



GOVERNMENT OF MAHARASHTRA
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI

REQUEST FOR PROPOSAL (RFP)

**Onboarding of Agency for Conduction of COMMON ENTRANCE TEST (CET) of
Technical, Higher, Art, Agriculture, Medical and Allied Health Sciences Education
Professional Courses along with MHT-CET 2021.
(Updated)**

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Notice Details

Sr. No.	Title of Work	Onboarding of Agency for Conduction of COMMON ENTRANCE TEST (CET) for STATE CET CELL, Government of Maharashtra.
1	Tender Fee	INR 10,000 (Rupees Ten Thousand only)
2	Earnest Money Deposit (EMD)	INR 1,00,00,000 (Rupees one Crore only)
3	Download of e-tender forms	26 th March 2021
4	Bid Validity Period	90 days from the date of opening of commercial bids
5	Tender Publish Date & Time	26 th March 2021 1.00 PM onwards
6	Pre Bid Meeting Date and Time	5 th April 2021 11:30 AM
7	Venue for Pre-Bid Meeting	State CET Cell, 9th Floor, Conference Hall, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai, 400001
8	End date of Sale of RFP Document.	8 April 2021 After 5:00 PM.
9	Last Date and Time for Submission of Bids	12 April 2021, 12.00 (Noon)
10	Bid opening date.	12 April 2021 4.00 pm
11	Opening of Technical Bids	15 April 2021 11:30 am
12	Technical presentation by Qualified Bidders	16 April 2021 11:30 am
13	Commercial Bid opening Date & Time	22 April 2021 11:30 am
14	Contact Person for queries	Reshma Desai, Administrative Officer. 022-22016153/57/59
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1 DISCLAIMER

This Request for Proposal (RFP) document is neither an agreement and nor is an offer to the prospective bidders. The purpose of this RFP document is to provide prospective bidders information that may be useful to them in the formulation of their bid for qualification pursuant to this RFP document. The assumptions, assessments, statements and information contained in this RFP document may not be complete, accurate, adequate or correct. Each bidder shall, therefore, conduct its own investigations and analysis and shall check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP document and obtain independent advice from appropriate sources.

Information provided in this RFP document to the bidders is not intended to be an exhaustive account of statutory requirements and shall not be regarded as a complete or authoritative statement of law. The concerned accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The issue of this RFP document does not imply that the concerned, CET CELL is bound to select and to appoint the Selected Bidder as Service Provider and the concerned, CET CELL reserves the right to reject all or any of the bid without assigning any reason whatsoever.

The bidders shall bear all the costs associated with or relating to the preparation and submission of their bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Concerned, CET CELL shall not be liable in any manner, whatsoever, for the same or for any other costs or other expenses incurred by any bidder in preparation and submission of the bid, regardless of the conduct or outcome of the Bidding Process.

2 INTRODUCTION

The State Common Entrance Test Cell (CET CELL) was established under Admission Regulatory Authority (ARA) as per the provision in section 10 of Maharashtra Unaided Private Professional Education Instructions (Regulation of Admission and Fees) Act, 2015. The CET CELL has successfully conducted online registration for **Technical (05), Higher (08), Art (01)(01) and PGP/PGO/MSc SLP/M.Sc. (Audio)/ MSc (P&O) Medical Education(01) and MHT-CET-2020 for Technical, Pharmacy and Agriculture, Fishery sciences and Dairy Technology courses examination for about 6,88,000+ candidates in the year 2020.**

Currently, the CET CELL has a website www.mahacet.org which is currently two web pages one for CET and one for CAP These web pages host the links assisting students to:-

1. Fill online application form.
2. Upload Photograph and signature
3. Make online payment.
4. Print application and Hall ticket.
5. Flash Schedules and Information Brochures of CETs.
6. Display notices about online Examinations

The process followed by CET CELL has been extensively covered in their CET Information Boucher which documents the Eligibility and the rules for admission to First Year of various Technical, Higher, Art, Medical Education professional undergraduate and postgraduate degree courses in the STATE of Maharashtra. This also provides information about invitation of applications for admission, preparation of merit list, distribution of seats, and details of reservation, various rounds and stages of Centralized admission process (CAP), Admission quota etc.

3 SCOPE OF WORK

3.1 Broad Scope of work:-

1. Deployment of On Line CET application and conduction of Computer Based Common Entrance Test (CBT).
2. Solution should be deployed/hosted on cloud environment on government empaneled cloud hosting providers.
3. Setting up operational management and maintenance of helpdesk to resolve queries regarding various processes of CET.
4. Preparation of Audio-Visual Help Content (User Manual)
5. Preparation of Information security policy.
6. Security Audit of the Application through Computer Emergency Response Team CERT-In empaneled agencies
7. Training to Staff of STATE CET CELL/Directorate/Institute.
8. IT Disaster Recovery (DR).

3.2 Detailed scope of work:-

1. On boarded agency should develop/use the system with will cover but not limited to the below utilities.
2. Detail requirements will be shared on successful onboarding of the agency during requirement mapping sessions.
3. Details about the courses for which exams are to be conducted are mentioned in Appendix 2.

Process	Description
Candidate Registration for CET	<ol style="list-style-type: none"> 1. Registration of Candidates. 2. Profile creation. 3. Verification of Email id and mobile number. 4. Uploading signature and photo graph. 5. Allocation of unique registration id /number 6. Forgot password utility 7. Email, SMS and notification should be fired at each level 8. System should have tool tips and proper error messages (Multilingual) to guide applicants
CET application	<ol style="list-style-type: none"> 1. Application for CET 2. Allocation of unique application id 3. Print submitted application form. 4. Integration of payment gateway. 5. Facility to make online payment. And reversal of duplicate payment.

Process	Description
Payment Gateway	<ol style="list-style-type: none"> 1. Integration of Payment Gateway. 2. Auto reversal of amount of multiple payments by same candidate. 3. Reconciliation of Reports.
Dashboard to applicant	<p>Applicant dashboard will broadly comprise of: -</p> <ol style="list-style-type: none"> a. Applicant profile b. Application history c. Application Current Status. d. Printing Application form & Save it in Pdf. e. Download of Hall Ticket from the Candidate's log in
Scheduling of Examinations	<ol style="list-style-type: none"> 1. Schedules will be prepared and finalized by CET CELL. 2. Facility to publish Exam schedules 3. Schedules should be available on student dashboard in candidate's login.
Publishing Syllabus	<ol style="list-style-type: none"> 1. Facility to publish syllabus online. 2. Facility to download syllabus in candidate's login.
Question paper and Question bank	<ol style="list-style-type: none"> 1. Question bank will be prepared by the on-boarded agency. Excepting MHT-CET-2021. 2. Syllabus for Question bank is attached as per Appendix Two and Three Annexure A to O. 3. Question bank and Question paper should be in Multi Choice Question (MCQ's) format separate for course and syllabus 4. QP Authoring 5. Standardization and validation of the selected questions. 6. Quality control of the questions and Moderation of selected questions for Grammar, Syntax, difficulty level, syllabus content reference. Pre declaring the time frame for General Knowledge questions 7. QP Standardization in coordination with the syllabus and Question pattern. 8. Converting Test batteries in sets as per Easy, Medium, Difficult combination. 9. Answer key validation of the Question with record of Sources and authentic references and justification. 10. Moderation of question bank and question paper as per syllabus and pattern of questions will be sole responsibility of the appointed vendor. 11. The Intellectual rights of all the question bank and test batteries along with answer key prepared by the on boarded agency post examination will be the property of CET Cell.
Centre and Venue management/Allocation	<ol style="list-style-type: none"> 1. Center hiring and selection for examination should be done by the agency as per demand of CET Cell

Process	Description
	<ol style="list-style-type: none"> The on boarded agency should have technical and administrative capacity of conducting online examination in every District headquarters as well as Sub-Divisional headquarters of Maharashtra State. The selection parameter and criteria for selection of exam venue will be discussed and finalized once the agency is boarded. Each on boarded center should be given one nodal login. Each center should have one center head, invigilator and supporting staff available during the exam which will be provided by on boarded agency. Local Police support should be made available, for this CET Cell may support the SI. First aid medical facility should be available during the Exam. Video recording of the entire exam should be available. Venue should be allocated as per the business rules/ logic given by CET Cell. Final validation of centers will be done by CET CELL. It would be responsibility of the on boarded agency to do pre exam audit of exam centers before exam (hardware, software, power backup, internet connectivity etc.)
Hall ticket	<ol style="list-style-type: none"> Format for hall ticket will be provided by CET CELL Hall ticket should be available in applicant's login. Applicant will be given facility to download and print hall ticket.
Exam conduction	<ol style="list-style-type: none"> Exams will be conducted as per schedules finalized of CET CELL. Every test center should have all the required facilities and resource as prescribed by CET CELL Technical support should be available at center as well as remotely. The Agency should have technical ability to conduct on line test at Centre Based on line Exam as well as Proctored on line examination simultaneously.
Publish Final Answer key	<ol style="list-style-type: none"> Final Answer keys will be displayed in the Candidate's login Provision should be there to display question paper given to candidate, answer given by Candidate and correct answer shown in candidate's login. On boarded agency will give full support regarding the objections raised by the candidates regarding the questions/answers of the question papers/ test batteries with all required academic references.
Results	<ol style="list-style-type: none"> Results should be prepared as per the norms and guidelines given by STATE CET CELL, Mumbai. Application of standardized Statistical treatment to the raw scores for Multi session Examinations

Process	Description
	<ol style="list-style-type: none"> 3. Scientific justification of the Statistical Treatment 4. Score card should be prepared as per format finalized by CET CELL 5. Results/scorecards should be available in applicant's login. 6. Students can print the score cards from their logins which could capture IP Address, Day, Date and Time of download. 7. Security features on the score card.
Dashboard (general)	<ol style="list-style-type: none"> 1. Dynamic dashboard should be provided. 2. Reports should be available as per requirements from CET CELL 3. Facility to download reports in excel/word and PDF format. 4. Creation and customization of dashboard to be done as and when required. 5. Common dashboard for all courses for Admin. 6. Course wise Separate dashboard with tabular Real-time information. (Will be discussed post on boarding)
Support and Helpdesk	<ol style="list-style-type: none"> 1. Facility to register grievance/ticket from applicant's login. 2. Grievance/Ticket should be resolved in prescribed time. 3. Exhaustive user manuals should be available along with video and audio tutorials 4. Helpdesk support should be available 9am to 7pm. 5. Resources should be trained to understand activities of CET CELL.
Covid-19/Pandemic Regulations	<ol style="list-style-type: none"> 1. Sanitization of examination centers before and after exam shift. 2. Temperature monitoring. 3. Hand sanitization. 4. Social distancing. 5. And other Covid-19/Pandemic related protocol set forth by Government.

