registered under Indian Companies Act, 1956 / 2013 LLP-2008, LLC-2013.	Certificate of Incorporation, Registration Certificate, Certificate consequent to change of name (if applicable) Pan India.
2	The Bidder should have minimum average annual turnover of INR 10 Crore from Examination related activities	Copy of the audited Profit and Loss Statement of the Company and Certificate from the Auditor clearly stating the turnover from for the last three (3) financial years (FY 2022-23, 2023-24 and 2024-25)
3	Bidder should have positive net worth and should be a profit- making entity in last three Financial years certified by Auditor.	Certificate from the Auditor clearly stating the net worth of the Company for the last three (3) financial years (FY 2022-23, 2023-24 and 2024-25).
4	CMMI Level 3 certification from CMMI Institute and Bidder should have valid certification of ISO 9001:2015 or ISO 27001:2013	Copy of the valid certificate
5	Bidders should be registered with the GST with valid GSTIN Pan India.	Copy of Registration Certificates with the GST Pan India

6	Bidder must have minimum Five years of experience in Govt. / Semi Govt./ State Govt./ Central University / UGC approved University/ Education Board. At least 3 similar or relevant project experience in development & implementation of the BED entrance examination project.	For Ongoing Project Copy of Work Order highlighting the scope/business area pertaining to similar experience, Extension work order copy (if any) AND copies of payment received from client or competent authority. OR For Completed Project Completion Certificate issued & signed by the competent authority of the client entity on the entity's letterhead.
7	(a) An affidavit of the bidder mentioning that, the bidder has never been blacklisted by the government department /government undertaking / public sector unit / University /Education Board /any other agency as per the Annexure. There should not be any criminal cases registered against the bidder in any Court of Law in India. (b) Required declaration from vendor that their contract/s had never been terminated due to non performance.	The bidder shall submit an Affidavit (as per Annexure) to be executed on a non-judicial stamp paper of appropriate stamp duty.
8	Bid Security/ EMD	The Bidder should furnish, as part of its proposal: EMD of INR 5, 00,000/- (Rupees Five lacs only (refundable)
9	The bidder must have valid PAN number for the Firm.	Photocopy of PAN Card to be attached.
10	The bidder must have Income Tax Return Certificate (last three Financial years, 2022-23, 2023-24,2024-25)	Proof of Income Tax Return Certificate for the Bidder/Company to be attached for the last three (3) financial years (FY 2022-23, 2023-24 and 2024-25).
11	Each and every page of completed tender documents is to be signed with seal by authorized person of the company and should carry a page number	Company Seal along with Authorized Signature on every page of Tender/Proposal/Bid response Document

Note: - Proposals of bidders who do not fulfil the above criteria or who fail to submit any documentary evidence (as per the formats mentioned) thereon would be summarily rejected after evaluation of technical bid opening.

Section 6: Criteria for Technical Evaluation of Tender

S. No.	Criteria	Valid Supporting Documents/Information to be submitted	Marks
1	Average turnover of the company/firm	CA certificate and Audit reports to be submitted	Minimum Turnover 10 Cr - 5 marks 11-25 Cr -10 marks 25 Cr and above -15 Marks
2.	Large Database handling per year per University/Organizations in last five years.	Work Order to be submitted as documentary evidence for the same	a) ≤ 100000 (each in three different Organizations) (Marks 5) b) > 100000 and < 150000 (each in two different Organizations) (Marks 8) c) >150000 (each in two different Organizations) (Marks 10)
3.	Certification ISO 9001:2015, ISO 27001: 2013 CMMI level 3 Certification CMMI level 5 Certification	Self-attested Copies of Certificates	For ISO 9001 and 27001:2013 certificates: 3 Marks CMMI level- 3 certification: 5 marks CMMI level -5 certification: 10 marks
4.	a) Implemented Web Based Application/Software Solutions Projects in at least three Govt. University/educational boards/central Govt./ state Govt./UT Govt. in India. b) Experience of OMR Scanning and Result processing	Work order/s of all UGC recognized Universities, Private University / Institution / Board / Government Department	2 marks for each University upto five Universities: maximum 10 Marks
5.	Experience in development of web application/software in Government of India/State Government Universities/ Organizations in the last three (3) financial years (Project based per year of Entrance Exam Like CET B. Ed.)	Work Order/Completion Certificate from University.	a) Two Projects of Entrance Test and Counselling in 3 F.Y. with more than 1.50 lacs Registration in Pre & Post Examination (5 marks) b) Four Projects of Entrance Test and Counselling in 3 F.Y. with more than 1.50 lacs Registration in Pre & Post Examination (10 marks) c) More than Four Projects of Entrance Test and Counselling in 3 F.Y. with more than 1.50 lacs Registration in Pre & Post Examination (15 marks)

