<u>**Minutes of the pre-bid Meeting held on 18.07.2018 at 3.30 PM in the Office of TNPSC, in connection with the Tender for Computer Based Test**</u>

<u>Present:</u>

1. Thiru. K. Nanthakumar,I.A.S., Secretary, TNPSC
2. Thiru. R. Sudhan,I.A.S., Controller of Examinations, TNPSC
3. Thiru. M.Moizuddin, Deputy Secretary, TNPSC
4. Thiru R. Balaji, Under Secretary, TNPSC
5. Thiru.S. Ramamoorthy, Under Secretary, TNPSC
6. Thiru. G.M. Lakshmi Narayanan, Accounts Officer, TNPSC
7. Thiru. Md. Abdul Saqeeb, Assistant Accounts Officer, TNPSC
8. Thiru. N. Muthuvel, Section Officer and

Representatives of the following Companies

9. Data Software Research Company Pvt. Ltd., Chennai
10. Sify Technologies Ltd.,, Chennai
11. Tata Consultancy Services, Chennai
12. ITI Limited, Chennai
13. Mould Net works, Chennai
14. Satvat Infosol Pvt. Ltd, Chennai
15. Aptech Ltd, Chennai
16. Merit Trac Services, Chennai
17. NSEIT Ltd., Chennai
18. Interlace India Pvt. Ltd, Chennai

In the Pre bid Meeting, the queries raised and decision taken are as follows:-

Sl.No.	Query	Decision
1.	**Turn over** – Financial Capability for the years 2017 – 2018 also to be included. Requested reduction of the turn-over to be commensurate with CBT. Average annual turnover of the firm from Computer based examination service for the period 2014-15, 2015-2016, 2016-2017	No change from the existing Conditions.
2.	How the scoring pattern would be if the Primary DC owned and Secondary DC outsourced. Existing: Tier III DC infrastructure with Secondary DC outsourced by the bidder – 5 Marks Tier III DC infrastructure with	Revised scoring pattern in respect of Data Centre shall be as follows:- Tier III Primary DC infrastructure with Secondary DC outsourced by the bidder (Both are outsourced) – **5 Marks** Own Tier III Primary DC infrastructure with Secondary DC Outsourced by the bidder. - **7 Marks**

		Secondary DC owned by the bidder – 10 marks Tier III DC infrastructure with Secondary DC owned by the bidder with Cert-in Certified infrastructure – 15 Marks	Own Tier III Primary DC infrastructure with Secondary DC (Both are owned) **10 Marks** Own Tier III DC infrastructure with Secondary DC with Cert-in Certified infrastructure. (Both are owned with cert-in certification) – **15 Marks** **(Corrigendum is issued)**
3.		**ISO and CMMI Level with other certification aspects:** Differentiation in awarding of marks between CMMI level 3 and level 5 may not be necessary	No change in the existing Conditions.
4.		**Security Certificates:** Most of the companies requested to restrict only with CERT-in certification and no need for STQC again	Both STQC and Cert-in certifications are mandatory.
5.		**Third party audit and certification:** Queries on the necessity of the third party audit by the firms as they have already testified certification from CERTin relating to VAPT and Exam engine.	3rd party audit is essential and will be mainly on the conduct of exam process involving both technical and non-technical components, strictly to avoid the apprehension of hacking systems from outside.
6.		Deliverable by TNPSC - Questions sets regarding. Technical issues viz., conversions would take time and delay if any caused would affect the examination process.	Question sets will be given by TNPSC just 2 hours before the commencement of examination and to be hosted from the TNPSC premises. To avoid difficulties arising in conversions, the Firms have to share template or the frame work for furnishing the questions.
7.		**Servers:** Central Storage Server shall be at the Data centre of the Company. Mirror servers should be placed at the TNPSC Premises to get real time responses stored simultaneously in the Mirror Server also.	For keeping Mirror Servers in the TNPSC premises, only space will be provided. Other infrastructure arrangements viz., maintenance, uninterrupted power supply, required band width arrangements etc., should be taken care