3.3 Project Timelines.

S r No	Milestone	Expected Timeline	Deliverable
1	Submission of project plan, Execution Plan, Exit management plan	T +1 Weeks	Project Charter
2	SRS and Information Security policy	T+2 Weeks	SRS and Information Security policy
3	Design delivery	T+2 Weeks	Templates, Click model
4	Development/Customization of Application	T+4 Weeks	Development of new application /Customization of Existing application
5	UAT of application and Go Live	T+5 Weeks	User acceptance testing of the developed application.
6	Training	T+6 Weeks	Training to Staff of CET CELL Mumbai.
7	Production Support	Till project duration	<ul style="list-style-type: none">• Technical Resolution of queries.• Resolution of Queries.• Updates• Fixes.• Conduction of Exams• Supporting the department in RTI and court cases

Where T is effective date of contract.

3.4 GENERAL REQUIREMENTS:

3.4.1 Security Requirements:

- 1) All security standards available in industry should be taken care of.
- 2) Unique ID and password with OTP based feature shall be created for each candidate.
- 3) Applicant will be given unique key at centers to access the examinations.
- 4) Candidate shall not be allowed to open any other window during examination also prevents other applications like screen capture/recording running in background by using secure browser.
Provision to disable -
 - a) Browsers/ tabs
 - b) Search Engines/ Other websites
 - c) Screen sharing and Virtual machines
 - d) External ports & printing
 - e) Cut, Copy, Paste
 - f) Data Sharing
- 5) In case of technical issue if like network loss or, power failure exam will continue form where it was stopped.
- 6) Exam coordinators deputed at centers should do check of all the available resources (Electricity, Power back up, Network etc.) before commencement of examination.
- 7) Advance security feature with IP tracking and audit trail like Login, logout, exam access, Question navigation, section changes, internet speed, and answer responses should be recorded in the system. Also to provide Geo-location of the candidate from where student accessed the examination.

- 8) Agency must provide a master login and dashboard to view all the candidates appearing for examination in one go.

3.4.2 Other Requirements

1. Agency shall assign single point of contact person to CET CELL during the examination.
2. Question bank prepared by selected agency will be moderated by CET CELL.
3. Agency shall ensure the examination shall be conducted smoothly in real time.
4. Agency shall schedule/conduct a mock test for registered candidates for CET CELL for pre-exam checks with no additional cost.
5. Agency shall be prompt to resolve the issue highlighted by CET CELL, student or Invigilator.
6. Agency shall provide all the result within 24hrs of exam completion.
7. Selected Bidder will be responsible for taking the Insurance of all the CETs and on line CET Centers where the CET are being conducts.
8. In case of cancellation of Examination due to unforeseen reasons the selected bidder will have to reorganize the Examination without charging extra amount for the same.

3.4.3 Administration Services

1. Agency shall prepare Standard Operating Procedure for process of conduction of Computer based CET and share the same with CET CELL at least 15 days before the exam for validation and approval.
2. Agency to follow all rules and regulations shared by CET CELL from time to time.
3. Provision to Exam coordinators to Track Live attendance of students.
4. Agency shall schedule a mock test for each course seven - fifteen days before the actual examination, to give student feel of the live examination.
5. Agency shall review supervisor reports regarding the administration of the online Examination as well as reported Candidate problems and submit extraordinary findings or other irregularities in the Examination to the CET CELL.
6. Agency shall not complete, alter, or assume intent of a Candidate's response in the Examination.
7. Agency should maintain confidentiality and curb corrupt practices.
8. Agency must share all log files, recordings and other reports on server securely within 3 days of completion of the examination.

3.4.4 Designing of Common Centralized Application form for all Professional CET's

The Centralized Common CET Application form Application to serve as the backend application for all the stakeholders to receive and process the information / applications received from the front end. The centralized application shall provide the following functionality: -

1) Centralized Data Repository

1. The submitted data along with the required attachments are stored in designated specific data stores.
2. The internal stakeholders at CET CELL can access the central application by providing their access credentials.
3. The compartmentalized central database will provide for the required role-based access control mechanisms to ensure that departmental data remains secure

4. The platform should provide capability of creating clones / multiple copies of already configured application and allow making changes to the copied version to achieve multiple variants of the applications without redevelopment from scratch.

5. Eligibility of all professional courses will be incorporated in the Common Centralized Application form of CET.

2) User Authentication & Role based access control

1. The portal should have role-based authentication for accessing various functionalities of different modules with encrypted passwords. Access Rights can be given to Individual Users or Groups.
2. The portal should have the flexibility to define distinct role and designation for the users.
3. The portal should have the capability for providing user rights to various forms to create new record, view existing record or edit existing record.
4. An audit trail of changes to data in the software should be maintained to identify the users responsible for the modification. There should be a facility to create reports on audit logs
5. The portal should be capable of adding more fields to the data input screens for capturing additional business specific information.
6. A user will be able to fill the form electronically through internet services and submit his/her queries electronically. The user of the system will be able to track the status of application / inquiry at any point of time.
7. Provision for CET CELL approvers/reviewers to sign system generated letters issued to candidates, departments and other stakeholders using Aadhaar based e-sign mechanism.

3) Workflow Services

1. The application should provide configurable assignment engine which should be configurable at administrative level, without any need of core IT skills.
2. The application should support visual workflow definition for business process automation instead of writing script / code
3. The system should have a robust rule engine through which it should be possible to configure or modify complex rules in a short period of time, without any need of coding or changes to code. The rule definitions should be done using pseudo-English and using a user-friendly interface instead of XML.
4. Rules repository should reside centrally and should be accessible using web services and APIs by any part of application, e.g. the Web Portal, mobile apps etc. One should be able to test the rules on directly generated user interface and if needed user should be able to download the outcome in a pdf.
5. SI shall be responsible for updating any changes in the workflow based on CET CELL notifications without any additional cost.
6. On submission of the form appropriate message should be generated. (Reason for rejection in case of failure and acknowledgement of form submission with unique acknowledgement number in case of successful submission)

4) Other requirements.

1. The Common CET Application form should be homogeneous with respect to keyboard use, screen layout and menu operations with Graphic User Interface (GUI) support
2. The system should have following functionalities: SMS gateway integration, email integration, mobile device compatibility (Responsive & Adaptive CMS), dashboards for Senior Management and Regular MIS Reports.
3. The portal should have capability to download information in specified format.
4. The portal should have flexibility to add the links for other websites/portals.
5. Application should provide capability of tracking application usage by users
6. The application should provide analytical reporting capabilities for CET CELL key users
7. The application should provide 360-degree view & dashboard for viewing key data at a glance
8. Detailed log of all user activities should be maintained.

3.4.5 Management Information System (MIS) Reporting

- 1) The MIS reporting system should provide reports and slicing and dicing of information related to candidates,

departments, test centers, examinations etc.

- 2) It should provide quick graphical outputs based on the ad hoc queries raised.
- 3) Reporting of details related to the applications received and processed should be generated from the Central Application.
- 4) Scheduling of important reports should be possible.
- 5) System should have feature of user initiated ad hoc (on demand) reports
- 6) System should allow the internal users to enter query parameters/filters, which are then used to select and retrieve only the data that meet the specified criteria
- 7) System should have provision to print and export the report generated in the pre-defined file formats (e.g. spreadsheets, word processing, etc. as per desktop office solution)
- 8) System should provide 360-degree dashboard for key data points related to all stakeholders.

3.4.6 Information Security Infrastructure (SI)

- 1) SI should design the security infrastructure and accessories as required for the proposed solutions that would be deployed at CET CELL
- 2) The following provides guidelines principles to assist SI to design the security requirements:
 - a) The external users will be accessing the e-Services and related application features. The traffic of external users will be routed through security devices such as Firewalls and IPS. The users will be authenticated through log-in credentials and digital certificates, if available,
 - b) CET CELL users on Intranet will be routed to the core business applications through Application Proxy Firewall and authenticated using their log-in credentials
- 3) SI should include all the components that are required to make the proposed solution complete
- 4) Procurement of digital certificates will be done by CET CELL, as & when required
- 5) SI will be responsible for drafting the information security policies & procedures for CET CELL & will adhere to the same during the term of the contract.