6.	Cloud technology proficiency and experience: Value of implementations of cloud infrastructure in last one year	Invoice from Meity Approved CSP need to be attached	> Rs 20 Lakh per month usage of cloud infra. - 10 marks 10 Lakh - 20 Lakh per month usage of cloud infrastructure - 5 marks < 10 Lakh per month usage of cloud infra. - 3 mark
7.	Mandatory detailed presentation of the proposal by the all bidder before the committee	All Bidder will give detailed presentation with Documentary evidence and live dashboard	a) Methodology - 5 marks b) Strategy/planning - 5 Marks c) Proposed technology – 5 marks d) Past experience in the similar work – 10 marks e) Application/Portal/Website and OMR based processing – 5 Marks

Section 7 Clarification:

If deemed necessary, NCCF, Patna may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted. NCCF, Patna may, if so desire, ask the bidder to give a presentation for the purpose of clarification of the tender. All expenses for this purpose, as also for the preparation of documents and other meetings, will be borne by the bidders.

Section 8 Financial Bid:

8.1 Opening of Financial Bid:

Financial bids shall be opened only for the vendors whose bids are found to be Technically fit/ substantially responsive and complying with minimum eligibility criteria & Minimum Score of 70 % or More during technical evaluation. The Venue, date, and time of opening of the Financial bids shall be intimated, in due course, only to the bidders whose bids are found responsive.

- 1) The Financial bids will not be opened by NCCF, Patna until the complete evaluation of the Technical Bids.
- 2) Financial Bids from bidders who have failed to qualify in evaluation of the technical bid will not be opened.
- 3) Authorization letter in the name of the person for attending bid opening meeting needs to be submitted on the letterhead of the Bidder during bid opening.

- 4) If there is any discrepancy in the Financial bid it will be dealt as per the following:
 - a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity) the unit price shall prevail and the total price corrected accordingly.
 - b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected.
 - c) If there is a discrepancy between words and figures, the amount in words shall prevail.
 - d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of NCCF, Patna, the bid is liable to be rejected.
 - e) If the Bidder does not accept the correction of errors, its bid will be rejected and the EMD may be forfeited.

8.2 Financial Bid Evaluation:

1. The Financial Bid of only the technically qualified Bidders will be opened for evaluation.
2. Of all the Financial Bids opened, the Bidder whose Financial bid is lowest (hereby referred to as L1 Bidder) will be considered eligible for award of contract.
3. Format for Financial bid is provided in Annexure.
4. In case more than one Bidder to have offered the same lowest Evaluated Bid Price NCCF, Patna will determine the Successful Bidder out of such Bidders in a manner as considered appropriate by NCCF, Patna and its decision in this regard shall be final and binding on all Bidders.

Section 9 Award of Contract:

9.1 NCCF, Patna Right to Accept any Bid and to Reject any or all Bids.

NCCF, Patna reserves the right to accept or reject any Bid, and to annul the bidding process and reject any or all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for NCCF, Patna action.

9.2 Letter of Acceptance

Prior to the expiry of the period of bid validity, NCCF, Patna will notify the successful bidder in writing or by fax or e-mail, that its bid has been accepted. The Letter of Acceptance will constitute to the formation of the Contract. Upon the successful Bidder's furnishing of Performance Security, NCCF, Patna will promptly notify each unsuccessful Bidder.

9.2 Signing of Contract

NCCF, Patna shall notify the successful bidder that its bid has been accepted. The successful bidder shall enter into contract agreement with NCCF, Patna within the timeframe mentioned in the Letter of acceptance to be issued to the successful bidder by NCCF, Patna.