	For keeping Mirror Servers, infrastructure related issues to be resolved.	of by the company. Financial quote should be inclusive of all the factors. Accordingly, revised financial bid format with minor modification will be intimated. Firms shall visit the premises of TNPSC on 09-08-2018 and assess the requirements. **(Corrigendum is issued)**
8.	The necessity for the response data of test shall also be copied in a CD/DVD from each Servers stationed at all Exam Centres, as it has been insisted to have Mirror server in TNPSC raised.	No change from existing conditions. The response data of test shall also be copied in a CD/DVD from each Servers stationed at all Exam Centres and handed over to Inspection Officer of TNPSC immediately after completion of examination, along with other data such as attendance sheet, finger print, photograph, seating plan etc.
9.	**CCTV Live Streaming and Dash Board facility:** Challenging on the part of the Infrastructure relating to Network availability and the bandwidth requirement.	The CCTV Footages of the examination centre shall be handed over to TNPSC in DVD/CD/HDD within two days from the date of examination. For this facility, rate shall be included in the financial bid, per candidate, per session. CCTV footage live streaming is treated as a separate service. The Commission may require live streaming of CCTV coverage at any period of contract. In such case, the bidder has to give entire solution for monitoring the CCTV coverage through live streaming from the Office of TNPSC without any break / disconnection. As of now the service, is made optional and the bidders are to quote for the CCTV live streaming service separately. The rate quoted for this shall not be included for the financial evaluation purpose. Therefore, the bidders shall quote the rate separately for live streaming of CCTV coverage on per candidate basis. The bidder has to provide all required

		infrastructure including internet bandwidth. The responsibility to establish, manage and maintain the monitoring console shall lie with the Selected Bidder. **(Corrigendum is issued)**
10.	Randomisation of seating arrangement at the Labs to be done by TNPSC inspection staff instead of system generated randomisation suggested. Roll number range as per the availability of nodes to be shared to avoid rush.	Modalities to be worked out to have it in a most transparent manner, so as to avoid pre-determined tagging of candidates with computer systems. Candidates may be allotted to a lab with FROM-TO Register numbers. While allotting system to the candidates, randomization shall be done.
11.	Choice of Centres: General opinion prevails that the examination venues are fixed in remote places and not candidates' friendly.	Venues should have experience of conducting popular online examinations. Venues should be justifiably closer and well connected with public transport.
12.	**Penalty clause:** If the service providing agency does not provide the Air Conditioning facilities and required numbers of invigilators in labs as well as other facilities mentioned in the tender document at Centre/s, penalty will be imposed to it on the basis of feedback received from the Inspection officers of TNPSC deployed at Centre and it may be up to 25% of contracted rate (per candidate rate) for each deficiency as per the discretion of the TNPSC.	The Air condition facility in the Lab may not be mandatory, provided it should be ensured that the labs should have adequate lighting and ventilation and should not cause discomfort to the candidates. (Corrigendum is issued)
13.	Solutions Support: Are you capable to support the entire solution (across INDIA) on a 24 x 7 basis with a maximum response time of 3 hours Queries from candidates Management	This support is to be given to TNPSC by the Firm to share the problems and obtain solutions quickly. Candidate related interface will be managed by TNPSC. However, the venue related queries, technical related queries, if any received from the candidate, will be forwarded to the bidder and the bidder has to reply within 24 hours.

14.	Deployment of Resource in TNPSC premises	Deployment of resource in TNPSC for managing the Mirror Server by the firm and to render necessary technical support is essential. This resource shall be exclusive one in addition to the resources to be deployed for this project. **(Corrigendum is issued)**
15.	Consortium to be allowed	Not agreed
16.	Request for reconsideration of Discrimination in awarding of marks for PSU / PSC / UPSC.	No change from the existing conditions.
17.	Requested reconsideration in Number of assignments in CBT (with more than 50, 000 candidates) completed in various recruitment agencies in India in last three years (as on date of bid submission) 3 to 5 assignments 6 to 10 assignments 11 and above instead of existing 5 to 10 assignments 11 to 15 assignments 16 and above	Request of the Bidders are considered and the number of assignments, conditions and the marks therefor shall be as follows:- 3 – 5 Assignments – 3 marks 6 – 10 Assignments – 7 marks 11 - 15 Assignments – 11 marks 16 and above – 15 marks **(Corrigendum is issued)**
18.	Point no. 5.4.10 The selected bidder should have printing facilities for taking out prints	It should be to give print out of statutory requirements in report forms required by the TNPSC to be handed over to the inspection staff immediately after completion of examination. Hence, it shall be at the rate of one printer per centre.
19.	Payment method: Requested to specify the time duration for raising the bill and time taken for making payment instead of Point No. 9-XVI The payment shall be in Indian	Agreed to raise the bill after one month from the completion of the examination and payment shall be made by TNPSC within 45 days from the bill date. However, the 45 days deadline for payment may go beyond in financial year endings.