3.4.7 Certificate of Technical Audit

The onboarded company should produce/ Submit third party certificate of technical audit regarding it infrastructure used, application developed, interconnectivity of various database tables with forms and accordingly during various report generations along with technical audit of examination centers selected for conducting online exam.

3.4.8 SMS & Mail Service

1. CET CELL would send intimation to the Candidate / User Department through SMS and email to the registered mobile number and email id.
2. Illustratively following intimations would be sent through SMS as well as e-Mail:
 - a) Registration / Amendment / Cancellation confirmation
 - b) Confirmation of any payment made
 - c) Any news / update
3. Candidate / User Department should also be able to retrieve the information from email and/or SMS Gateway.
4. Log of all the SMS and emails sent to the Candidate / User Department should be maintained by the system. Also, the system should be able to track the SMS / e-mail delivery, read, opened bounce back status. The system should be able to send the right format of messages according to the target devices e.g. smartphones, feature phone etc.
5. SI should provide capabilities to send the SMS to the SMS Gateway

6. If APIs are being used, it should be tested and secured against vulnerabilities and security flaws.
7. SI should provide secured Bulk Email / SMS service. More than one lakh emails / SMS are expected to be sent per month on an average. Emails can also have attachment. Attachment size on an average is 1 MB, not exceeding 5 MB.
8. Procurement and integration required for Bulk Email service / SMS service should be done by SI. SI is also responsible for supporting the day to day Bulk email / SMS sending activities.
9. Payment related to the Bulk Email service / Bulk SMS service will be borne by SI

3.4.9 Payment Gateway

1. SI is expected to procure and enable Payment Gateway including a secure site page using industry-standard encryption technologies like Secure Socket Layers (SSL) to handle the backend communications and transactions, contacting the bank and reporting back on the results
2. Payment gateway would enable payment receipts for various payments like registration fees, application fees etc. The payment gateway would enable the collection of these receipts and credit the same to CET CELL bank account
3. All such receipts shall be credited to CET CELL account not later than 2 days. The details of CET CELL account shall be shared with the successful SI at the time of integration
4. Payment gateway should also provide facility to refund the payments to the Candidate / User Department's bank account as per CET CELL's instructions
5. Payment gateway provider should be able to provide CET CELL an MIS to facilitate reconciliation. A user-friendly console must be shared or incorporated in the main application. The MIS should clearly state:
 - a) Name of Candidate / User Department from where money is received
 - b) Money received towards (registration fees, application fees etc.)
 - c) Amount received and date
 - d) Other information as communicated by CET CELL
6. All necessary costs for integrating & operating the payment gateway would be borne by the SI

3.4.10 Handholding Post Implementation

SI is expected to assist in conducting the operational activities and provide hand-holding resources for CET CELL personnel at CET CELL Head Office for a period of 1 years after acceptance of system (post Go-live). Some of the indicative tasks identified are given below:

1. Sensitization towards the new system, the initiative underway, roadmap for the project, the impact and benefits envisaged etc.
2. This training is suggested for all functionaries of CET CELL who have a major role to play. This training would cover:
 - a) User training for the newly developed system for the key users in CET CELL Head office
 - b) User training for redesigned processes, if any
 - c) Hands on training on usage of different modules/ functions of the system
 - d) Training to Associated departments
3. Overall guidance and continuous training on use of the application including software and hardware.
4. SI should provide handholding personnel at Purchaser office location. These resources will be deployed for duration as agreed with CET CELL in consecutive discussions.

3.4.11 Helpdesk

A helpdesk is envisaged to be provided for the resolution of technical & operational queries by internal and/or external users. Typical helpdesk activities shall include:

1. Deployment of enough manpower (at least 6 personnel) to attend the helpdesk requests for extending technical support to end users.
2. The helpdesk team should consist of at least 6 personnel & should be based at CET Cell or any other location

suggested by CET Cell. The SI should provide additional manpower, if required.

3. Requirement IT hardware, software, application for helpdesk including PC, Printer, Landline Telephone, etc. to be provided by the SI.
4. Implementation & deployment of web-based tool for multi-channel helpdesk.
5. Implementation of Chatbot to answer queries of students.
6. Operational window for helpdesk – 7 days X 12 hours starting at 8 am – 8 pm post which query will be addressed on IVR.
7. Provide Help Desk facility for agreed SLAs for reporting technical incidents / issues / problems with the system.
8. Helpdesk facility shall provide internal / external users an option to raise tickets for incident reporting.
9. The Help desk shall log user calls / tickets related to system and assign a call / incident ID number. Severity shall be assigned to each call as per the SLAs.
 - a) Track each call / ticket to resolution.
 - b) Escalate the calls / tickets, to the appropriate levels, if necessary, as per the escalation matrix agreed upon and developed by SI and CET CELL.
 - c) Coordinate with respective department for closure of calls / tickets.
 - d) Analyze the incident / call statistics and provide monthly reports including but not limited to:
 - i) Type of incidents / calls logged
 - ii) Incidents / calls resolved
 - iii) Incidents / calls open
10. Update the frequently asked questions (FAQs) on CET CELL website to assist end users in resolving basic issues themselves.
11. SI to maintain voice recordings of the calls for 60 days.
12. SI to provide call analytics and dashboard as requested by the State CET Cell.

3.4.12 Project Planning & Monitoring

- 1) Finalize the Project Charter in order to determine and agree on the project expectations, ground rules, work plan, communication matrix, timelines, Quality Plan, Configuration Management Plan etc.
- 2) Project Quality Plan should document specific process elements and the quality actions that the project intends to implement. This should include the derivation of quality goals, standards followed, schedule of quality assurance activities in the project, defect control, correction and preventive methodology, handling process deviations.
- 3) Configuration Management Plan should contain procedures to be implemented for managing the configuration of the software solution to be produced by the project. In this plan, SI should identify configuration items, responsibilities of configuration controller, access restrictions, directory structure needed for configuration management, procedure for change control, method of tracking the status of configuration items, backup procedure, configuration audits, release management, archival procedure, procedure for version / revision numbering.
- 4) SI's Project Manager should prepare a detailed project plan (as part of the Project Charter) clearly specifying the tasks, the dependency among the tasks, the duration to perform the tasks, the resources allocated to perform the tasks, the scheduled start and finish dates for the task. This project plan should also clearly mention the various project milestones and project deliverable schedules. The Project Manager should also prepare a detailed register of project related risks with details such as Probability of Occurrence of the Risk Factor, Severity of the Risk Factor, Risk Rating, Risk mitigation plan, etc.
- 5) The detailed project plan should be internally reviewed for completeness and correctness by SI and subsequently delivered to CET CELL for its review and acceptance. The mutually agreed Project Plan will form the basis for regular project monitoring.
- 6) SI should revise the project plan to incorporate changes due to requirement changes, delay in approvals, etc., if

any, and submit the revised project plan to CET CELL

- 7) SI should hold fortnightly review meetings with CET CELL providing detailed report on the progress of the project (Project Progress Report) clearly highlighting the activities completed in the reporting period, activities planned for the next reporting period, deviations from the planned dates, issues / concerns affecting the project progress, impact on the overall project timelines, project related risks with their mitigation plans.
- 8) SI should monitor the quality of the solution being developed in line with the project quality plan. SI's Project Manager should periodically review the performance of the project against defined quality goals and take necessary actions for any deviations.
- 9) SI should ensure proper configuration management functions are being performed as per the configuration management plan. SI's Project Manager should review the activities periodically.
- 10) SI's independent quality assurance team should conduct regular reviews / audits of the project and ensure that the project adheres to the project plan documents.

3.4.13 Requirement Validation

- 1) SI should understand the business processes and other related documents and seek clarifications from CET Cell, regarding the eligibility criteria for each professional course for each directorate. The same should be incorporated in the live application form in seamless manner so as to enable the candidate to apply for multidisciplinary courses of all directorates without creating any hurdles. The Application filled in should have the technical capability of absorbing candidates from different streams and validating them as per the eligibility criteria for each course and providing classified information to the candidates as well as directorates/CET CELL for how many courses single candidate has applied and is eligible as per the specialized criteria for the course/s. The agency will have to take ultimate precautions while designing the applications and allowing the appeared candidates to the qualified examinations.
- 2) If found necessary to modify the designed processes and other documents for successful implementation, the same should be discussed and the relevant documents should be modified development as and when required during the project implementation

3.4.14 Training & Change Management

- 1) Preparation of Training Plan
 - a) SI would prepare the list of topics to be covered under various Training programs as part of training plan
 - b) Get approval of CET CELL on the Final Training topics and plan and implement the approved training topics
- 2) Preparation of Training Material
 - a) SI shall prepare the solution specific Training Manuals for each Application / Module and submit the same to CET CELL for review and approval. The Training Manuals etc. shall be provided in English Hindi and Marathi.
 - b) SI shall prepare Online Training Module for the applications. Online training modules should contain audio visual content to guide trainees in operating the web portal and mobile application & should be available in English, Hindi and Marathi. It should be accessible to all the users of department based on their requirement on the web portal.
 - c) SI is required to prepare Training material for participants of every type of Training which is to be delivered (mentioned below)
 - d) SI shall update the Training Manuals, procedures manual, deployment/installation guides etc. to reflect the latest changes to the solutions implemented.
 - e) SI shall obtain approval of CET CELL on the Training content at least 1 week before delivery of the Training program.
 - f) Hard copy of Training material to be provided to the participants during the Training session while soft copy is to be uploaded in the CET CELL portal.