Section-10 Performance Bank Guarantee

- 1) The successful bidder shall deposit PBG within fifteen (15) working days from the date of Notification of Award/ Signing of Contract (whichever is earlier).
- 2) Performance Bank Guarantee (PBG) must be unconditional and irrevocable from a Nationalized or Scheduled Bank, payable on demand, for the due performance and fulfillment of the contract by the bidder.
- 3) The performance guarantee shall be as per denominated in the currency of the contract and shall be in the form of bank guarantee.
- 4) This performance bank guarantee will be of an amount equivalent to 10% of contract value. Contract Value will be equal to the bid value for one year. All charges whatsoever such as premium; commission etc. with respect to the Performance Bank Guarantee shall be borne by the bidder.
- 5) The performance Bank Guarantee shall be valid until the end of six months after the completion of the Contract with successful bidder. Subject to the terms and condition in the Performance Bank Guarantee, six months after the Contract completion, the performance Bank Guarantee will lapse automatically.
- 6) The Performance Bank Guarantee may be discharged/ returned by NCCF, Patna upon being satisfied that there has been due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee.
- 7) In the event of the Bidder being unable to serve the Contract for whatever reason, NCCF, Patna would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of NCCF, Patna under the contract in the matter, the PBG shall be payable to NCCF, Patna as compensation for any loss resulting from the bidder's failure to complete its obligations under the Contract. NCCF, Patna shall notify the Bidder in writing regarding the exercise of its right to receive such compensation within 30 days, indicating the contractual obligation(s) for which the Bidder is in default.
- 8) NCCF, Patna shall also be entitled to make recoveries from the bidder's bills, performance bank guarantee, or from any other amount due, the equivalent value of any payment made due to inadvertence, error, collusion, misconstruction, or misstatement.

Section 11 Failure to agree with the Terms & Conditions of the RFP /Contract

Failure of the successful Bidder to agree with the Terms & Conditions of the RFP / Contract shall constitute sufficient grounds for the annulment of the award, in which event NCCF, Patna may invite the next best bidder for negotiations or may call for fresh RFP. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid.

NCCF will in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

1. Statutory Laws

- 1.1 Rates exclusive of all duties, taxes, GST (As per Government of India rule) and other levies in Rupees per successfully generated admit card shall include an end-to-end task inclusive of Cost of Study, Design, Development & Testing of Application Software, deployment and maintenance of the application on online and offline servers, pre and post-examination processing, online help desk, result processing and all other activities as per the scope of work.

- 1.2 The rates quoted shall remain firm throughout the contract and this contract will remain valid up to the date of completion of the job by the tenderer and shall not be subject to any upward modification whatsoever. Mutual amendments in the scope of work can be made.
- 1.3 Payment shall be made in Indian Rupees only.

2. Force Majeure

If any time, during the continuance of this contract, the Performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on Performance or delay in Performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of NCCF, Patna as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the Performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

3. Penalty Clause

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any laps in security, inaccuracy or mishandling/misuse, if any, penalty equal to 100% of the contract will be terminated in addition to bank guarantee will be forfeited.

4. Exit Clause

If the selected bidder commits a breach of its obligations under the given scope of work at any circumstances the institution may terminate the selected bidder by giving the breaching notice and the 2nd bidder may be given a chance for the same scope of work after negotiation and EMD of 1st bidder will be forfeited.

5. Arbitration

In the event of any question, dispute or difference arising under the agreement or in connection therewith (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to arbitration The venue of the arbitration proceeding shall be the Office of the NCCF, Patna or such other place as the arbitrator may decide. Jurisdiction for all the matters related shall be district court/High Court, Patna.

SECTION 12

SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of the contract shall supplement the Instruction to Bidders as contained in Section I and General (Commercial) Conditions of the contract as contained in Section II and wherever there is a conflict, the provisions herein shall prevail over those in Section I and Section-II.
2. In case, the date fixed for the opening of bids is subsequently declared as a holiday by the