	Rupees and shall be paid only after successful completion of work.	
20.	Point No. 5.4-27 The selected bidder shall host the responses of the candidates in their website and there shall be a provision to view the replay of the exact flow of examination process (Click by click) to the candidates towards which adequate facility may be done by the Firm. Whether the provision is made available to all the candidates or can be done request basis since the process would overload the system.	The response sheet of each and every candidate shall be made available immediately within 8 hours from the closure of examination. But with regard to view replay of the exact flow of examination process (Click by Click) to candidates shall be made available on receipt of request from candidate. TNPSC will fix the norms for viewing click by click flow of his / her examination. **(Corrigendum is issued)**
21.	Frisking – the nature and level to be specified	Candidates shall be Frisked by Hand Metal Detector only.
22.	In case candidate count exceeds 50,000, biometrics and photos can be shared within 2 days of assessment. Kindly confirm if acceptable.	Yes. Accepted.
23.	Additional cost for additional service.	The price quoted shall be firm during the contract period. If the TNPSC insist for any additional service to improve the system, the additional cost shall be paid on mutually agreed basis as per approved norms. **(Corrigendum is issued)**
24.	Once selected, the Selected Bidder should be capable of conducting CBT with in a notice period of 1 month for candidate strength of 60,000 and below and 2 months in case of candidate's strength of 60,000 and above.	Initially the bidder shall be capable of conducting CBT within a notice period of one month for 50,000 and below and in 2 months for the candidates 50,000 and above. **(Corrigendum is issued)**

25.	Whether the examination is single shift or multiple shift	It has been proposed to conduct the examination in single shift only. However, the Commission, in later date, may desire to conduct the examination in multiple shifts.
26.	We request that vendors be allowed to submit the EMD as a bank guarantee too instead of only DD	No. EMD has to be submitted in the form of Demand Draft only
27.	We assume that Per Candidate means Per Scheduled Candidate who is issued an Admit card	Yes. It would on the basis of allotment not actual appearance.
28.	We request you to please reduce the lower slab to 20000-50000 instead of 50000-70,000	No Change.
29.	We assume exams will be required to be conducted only on Sat/Sun. Please confirm	Usually in Saturday and Sundays. In few examinations, the test will be conducted on working days also.
30.	How many such exam event/drives are expected to happen in a year?	Tentative list of examinations are given in the Annual Recruitment Planner of the TNPSC
31.	Please confirm duration of exam min. and max for different exam modules	Generally the Examination will be of 3 hours. In some cases, the examination time may vary but will not exceed 3 hours per session
32.	Please confirm language required for conducting the exam	The examination shall be in bi-lingual (Tamil and English)
33.	We assume the questions will be only of MCQ Type. Please confirm	In respect of CBT, only MCQ will be tested.
34.	We assume the content translation to other languages is done by TNPSC, Please confirm	Yes. Content translation in respect of question papers will be done by TNPSC.
35.	Please specify, If any special feature is required for Question Paper Authoring software	It may be required on need basis.

36.	What are the items to be included in Presentation?	The following technical points to be presented and explained: 1. Infrastructure management 2. Candidate management 3. Venue Management 4. Monitoring and Control management 5. Security Management 6. Database management 7. Risk and Legal issues management 8. Kinds of security threats expected 9. How to avoid malpractices and modalities to avoid remote access from outside the labs specified. 10. How to authenticate the systems used by the candidates 11. Data centre 12. Issues faced in CBT 13. Misuse of CBT widely reported in the past & remedies. 14. Standard Operating Procedures and accountability framework. 15. Any other features to improve the examination systems 16. Other essential topics relating to CBT.

Sd/- Secretary & Controller of Examinations
TNPSC