- g) SI would be required to provide training videos / Computer Based Training ('CBT') material to CET CELL which can later on be used by CET CELL to train other trainees on its own.
- 3) Training Delivery
 - a) SI shall ensure necessary environment setup, data creation to conduct end user training. CET CELL shall provide the necessary infrastructure such as training classrooms to conduct the end user training. The training environment shall be used for conducting the training sessions.
 - b) Training center would be at CET CELL Head Office, Mumbai or any other place decided by State CET Cell
 - c) Based on the identified education and training needs, SI should provide efficient delivery mechanisms and trainers. SI should appoint trainers and organize training sessions on a timely basis and ensure that the attendance and performance evaluations are recorded.
- 4) Orientation Session for External Stakeholders
 - a) SI would be required to plan for the orientation session for the external stakeholders to give them detailed description of the application and its advantages.
 - b) SI needs to plan for the orientation sessions in conjunction with the CET Cell personnel.
- 5) Periodical Workshops & Trainings
 - a) Every time the Application undergoes a significant change (addition of new module, new process etc.), the SI will be required to train all staff affected by the change. For all enhancements/ amendments made to the application (major / minor), the SI will be required to provide the updated /revised user manual and online help to all users affected by the change.
 - b) Such training will have to be conducted at least by the time such a change goes live.
 - c) Such training will have to be conducted at all relevant departmental locations.
 - d) Periodical workshops for revising the course content of the trained staff members would be useful.

3.4.15 Software Application Maintenance as per Requirement Mentioned Above-

- 1) The objective of application maintenance is to provide application maintenance and support services, including request-based services (problem requests/defect fixes), enhancements, configuration management and post release support. As part of these services, SI should provide support for bug fixes, enhancements, operational support, and assistance to CET CELL.
- 2) SI should be required to undertake the Application maintenance and Support services.
- 3) SI should commit to provide all necessary resources and expertise to resolve any issues and carry out required changes, optimizations and modification so that complete system as a whole works according to the specified requirements and satisfaction of CET CELL, at no additional cost
- 4) SI should ensure that the entire solution as a whole is operational and run according to stipulated performance standards
- 5) SI should ensure efficient knowledge transfer on a continuous basis so as to ensure that application knowledge is passed on to new members subsequently joining the team

3.4.16 Administration of Database, System & Network

- 1) SI should provide an appropriate functional and technical training to CET CELL personnel in the areas of Administration of Database and System.
- 2) SI should assign onsite support to diagnose, troubleshoot and resolve issues with the equipment /components supplied. The engineer should possess capability for supporting the equipment and components proposed, but not limited to undertaking preventive and break-fix maintenance, troubleshooting, resolving problems, tuning, etc.
- 3) SI may be required to assist CET CELL personnel in performing periodic health check of the systems, troubleshooting problems, analyzing and implementing rectification measures.
- 4) SI will be responsible for not only the new systems provided as part of this tender but also ensuring the upkeep of existing systems that might be reused and also incorporate necessary changes for new applications, if

any, during the tenure of the contract. The SI should deploy Data-Centre Support team. The Support Coverage should be 12 x 7 x 365.

- 5) On an ongoing basis, SI is responsible for troubleshooting issues in the infrastructure, network and application of CET CELL to determine the areas where fixes are required and ensuring resolution of the same.
- 6) SI should be responsible for identification, diagnosis and resolution of problem areas pertaining to the central infrastructure and application and maintaining assured SLA levels.
- 7) SI may be required to assist CET CELL personnel in managing the usernames, roles and passwords of all the relevant systems, including, but not limited to servers, applications, devices, etc. SI may be required to assist CET CELL personnel in the management of passwords for all relevant components and devices under their purview and implement a password change mechanism in accordance with the security policy of CET CELL. User account management includes and is not limited to:
 - a) Setting up new user account
 - b) Granting access and review
 - c) Removal of user accounts
 - d) Privilege management
 - e) Password management
 - f) Access to OS, databases and applications
 - g) Monitoring access and usage
 - h) Logging
 - i) Session time-out
- 8) SI should be responsible for the synchronization of system clocks and automatic lockout of the terminal after defined inactivity time.
- 9) SI should be responsible for maintenance of logs of user Internet activity, failed login attempts, etc.
- 10) SI may be required to assist CET CELL personnel for downloading of patches and updates for OS, Anti-virus, firewalls, IPS, IDS, RDBMS and other systems using a two-step procedure. In the first step, patches and updates should be downloaded to a standalone system. In the second step, the patches and updates should be updated to the relevant systems.
- 11) SI should provision dedicated team consisting of Solution Architect, Network Administrator and Database Administrator
- 12) System Administration
 - a) System administration services for management of server environment to maintain performance at optimum levels.
 - b) Proper configuration of server parameters, operating systems administration and tuning. SI would be the single point of accountability for all hardware maintenance and support central infrastructure.
 - c) Operating system administration, including but not limited to management of users, processes, resource contention, preventive maintenance and management of upgrades including migration to higher versions and patches to ensure that the system is properly updated. SI is also responsible for re-installation in the event of system crash/failures.
 - d) Regular monitoring and maintenance of a log of the performance monitoring of servers including but not limited to monitoring CPU, disk space, memory utilization, I/O utilization, etc. SI should also ensure that the bottlenecks in the infrastructure are identified and fine tuning is done for optimal performance.
 - e) Regular analysis of events and logs generated in all the sub systems including but not limited to servers, operating systems, databases, applications, security devices, messaging, etc. SI should undertake actions in accordance with the results of the log analysis. The system administrators should also ensure that the logs are backed up and truncated at regular intervals.
 - f) Adopt a defined process for change and configuration management in the areas including, but not limited

- to, changes in parameter settings for application, servers, operating system, devices, applying patches, etc.
- g) Managing the trouble tickets, diagnosis of the problems, reporting, managing escalation, and ensuring rectification of server problems as defined in SLA.

13) Database Administration

SI should train CET CELL personnel in the relevant areas and may be required to assist CET CELL personnel in performing the following tasks.

- a) Management of database environment to maintain performance at optimum levels.
- b) End-to-end management of database on an ongoing basis to ensure smooth functioning of the same.
- c) Tasks including, but not limited to, managing changes to database schema, disk space, storage and user roles.
- d) Conduct code and configuration reviews to provide inputs to CET CELL in order to improve the performance or resolve bottlenecks, if any.
- e) Performance monitoring and tuning of the databases on a regular basis including preventive maintenance of the database as required.
- f) Report backup status on a regular basis and ensure prompt problem resolution in case of failures in the backup processes.
- g) Use of DBA tools to perform database creation, maintenance, and database monitoring related tasks.

14) Security Administration

SI should train CET CELL personnel in the relevant areas and may be required to assist CET CELL personnel in performing the following tasks.

- a) Management of security environment to maintain performance at optimum levels.
- b) Address ongoing needs of security management including, but not limited to, monitoring of various devices / tools such as firewall, intrusion detection, content filtering and blocking, virus protection, and vulnerability protection through implementation of proper patches and rules.
- c) Maintain an updated knowledge base of all the published security vulnerabilities and virus threats for related software and microcode, including, but not limited to, operating systems, application servers, web servers, databases, security solutions, messaging solutions, etc.
- d) Ensure that patches / workarounds for identified vulnerabilities should be patched / blocked immediately.
- e) Respond to security breaches or other security incidents and coordinate with respective OEM in case of a new threat is observed to ensure that workaround / patch is made available for the same.
- f) Maintenance and management of security devices including but not limited to, maintaining firewall services to restrict network protocols and traffic, detecting intrusions or unauthorized access to networks, systems, services, applications or data, protecting email gateways, firewalls, servers, desktops from viruses.
- g) Operating system hardening through appropriate configuration and patch updates on a regular basis.

3.4.17 Security audit of code:-

- 1) The SI should conduct security audit of the code through CERT In certified agency initially before Go live of the application
- 2) All the considerations mentioned during the audit should be taken care for all future enhancements.
- 3) Security audit should be carried out in progressive format on half yearly basis
- 4) Security audit of the system will cover all the enhancements or updates made in the code during the period of consideration.

3.4.18 Compliance with Industry Standards

- 1) As per government guidelines, the choice of open source vs proprietary software is left to SI till the time it follows open standards
- 2) While developing an application in response to this RFP, the SI shall adhere to all applicable policies and standards published by Government of India, which includes:
 - a) Ministry of Electronics and Information Technology, Government of India as updated from time to

time. The latest version of the standards may be found at <https://egovstandards.gov.in>

- b) National Informatics Corporation The latest version of the standards may be found at <https://web.guidelines.gov.in/>
- c) Guidelines for Indian Government Websites (GIGW), available at <http://darpg.gov.in/sites/default/files/GuidelinesforGovernmentwebsites00.pdf>
- d) "Policy on Open Application Programming Interfaces (APIs) for Government of India" available at <http://www.egazette.nic.in/WriteReadData/2015/164238.pdf>

3.4.19 Cloud Requirements

The bidder should analyze the Application requirements and identify the server-side hardware infrastructure required for the project. Based on the sizing, successful bidder must take the cloud services from GoM/GOI cloud service providers along with DR requirements.