Government of Bihar, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

3. NCCF, Patna reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with NCCF, Patna.
4. Income tax return for the last three financial years is most. An Audited balance sheet from CA should be attach.
5. NCCF, Patna reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
6. No Sub-Contracting/Consortium is permissible among private parties by NCCF, Patna.
7. The schedule may be required to be adjusted as per requirements of the NCCF, Patna from time-to-time as the work of processing of results is high time-bound.
8. The confidentiality and integrity of data shall be maintained by the firm and no part of it shall be erased or modified without permission or divulged to anyone without the permission of the competent authority.
9. The firm shall provide 24x7 technical support for application as well as a data centre to B.R.A. Bihar University, Muzaffarpur.
10. The website for Bihar CET-B.Ed-2026 shall be hosted within India.
11. Dedicated servers in a cloud computing environment located in India with software firewall/antivirus/unified threat management software.
12. Disaster recovery management system to recover within 24 hours.
13. A separate backup server shall be maintained for database backup.
14. The payment will be made in three stages after completion of each pre & post-exam work. The charges will be paid on the actual number of candidates successfully registered online *i.e.* who have successfully submitted the application form. The bidder shall be paid 50% of payment after upload of admit card & delivery of all Pre-Exam reports and submission of result to B.R.A. Bihar University, Muzaffarpur, 30% to be paid after completion of the counseling process and balance 20% after full completion of admission process of CET-B.Ed.-2026.
15. Data will be delivered to B.R.A. Bihar University, Muzaffarpur in phased manners as per schedule mutually decide.
16. Output reports/Data will be delivered by the agency concerned as per schedule.
17. Reports will have to be supplied after removing the carbon papers. In case a report has been printed in two copies, the same will be supplied duly cut.
18. The data stored will be the property of B.R.A. Bihar University, Muzaffarpur and the computing agency will have to supply all copies of the updated data file on external USB Hard Disc in Excel format, database file format and pdf file format as and when required by NCCF, Patna. No Data will be erased without the written permission of NCCF, Patna.
19. The agency will be required to supply many edit/checklist and updates in pre and post examinations processing and counseling till all mistakes are removed to the entire satisfaction of NCCF, Patna.
20. Data checking and validation will be the responsibility of the computing agency.
21. Updation of the data after the declaration of the result or during the counseling process, if required will have to be done within 24 hours without any extra charges.

22. The reports will have to be prepared as per instructions of NCCF, Patna in the formats given/approved by the University after getting clearance in writing from the University.
23. The agency will have to supply at least one copy of each report whenever the number of copies required is not mentioned.

SECTION-14
Technical Bid Proforma

1.

Name of the company					
Year of Establishment					
Address					
Phone with std code					
Mobile					
Email id					
About company premises	Owned/rented Area			Attachment	
Experience in undertaking Entrance/ Competitive Exam of any state	State	Year	Pre-Examination	Post-Examination	Attachment
Experience in online registration					Attachment
Performance Certificate from the client regarding successful execution Entrance/Competitive Exam of any state					Attachment
Turn Over for last three financial year	2022-23	2023-2024	2024-2025		Attachment
Blacklisted /debarred? (Attach Affidavit)					Attachment
PF contribution and ESI registration number.					Attachment
GST Registration number					Attachment
Type of firm or organization (proprietary /private/govt. subsidiary etc.)					Attachment
PAN Number					Attachment
Latest Income Tax return					Attachment
Valid CMMI – Level 3/5 Certificate from CMMI Institute along with ISO 9001-2015, ISO 27001:2013, ISO 20001: 2011 Certification. For each (Govt. Institutions Exempted) : <ul style="list-style-type: none"> • Date of issuance • Issuing authority. • The validity of the Certificate. 					Attachment
BID Form					Attachment

Number of Employees on Rolls		
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Note: Attach self-attested documentary proof(s) of all the above.

2. Details of Entrance Exams (Like B. ED. etc) successfully executed

Name of application/project	Name of Client	Contact person	Job type		Contact number	Volume of work No. of candidates	Year and Duration of work
			Pre-Exam	Post-Exam			

3. Details of Infrastructure

Sr. No.	Item Name	Description/Model/Company	Nos.	Specification
1	ICR/OMR combined scanners with imaging in one go.			
2	OMR scanners			
3	Laser printers			
4	Fifty Computer systems and above with minimum dual-core/Core i5 configuration and ten laptops			
5	Data Transmission capacity of 100 mbps and above			
6	Power Backup			
7	High-speed internet connectivity			
8	Number of Employees on Rolls			
9	Capacity and location of data centre dedicated server in the cloud computing environment located in India.			
10	Firewall/antivirus/unified threat management system			
11	Disaster recovery management system within (24 hours)			
12	Separate backup server for database backup			
13	Technical support 24X7 to the University.			
14	Technical Deviation, if any			

Certified that all the terms and conditions of this TENDER, given the scope of work, are accepted by us.