Bidder should ensure that all the rules applicable to empanelment of Cloud Service Provider (CSP) are taken care of. Services should be opted from the below:-

- 1) CSP should be empaneled under Directorate of Information Technology Government of Maharashtra "Cloud Computing Policy Empanelment of Cloud Service Providers and Guidelines for Government organizations". Links of latest Government Resolutions containing rate chart, empaneled service providers and terms & conditions are given below -
<https://maharashtra.gov.in/Site/Upload/Government%20Resolutions/English/201808041826435611.pdf>
<https://maharashtra.gov.in/Site/Upload/Government%20Resolutions/English/201906191741481211.pdf>
<https://maharashtra.gov.in/Site/Upload/Government%20Resolutions/English/201907051642210511.pdf>
- 2) CSP should be empaneled under MeitY's "Provisional Empanelment of Cloud Service Offerings of Cloud Service providers (CSPs)"

The hardware equipment and their corresponding specifications proposed by the bidder should take into consideration the requirement of the software application, number of users, performance parameters and system security. Bidder should scale up infrastructure requirement whenever required to meet the performance of the application at no extra cost to Government of Maharashtra. The hardware requirements can further be categorized as -

- Server Requirement
- Packaged Software License requirement

The computing resources and storage on cloud must be such that State CET Cell will not have restrictions on software application solutions. The successful bidder should provide the application, web and database servers for hosting e-Procurement Application based on the software to be implemented and performance and security requirement as mentioned in the section on SLAs.

4 Criteria of evaluation:-

4.1 Pre-QUALIFICATION CRITERIA

#	Eligibility Criteria	Documents Required
1	The bidder may be proprietary firm, registered society, a firm or a corporate body of companies firms or societies registered in India. However, no bidder entity or any of its members can be a member of another bidder entity.	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation/Registration/Partnership deed • Copy of PAN Card • Copy of GST Registration
2	<p>The bidder should have minimum average annual turnover of Rs. 200 Crores during each of the last three financial years (i.e.2020-21, 2019-20 and 2018-19) from its IT/ ITeS services</p> <p>This turnover should be on account of software development, implementation and maintenance (i.e. revenue should be on account of system integration / turnkey solutions or products and their associated implementation and maintenance).</p>	<p>The Bidder should submit.</p> <ul style="list-style-type: none"> • Audited financial statements for the last three financial years (i.e. 2019-20, 2018-19 and 2017-2018) • Certificate from the Statutory Auditor on turnover details from the IT / ITES over the last three (3) financial years (i.e. 2019-20, 2018-19 and 2017-2018)
3	The Bidder should have positive net worth for the last financial year.	The bidder should submit Certificate from the Statutory Auditor on net worth, per the last audited FY
4	<p>The Bidder should have a minimum CMMi Level 3 certification or both ISO 27001:2013 & ISO 9001:2015 certifications</p> <p>Note:</p> <p>1. In case the certificate is under renewal, the Bidder to provide the last valid certificate along with a certificate from authorized signatory that the renewed certificate will be made available at least by the time of opening of commercial bids.</p> <p>2. In case the certificate is not provided by the mentioned time, the bidder will be disqualified, and its commercial bids will not be considered for evaluation. Commercial bids of such bidders will be returned un-opened.</p>	Copy of the certificate(s) signed and stamped by the authorized signatory of the Bidder
5	The bidder must have successfully executed 5 similar projects (conduct of CBT) in all India basis, out of which at least one project should Conduct of Computer based Examination with capability of 50,000 or more candidates appeared in single shift.	The documentary evidence in form of work order/contract and performance report must be enclosed on the client's letterhead. (Bidder's past achievement in this regard shall be considered for technical evaluation)
6	Organizations shall have adequate numbers of experienced professional and specially Skilled staff to support the program of work either on their permanent rolls. A list of the professional members of the team shall be attached	Letter from HR Head of the company stating the number of relevant resources under the various roles. Resources must be mapped to a single role only.
7	The bidder must have not been declared ineligible or blacklisted by any entity of Government of India / Government of Maharashtra / other State Government / Government Agencies for participation in future bids for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices during last 3 years as on date of submission of Bid.	Self-declaration by the Bidder (all the members of the Consortium individually, in case the Bidder is a consortium) duly signed by the authorized signatory on Non-judicial stamp paper of INR 100/-

4.2 Evaluation of Technical Bid

The following criteria are prescribed as pre-qualifications for bidders interested in undertaking the project.

ELIGIBILITY CRITERIA	
Acceptance of Terms and Conditions of the RFP	Annexure 1
Details of the Organization	Annexure 2
Completion of Authorization Letter	Annexure 3
Self-certification	Annexure 4
Declaration of Financial and Administrative details	Annexure 5
The Bidder shall ensure registration with appropriate statutory Authorities and shall enclose a copy of their registration with Income Tax etc. as applicable.	
The Bidder shall have furnished the Earnest Money Deposit (EMD)	
The Bidder shall share the List of Organization/Clients Home based for Whom home based online examination has been conducted along with contact details for the purpose of reference check.	
Details of similar completed works during last 3 years. Performance/Client Report of such work.	
The Bidder shall have submitted the proof of financial capability as required under 4.4	
ISO 9001/27001/ CMMi Level 3/Equivalent/Higher certification	
The Bidder shall have well qualified staff for providing the services required (documentary evidence is required)	
The Bidder shall have submitted the entire design and methodology for providing the services. The design and methodology shall be the main focus in the evaluation of the technical bids. The bidder shall be a company/consortium. The company/lead partner of consortium must be having its operation for more than 5 years (i.e. Since 2015).	

The CET CELL shall examine all of the technical pre-requisites for the conduct of the services. Each Bidder shall be awarded a Technical Score (TS) out of 100 points by the CET CELL based on the parameter given in the table below. The bidders are required to submit documents to establish their capability.

4.2.1 Technical Evaluation

Sr. No.	Parameters	Maximum marks	Scores	Documentary Evidence Required
Turn over				
1.	Turnover (supported by Audited Financials) in last 3 financial years where Online Conduction of Examination is integral part	10	Above 200 crores - 10 marks 100-200 crores - 5 marks Below 100 – 3 Marks	Audit Certificate form CA
Certifications				
2 (A)	ISO 9001/27001 equivalent / Higher certification(Valid on Day and Date of Submission of Tender Document)	10	Above 5 Years –5 Marks 3 - 5 years – -3 marks Up to 3 years – 2 Marks	Supporting documents to be attached
2 (B)	Certification CMMi Level 3/Equivalent/Higher certification(Valid on Day and Date of Submission of Tender Document)		CMMi Levels on Service and development - CMMi Level 5 = 5 marks CMMi Level 4 = 3 marks CMMi Level 3 = 2 Mark	Supporting documents to be attached
Experience				
3 (A)	Number of clients for whom Online Examination has been conducted in last 5 years	10	Above 10 clients - 10 marks 7- 10 clients – 5 marks 4 -6 clients - 3 marks	1) Signed copies of Work orders from respective clients. 2) Successful Work Completion Certificate from respective clients.
3 (B)	Number of Candidates per shift for whom Online Examination has been conducted in last 5 years	15	(1) Maximum number of candidates appeared in single shift of Computer based examination (CBT) completed in FY 2018-19, 2019-2020 and 2020-21: - (i) 25000 – 50000 Candidates = 5 Marks (ii) 50001 – 1,00000	1) Signed copies of Work orders from respective clients. 2) Successful Work Completion Certificate from respective clients.

			Candidates = 10 Marks (iii) 100001 – 150000 and above Candidate = 15 Marks	
3 (C)	Total Number of candidates examined through online exams conducted for various clients in last 5 years along with Experience in conducting the Proctored Examination(count of candidates examined through proctored exams to be mentioned separately)	15	Above 10,00,000 - 15 marks 500001-1000000 –10 marks 300000 -500000 - 5 marks	Signed copies of Work orders from respective clients. Agency to submit details as per appendix1-9.12
3 (D)	No of Questions in single papers set/test batteries (n+1 test batteries will be prepared by selected agency)created for no. of courses/ professional courses	15	Paper sets Above 200 - 15 Marks. Paper sets Above 100 to 200- 10 Marks. Paper sets Above 50 to 100 - 5 Marks. Paper sets Less than 50 – 2 Marks.	Signed copies of Work orders from respective clients. Agency to submit details as per appendix1-9.12
Presentation				
4.	Presentation: - Bidder shall explain their process of conduction of examination online. The process shall be scientific and also include quality and security assurance. Demonstration of existing application.	10	Understanding, Approach and methodology: - 5 marks Proposed solution :5 marks	Copy of Presentation to be submitted and demonstration of existing system(To be presented on day of presentation)
Staff Strength				
5 (A)	Staff Strength: - Team of developers who have experience of developing and managing application for	10	More than 25 professionals= 10 marks More than 20 professionals= 5 marks	Certificate form HR duly signed on letter head of organization.

	conduction of Computer based exams. System analyst,		More than 15 professionals= 2 marks	
5 (B)	Subject Experts and Test battery Writers, Moderators.	5	More than 50 professionals= 5 marks More than 30 professionals= 4 marks More than 20 professionals= 3 marks	Certificate form HR duly signed on letter head of organization.

1. Technical bids would be evaluated based on the aforesaid eligibility criteria.
2. The bidder to be technically qualified must achieve minimum 70 marks in above criteria.
3. The bidder needs to furnish all the supporting/evidence documents for the above listed details

4.3 Commercial Bid Evaluation

- The final score will be calculated through QCBS selection method
- 70 % weightage will be awarded for Technical Evaluation and 30 % weightage will be awarded for Financial Evaluation
- Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points, as per the Scoring Model provided in the previous section
- The commercial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below

Final Evaluation Criteria - Quality and Cost based selection (QCBS)

The individual Bidder's commercial scores (CS) are normalized as per the formula below:

Final Score: $(70\% \times 100 \times \text{ITS}/\text{HTS}) + (30\% \times 100 \times \text{L1}/\text{C})$

Where:

ITS: Individual Technical Score of the bidder qualified in Stage 2

HTS: Highest Technical Score amongst the bidders

C: Cost mentioned in the commercial bid of the bidder

L1: Lowest Cost amongst the bidders

Example: If in response to this RFP, three Bids from Bidders A, B & C are received and the technical scores of them are 75, 80 and 90 marks respectively, all the three bids would be technically suitable (i.e. qualify the Technical Evaluation stage as their technical score are more than 70). Further, if the final quoted price of bidders A, B & C are Rs.120, 100 & 110 respectively.

In the combined evaluation, the process would be as follows to calculate the final score of each bidder:

Bidder A: $100 \times 0.7 \times (75/90) + 100 \times 0.3 \times (100/120) = 83.33$

Bidder B: $100 \times 0.7 \times (80/90) + 100 \times 0.3 \times (100/100) = 92.22$

Bidder C: $100 \times 0.7 \times (90/90) + 100 \times 0.3 \times (100/110) = 97.27$ (Highest Score)

Bidder C would be considered the successful bidder because of obtaining the highest score and would be awarded the contract.

5 INSTRUCTION TO THE BIDDERS

5.1 GENERAL INFORMATION

The bidder is required to read the RFP document and the Addendum(s) if any and would be deemed to be in knowledge of the provisions of both the document and the Addendum(s). No claim of any nature whatsoever shall be entertained in this regard. In case of any conflict between the addendum(s) and the RFP document, the provisions of the RFP document shall prevail for all intents and purposes.

- I. Tenders (non-transferable) would be considered in the prescribed RFP format. Proposals duly filled-in and accompanying all supporting documents shall be submitted on or before the given time after which no RFPs shall be accepted.
- II. The bids shall be opened at the given address in the presence of representatives of the participating bidders, if any as per the bid schedule mentioned below. The Technical Bids of only those bidders who have submitted the EMD shall be considered.

5.2 Schedule of Bidding Process

Sr. No	Topic	Date
1	Start Date of issuance/ sale of RFP	26-03-2021
2	Date and time of Pre-Bid Meeting.	5-04-2021
3	End date of Sale of RFP Document.	08-04-2021
4	Closure of bid Acceptance	12-04-2021. 12 pm (noon)
5	Bid opening date.	12-04-2021 4 pm
5	Opening of Technical Bids	15-04-2021 11 am
6	Date and time of Technical presentation	16-04-2021 11:30 am
7	Date and time of Opening Commercial Bids	22-04-2021
8	Validity of RFP	90 days from Date of Opening of Technical Bids

- 1) Financial and Technical Bids can be revised and resubmitted before the last date of receipt of Bid i.e. **12-04-2021 up to 12.00 pm**. In case of revised bid, the revised bid shall only be considered.
- 2) The bids shall be opened on the scheduled date and time irrespective of presence/absence of representatives of the bidders. RFPs shall be submitted fully in accordance with the requirements of the General Terms and Conditions. Appropriate format prescribed with this document shall be used for filling quotations. Incomplete,

illegible and unsealed bids shall be rejected. Telegraphic bids shall not be accepted and no correspondence shall be made in this regard.

- 3) All offers shall be made in English. Conditional offers and offers qualified by vague and indefinite expressions such as “Subject to immediate acceptance” etc. shall not be considered.
- 4) The price and conditions of the offer shall be valid for at least a period of 90 days from the date of RFP opening. RFP with validity of less than 90 days shall be rejected.
- 5) The bidder shall carefully examine the RFP documents and the technical specifications and fully acquaint themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof.
- 6) Submitted RFP forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, shall be liable for rejection. In case of discrepancy between words and figures noted against any item of the RFP and between unit rates and the total amount, the decision of the competent authority shall be final and binding on the bidders. Total of each item and grand total of whole RFP shall be clearly written. Corrections in the RFP, if unavoidable, shall be made by rewriting with dated initial of the bidder after scoring out of the wrong entries. Clerical and arithmetical mistakes may result in rejection of the RFP.
- 7) Request from the bidder in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the RFP shall not be considered.

5.3 Marking of Bids

The Bidder shall submit the Bids in the format specified in the RFP to **STATE CET CELL** or Seal and send to **8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001** and mark the envelope as **“Technical and Financial Bid for online CET Examination for CET CELL ”**

- 1) The documents accompanying the Bid shall be placed in a separate envelope and marked as “Enclosures of the Bid”. The documents shall include:
 - Bid Security (Earnest Money);
 - Supporting documents; and
- 2) The financial bid, technical bid and Bid Security plus Supporting documents shall be placed in three different envelopes and all the three envelopes shall be placed in an outer envelope, which shall be sealed. Each of the three envelopes shall clearly bear the following identification: “Financial Bid”, “Technical Bid” and “Bid Security and Supporting Documents” and shall clearly indicate the name and address of the Bidder. In addition, the Bid Due Date shall be indicated on the right hand top corner of each of the envelopes.
 - 1) Emails/Envelopes shall be addressed to so as to reach CET CELL latest by **12-04-2021 by noon 12 pm.**
 - 2) If the envelopes are not sealed and marked as instructed above, the Institute assumes no responsibility for the misplacement of the contents of the Bid submitted.
 - 3) While RFPs are under consideration, bidders and their representatives or other interested parties, are advised to refrain from contacting by any means CET CELL personnel or representatives, on matters relating to the RFPs under study. CET CELL, Mumbai if necessary shall obtain clarification on RFPs by

requesting such information from any or all the bidders either in writing or through personal contact as may be necessary. The bidder shall not be permitted to change the substance of his offer after 09-04-2021. 12 pm (noon). Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present RFP and the bidder may be liable to be debarred from bidding for CET CELL RFPs in future for a period of two years. CET CELL, Mumbai reserves all rights to cancel the RFP without assigning any reason thereof and no correspondence shall be entertained in this regard.

- 4) The proposal shall be submitted in English Language and prices quoted in INR.
- 5) Bidder shall sign all pages of RFP.
- 6) In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- 7) Any attempt to influence direct or indirect on the part of the RFP with the authority to whom he has submitted the RFP or authority who is competent finally to accept it after he has submitted his RFP or any endeavor to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular RFP shall render the RFP liable to be excluded from consideration.

5.4 Amendments to RFP

- 1) Any Addendum thus issued shall be notified only on the website for information to all the Bidders and no other means of communications shall be used by CET CELL.
- 2) In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Board may, at its own discretion, extend the Bid Due Date.

5.5 Pre Bid Meeting

1. Pre-Bid meeting of the Bidders may be convened at the designated date. The time and place shall be notified on the Institute's website. A maximum of two representatives of each Bidder shall be allowed to participate in the meeting.
2. During the course of Pre-Bid meeting, the Bidders shall be free to seek clarifications and make suggestions for consideration of CET CELL. The Institute shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

5.6 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its bid and the Institute shall in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.

5.7 Right to Terminate the Process

1. Purchaser may terminate the RFP process at any time and without assigning any reason. Purchaser makes no commitments, express or implied, that this process will result in a business transaction with anyone.
2. This RFP does not constitute an offer by the Purchaser. The Bidder's participation in this process may result in Purchaser selecting the Bidder to engage towards execution of the subsequent contract.

5.8 Bidder's Authorized Signatory

A Proposal should be accompanied by an appropriate board resolution or power of attorney (Please refer annexures) in the name of an authorized signatory of the Bidder stating that he is authorized to execute documents and to undertake any activity associated with the Bidder's Proposal. Furthermore, the bid must also be submitted online after being digitally signed by an authorized representative of the bidding entity.

5.9 Proposal validity

Technical and Financial Proposals shall remain valid for a period of 90 days from the date specified for opening of Technical Bid. CET CELL shall reject the Proposal as being non-responsive if it is valid for a shorter period. In exceptional circumstances, prior to expiry of the original Proposal validity period, CET CELL may extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing to or by email on the listed contact information of the Bidders. In such cases, the Bidders shall not be required or permitted to modify the Proposal, but shall be required to extend the validity of the Proposal for the extension period.

5.10 Earnest Money Deposit (EMD)

- 1) The bidder shall furnish, as part of its general bid, an EMD of amount 1, 00, 00,000/- (on crore rupees only). The EMD shall be in the form of **DD** from any Scheduled Commercial Bank located in India, drawn in favor of **COMMISSIONER STATE CET CELL MS MUMBAI**. Having PAN number-**AAAJC0933A**-Any bid, not containing the EMD shall be rejected as invalid. Unsuccessful bidder's EMD shall be discharged / returned as promptly as possible without interest.
- 2) EMD shall be forfeited in the event of any erosion, refusal and / or delay on the part of bidder to sign and / or execute the Agreement on acceptance of his tender. EMD shall be forfeited in case the bidder fails to commence the work awarded to him within the prescribed time limit

5.11 Performance Bank Guarantee

On receipt of a letter of intent from the Purchaser, the successful Bidder will furnish a bank guarantee, by way of performance security, equivalent to 3 per cent of the total contract value, on or before the signing of the subsequent contract, within 15 days from notification of award.