Dated.....
the firm

Signature of the Owner with rubber seal of

4. Guidelines for Preparation of Technical Proposal

1. A printed covering letter, on the bidding organization's letterhead with all required information and authorized representative's initials shall be submitted along with the proposal. In case the bidder edits the content of the proposal covering letter; it will be treated as a non-responsive bid and shall be rejected.
2. The technical proposal should contain a detailed description of how the bidder will provide the required services outlined in this tender. It should articulate in detail, as to how the bidder's technical solution meets the requirements specified in the tender. The technical proposal should not contain any pricing information. In submitting additional information, the bidder should mark it as supplement to the required response.
3. The proposals must be direct, concise, and complete. Any information which is not directly relevant to this tender shall be omitted. NCCF, Patna will evaluate the bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this tender.
4. The bidder shall fill in the technical response as per the template provided Annexure failing which, the bid shall be treated as non-responsive and shall be rejected.
5. Commercial Evaluation Criteria

The Bid Evaluation Committee will evaluate the Commercial bids received from the bidders, in specified format, as mentioned below:

The Price Score of the bidder will be calculated using the following formula:

$$\text{Price Score} = \frac{\text{L. P.}}{\text{O. P.}} * 100$$

Where

L.P. is the Lowest Price offer of the Technically Qualified Bidders

O.P. is the Offer Price of the bidder being evaluated

Overall Evaluation Criteria

The Bids received will be evaluated using Quality cum Cost Based Solution (QCBS), giving 75 percent weight age to the Technical Score and 25 percent weight age to the Price Score.

Total Score = (Technical Score x 0.75) + (Price Score x 0.25)

SECTION-15

NCCF, Patna FINANCIAL

PROFORMA

Rates per candidate whose admit card is generated successfully for B. Ed. Entrance Examination (CET-B.Ed.-2026)

Certified that after going through the above terms & conditions with the scope of work attached, I/We submit our rates exclusive of taxes (As per the Government of India rule) as applicable:

Job work description	Rate in Rupees	Units
As per the scope of work mentioned.		Per candidate whose admit card is generated successfully

Authorized signatory (with name and seal)

Firm: _____ Phone: _____ Address: _____

_____ Fax _____ Email: _

SECTION 16

BID FORM

Tender No.....

Dated at.....

A: (Name & Address of the Purchaser)

Respected Sir/Madam,

1. I have read the conditions of contract and services to be provided No_the receipt of which is hereby duly acknowledged, we undersigned, offer to provide end to end system as specified in the tender document with the conditions of contract and specifications and for the sum shown in Section VI financial performer attached herewith and made part of this Bid.
2. We undertake, to agree within **3 (three) days** of being called upon to do so and bear all expenses including charges for stamps etc. and the agreement will be binding on us.
3. If our Bid is accepted, we will submit a Performance Guarantee of Rs. 10 Lacs as Performance security for the due Performance of the Contract.
4. We agree to abide by this Bid for a period of **120 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated on this Day of 2026

Signature of Incapacity of Duly authorized to sign the bid for and on behalf of Witness
Address.....

Signature

SECTION-17

DECLARATION

(On Company's Letter Head)

1. I, _____,do hereby declare that our firm is not blacklisted, debarred or prohibited by Government of India / Government of Bihar or any other state Government/ Union Territory / any other University / Authority during last five years, and no cases either criminal or judiciary enquiries are pending against the firm.
2. I, hereby, do confirm having read and understood the tender documents and the requirements of work under this tender.
3. I agree to abide by all the terms and conditions of the tender document, in case the job is awarded to me.
4. I further declare and undertake that the information given in the Bid Document(s) are true to my knowledge and belief. I agree to cancel the contract and to debar me from future participation in any such tender, in case any concealment of facts on my part is detected at any stage after the award of the contract.

**Signature of M.D.
(Or)
Authorized person**