In case the successful Bidder fails to submit Performance Guarantee within the time stipulated, the Purchaser may at its sole discretion cancel the letter of intent without giving any notice and encash the EMD furnished by the Bidder, in addition to any other right available to it under this RFP.

The Performance Guarantee furnished by the successful Bidder shall be in the manner prescribed in Appendix III. The successful Bidder shall ensure, the Performance Guarantee is valid at all times during the Term of the subsequent contract (including any renewal) and for a period of 90 days beyond all contractual obligations, including warranty terms.

The Purchaser may invoke the Performance Guarantee in the event of a material breach by the successful Bidder leading to termination for material breach.

5.12 BID OPENING

Bids shall be opened as per schedule specified above. Bidders may send their authorized representative/s to attend the opening of the bids. In case bidder sends his/her representative/s, it shall be accompanied by authority letter as specified in Annexure 3. Only those persons shall be allowed to attend who have authority letters. The Technical Bid shall be opened on 15-04-2021, 11 am at **State CET Cell 8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001** in the presence of those tenderer(s) who wish to be present. No separate communication shall be sent in this regard. In the event of due date being a closed holiday or declared Holiday for Central Government offices, the due date for opening of the bids shall be the following working day at the appointed date, time & venue. CET CELL shall open the financial bids of only those bidders, who have been found to be eligible and technically qualified. Technical evaluation shall be done by CET CELL and shall include the compliance of eligibility criteria as per the terms and conditions of the RFP. No discussion /interaction shall be held with the bidders or their representatives whose bids have been rejected / disqualified. CET CELL reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever. CET CELL shall evaluate the Technical Bids and Financial bids. The decisions of the CET CELL in the evaluation of the bids shall be final. No correspondence shall be entertained outside the process of negotiation / discussion with the CET CELL.

At the date, time and location of the bid opening as specified in the RFP, CET CELL constituted for the purpose shall open the Proposals, in the presence of Bidders' designated representatives who choose to attend. The Bidders' representatives who are present shall sign a register evidencing their attendance. The Bidders' names, and any such other details as the CET CELL may consider appropriate, shall be announced by the CET CELL at **State CET Cell 8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001** on the day of the bid opening. CET CELL reserves the right at any time to postpone or cancel a scheduled bid opening. The bids shall be opened at the address specified in RFP.

5.13 LANGUAGE OF BID AND CORRESPONDENCE

The Bid shall be prepared by the Bidder in English language only. All the documents relating to the Bid (including brochures) supplied by the Bidder shall also be in English, and the correspondence between the Bidder & CET CELL shall be in English language only.

5.14 BID CURRENCIES

Prices shall be quoted in INDIAN RUPEES, inclusive of all prevailing taxes.

6 Compliance with e-Gov. Standards

6.1 Single-Sign On

The application should enable single-sign-on so that any user once authenticated and authorized by system is not

required to be re-authorized for completing any of the services in the same session. For employees of CET CELL, the browser-based application accessed on the intranet, through single-sign-on mechanism, will provide access to all the services of CET CELL concerned (based on their roles and responsibilities), Help module, basic and advanced reporting etc. Similarly, for external users, based on their profile and registration, the system shall enable single sign on facility to apply for various services, make payments, submit queries / complaints and check status of their applications.

6.2 Interoperability Standards

Keeping in view the evolving needs of interoperability, especially the possibility that the solution shall become the focal point of delivery of services, and may also involve cross functionality with the e- Government projects of other departments / businesses in future, the solution should be built on Open Standards. Some of the states already have other applications deployed and running for delivering services to citizens. The SI shall ensure that the application developed is easily integrated with the existing applications. Every care shall be taken to ensure that the code does not build a dependency on any proprietary software, particularly, through the use of proprietary 'stored procedures' belonging to a specific database product.

6.3 Scalability

One of the fundamental requirements of the proposed application is its scalability. The architecture should be proven to be scalable (cater to increasing load of internal and external users and their transactions) and capable of delivering high performance for at least five years from the date of deployment. In this context, it is required that the application and deployment architecture should provide for Scale-Up and Scale out on the Application and Web Servers, Database Servers and all other solution components. For pilot states, the scalability is very important, and this aspect should be thoroughly tested before state wide roll out.

6.4 Security

The systems implemented for project should be highly secure, considering that it is intended to handle sensitive data relating to the citizens of the state. The overarching security considerations are described below.

- 1) The security services used to protect the solution shall include: Identification, Authentication, Access Control, Administration and Audit and support for industry standard protocols.
- 2) The solution shall support advanced user authentication mechanisms including digital certificates and biometric authentication.
- 3) Security design should provide for a well-designed identity management system, security of physical and digital assets, data and network security, backup and recovery and disaster recovery system.
- 4) The solution should provide for maintaining an audit trail of all the transactions and should also ensure the non-repudiation of audit trail without impacting the overall performance of the system.
- 5) The overarching requirement is the need to comply with ISO 27001 standards of security.
- 6) The application design and development should comply with Open Web Application Security Project [OWASP] top 10 principles.

6.5 High Level Design (HLD)

Once the SRS are approved, the SI shall complete the High-Level Designing and all HLD documents of all the functionalities, integration with existing application and external application. The SI shall prepare the HLD and have it reviewed and approved by CET CELL.

6.6 Detailed (Low Level) Design (LLD)

The LLD shall interpret the approved HLD to help application development and shall include detailed service descriptions and specifications, application logic (including “pseudo code”) and UI design (screen design and navigation). The preparation of test cases will also be completed during this stage. The SI shall have the design documents reviewed and approved by the Purchaser.

7 Evaluation and Selection Criteria

CET CELL for the purpose shall carry out a detailed evaluation of the Proposals as per section 4 of RFP in order to determine whether the technical aspects are in accordance with the requirements set forth in the Document. In order to reach such a determination, the CET CELL shall examine and compare the technical aspects and thoroughness of the proposals on the basis of information provided by the bidder, taking into account the following factors:-

- Overall completeness and compliance with the requirement.
- Proposed work-plan and methodology shall demonstrate that the bidder shall achieve the performance standards within the time frame described in RFP documents.
- Any other relevant factors, listed in RFP document, or which CET CELL deems necessary or prudent to take into consideration.

7.1 Disqualification or rejection of RFP

The RFP may be liable to be rejected or the bidder be disqualified at any stage on account of the following and the decision of the CET CELL in this regard shall be final. If the bid or its submission is not in conformity with the instruction mentioned herein if.

- The bid is not accompanied by the requisite EMD.
- It is not signed with seal, on all the pages of the bid document.
- It is received after the expiry of due date and time.
- It is incomplete and required documents are not furnished.
- It is misleading or false statements/ representations are made as part of requirements found to have a record of poor performance such as having abandoned work, having been inordinately delayed completion and having faced commercial failures etc.
- In case of over writings/cuttings in the bid, if the same is not authenticated with signatures not accompanied by audited financials.
- Any other item not complied in the RFP document

7.2 Bidder's Authorized Signatory

A Proposal should be accompanied by an appropriate board resolution or power of attorney (Please refer annexure 1-point number 9.4) in the name of an authorized signatory of the Bidder stating that he is authorized to execute documents and to undertake any activity associated with the Bidder's Proposal. Furthermore, the bid must also be submitted online after being digitally signed by an authorized representative of the bidding entity.

7.3 Forfeiture of EMD (bid security)

EMD submitted by the bidder may be forfeited under the following conditions if:

- The bid or its submission is not in conformity with the instruction mentioned herein.
- The bidder withdraws the RFP before the expiry of the validity period.
- The bidder violates any of the provisions of the terms and conditions of the RFP.

In the case if a successful bidder fails to accept award of work, sign the Contract Agreement with CET CELL, after acceptance of communication on placement of award, furnish performance security, or the bidder violates any of such important conditions of this RFP document or indulges in any such activities as would jeopardize the interest of CET CELL.

The decision of CET CELL regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances.

A default in such a case may involve black-listing of the bidder by CET CELL.

8 AWARD OF WORK

8.1 Right to Accept Any Proposal and to Reject Any or All Proposal(s)

The Purchaser reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of the 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 Purchaser's action.

8.2 NOTIFICATION OF AWARD

Prior to the expiry of the period of Bid validity, CET CELL, shall notify the successful Bidder in writing by speed post or Fax or email that its Bid has been accepted. The liability of the bidder to perform the services shall commence from the date of notification of Award. The Completion Period shall be counted from the date of 'Notification of Award of Work'.

8.3 SIGNING OF CONTRACT

Within 10 (Ten) days of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to the CET CELL. Any incidental expenses on execution of agreement shall be borne by the successful Bidder a Service Level Agreement (SLA) shall be signed with the bidder at the time of awarding the contract.

8.4 Corrupt or fraudulent practices or conflict of interest

The Council requires that the bidders under this RFP observe the highest standards of ethics during the bidding and execution of the contract. In pursuance of this policy, the CET CELL defines the terms set forth as follows: -

- a) “corrupt practice” means
 - i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of CET CELL who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Award of Work or has dealt with matters concerning the Service Level Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the CET CELL, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or
 - ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the Award of Work or after the execution of the Service Level Agreement, as the case may be, any person in respect of any matter relating to the work or the Award of Work or the Service Level Agreement, who at any time has been or is a legal, financial or technical adviser of CET CELL in relation to any matter concerning the work;
- b) “fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- c) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- d) “undesirable practice” means
 - i) establishing contact with any person connected with or employed or engaged by CET CELL with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or
 - ii) having a Conflict of Interest; and
- e) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.
- f) “Conflict of Interest” means without limiting the generality of the word, a Bidder shall be considered to have a Conflict of Interest that affects the Bidding Process, if:
 - i) such Bidder (or any constituent thereof) have common controlling shareholders or other ownership interest, or
 - ii) a constituent of such Bidder is also a constituent of another Bidder; or
 - iii) such Bidder receives or has received any direct or indirect subsidy from any other Bidder, or has provided any such subsidy to any other Bidder; or
 - iv) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
 - v) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other’s information about, or to influence the Bid of either or

each of the other Bidder; or

- vi) Such Bidder has participated as a consultant to CET CELL in the preparation of any documents, design or technical specifications of the proposal. The CET CELL shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices or conflict of interest in competing for the contract in question. The CET CELL, shall declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract. The firm bidding shall not be involved in activities in the last 5 years or shall be involved post 5 years from the effective date of this agreement that arise conflict of interest situations such as coaching students for actuarial Examinations.

8.5 Termination for default

CET CELL, may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security) by written notice of default sent to the bidder, terminate the work / task in whole or in part, after sending a notice to the bidder in this regard: If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the RFP Document in Appendix 2. If the bidder fails to perform any other obligations under the terms and conditions.

8.6 Progress of the project

Progress of the Project may be intimated in writing to Head – Operations, CET CELL, on at least once in fifteen days. CET CELL shall review the progress and further extension of contract shall be subject to satisfactory performance in previous work.

8.7 PENALTY

If the organization fails to conduct the examination in the prescribed manner, CET CELL reserves the right to charge penalty and the maximum amount of penalty shall not exceed 10% of the tendered value of work.

8.8 CONFIDENTIALITY

Any information pertaining to CET CELL or any other agency involved in the project, matters concerning CET CELL that comes to the knowledge of the bidder in connection with this contract, shall be deemed to be confidential and the contractor shall be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The bidder shall ensure due secrecy of information and data not intended for public distribution. The affidavit to this effect shall be submitted along with security deposit.

8.9 FORCE MAJEURE

This clause shall mean and be limited to the following in the execution of the contract of War / hostilities

- i) Riot or civil commotion
- ii) Earth Quake, Flood, Tempest, Lightning or other natural physical disaster
- iii) Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the consultant, which prevent or delay the execution of the order by the consultant
- iv) The Agency shall inform CET CELL, in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, CET CELL, reserves the right to cancel the contract without any obligation to compensate the bidder in any manner for whatsoever reason, subject to the provision of clause mentioned.

8.10 Arbitration

1. The Bidder and CET CELL, Government of Maharashtra shall endeavor their best to amicably settle, by direct negotiation, all disputes arising out of or in connection with the Contract.
2. Any dispute or difference whatsoever arising between the parties to the Contract out of or relating to the meaning, scope, operation or effect of the Agreement or the validity of the breach thereof, which cannot be resolved through mutual negotiations, shall be referred to Principal Secretary , Higher ant Technical Education.
3. In case the dispute or difference is not resolved then it will be taken to Principal Secretary, Higher and technical education, Maharashtra.
4. In case any dispute does not settle through above process then the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration. Arbitration shall be held in Mumbai and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the third to be appointed by the two arbitrators.
5. The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document.
6. Each party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the parties unless the award otherwise provides. The selected bidder shall not be entitled to suspend the service/s or the completion of the job, pending resolution of any dispute between the parties and shall continue to render the service/s in accordance with the provisions of the Contract notwithstanding the existence of any dispute between the parties or the subsistence of any arbitration or other proceedings.

8.11 Legal jurisdiction

All legal disputes are subject to the jurisdiction of Mumbai courts only.

8.12 Completeness of RFP offer

The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the RFP Documents. Failure to furnish all information required by the RFP documents or submission of a RFP offer not substantially responsive in every respect to the RFP documents shall be at the Bidder 's risk and may result in rejection of its RFP offer. The RFP offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the RFP document is not given therein, or if particulars asked for in the Forms / Proforma in the RFP are not fully furnished.

8.13 Payment Terms/Milestones:-

8.13.1 Preparation and Submission of Invoice

- 1) The SI shall prepare and submit the invoice to the Government Authority, as per the contract. The invoice should include all the supporting documents including necessary proofs of the work undertaken.
- 2) The invoice should also clearly mention the bank account details of the SI for electronic release of payment using RTGS, NEFT, etc.
- 3) No invoice for extra work/change order on account of a change will be submitted by the SI unless the said extra work/change order has been authorized/approved by the Authority in writing.

8.13.2 Payment Amount

All payments agreed to be made by Government Authority to the SI in accordance with the Contract shall be inclusive of all levies, duties, taxes and other charges whenever levied/ applicable including costs of maintenance, if any, and Government Authority shall not be liable to pay any other charges/ levies under or in relation to this Contract and/ or the Services. All payments to be made to the SI shall be made after deduction of liquidated damages, etc.

Payment made by the Government Authority = Invoice Amount – Liquidated damages (if any) – Income Tax and Other Tax Deducted at Source (TDS)-any other taxes.

Note 1: All Payments shall be made in Indian Rupees Only and shall be subject to relevant provisions of this RFP.

Note 2: Payments shall be subject to deductions of any amount for which the Bidder is liable under the RFP conditions. Further, all payments shall be made subject to deduction of TDS (Tax Deducted at Source) as per the applicable Tax regime

8.13.3 Payment Milestones

Payments will be release post conduction of each exams in the below schedule.

Sr. No.	Milestone	Expected Time	Payment
1	Post examination	As per schedule	70%
2	Post publishing result	As per schedule	20%
3	Submission of data and reconciliation of payments	As per schedule	10%

8.13.4 Invoice Processing

- The Government Authority shall make payments to the SI subject to fulfilment of SI's obligations and submission of invoices by the SI.
- All efforts to release the payment, if applicable, within 60 working days of acceptance of submitted valid invoice(s) subject to the condition that invoice(s) and all supporting documents produced are in order and work is performed to the satisfaction of the Authority.

9 Appendix 1 Proforma and submission formats.

9.1 Acceptance of terms and conditions contained in the RFP document

To,
Commissioner,
State CET Cell,
8th Floor, New Excelsior Building,
A. K. Nayak Marg, Fort, Mumbai- 400 001

Dear Sir,

I have gone through the terms and conditions contained in the RFP Document.

I declare that all the provisions of this RFP document are acceptable to my Company. I further certify that I am an authorized signatory of my company, and am, therefore, competent to make this declaration.

Signature of witness

Signature of Bidder

Date:

Date:

Place:

Place:

Company Seal

9.2 Details of the organization

<<On Bidder's Letter Head>>

#	Description	Details (to be filled by the Sole Bidder or Lead Bidder)
1.	Name of the company	
2.	Official address	
3.	Phone No. And Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. And Fax No.	
6.	Web Site Address	
7.	Details of Company's Registration (Please enclose copy of the company registration document)	
8.	Name of Registration Authority	
9.	Registration Number and Year of Registration	
10.	ISO/CMMi certifications and its validity	
11.	GST Registration No.	
12.	Permanent Account Number (PAN)	
13.	Company's Revenue for last 3 years (Year wise)	
14.	Company's net worth for the last year	
15.	Stake in Consortium (in %)	

Please submit the relevant proofs for all the details mentioned above along with your bid response.

Contact Details of officials for future correspondence regarding the bid process:

Details	Authorized Signatory	Secondary Contact
Name		
Title		
Company Address		
Phone		
Mobile		
Fax		
E-mail		

Company Seal

9.3 Format for Power of Attorney to Authorize Signatory

POWER OF ATTORNEY

[To be executed on non-judicial stamp paper of Rs. 100 in accordance with relevant Stamp Act. The stamp paper to be in the name of the company who is issuing the power of attorney]

We, M/s. _____ (name of the firm or company with address of the registered office) hereby constitute, appoint and authorize Mr. or Ms. _____ (Name and residential address) who is presently employed with us and holding the position of _____, as our Attorney to do in our name and our behalf all or any of the acts, deeds or things necessary or incidental to our RFP for Onboarding of Agency for Conduction of COMMON ENTRANCE TEST (CET) for STATE CET CELL, Government of Maharashtra, including signing and submission of the RFP response, participating in the meetings, responding to queries, submission of information or documents and generally to represent us in all the dealings with Client or any other Government Agency or any person, in connection with the works until culmination of the process of bidding till the Agreement is entered into with Commissioner, State CET Cell and thereafter till the expiry of the Project Agreement.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

Dated this the _____ day of _____ 2021

(Signature and Name of authorized signatory)

(Signature and Name in block letters of all the remaining partners of the firm Signatory for the Company)

Seal of firm Company

Witness 1:

Witness 2:

Note : *The Mode of execution of the power of attorney should be in accordance with the procedure, if any laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*

Company Seal

9.4 Bidder's Overall Annual Turnover

<<To be printed on Lead Bidder Company's Letterhead and signed by Authorized Signatory>>

Date: DD/MM/YYYY

To

Commissioner

State CET Cell

Excelsior Theater Building, AK Nayak Marg,

Fort, Mumbai, Maharashtra 400001

Subject: Onboarding of Agency for Conduction of COMMON ENTRANCE TEST (CET) for STATE CET CELL, Government of Maharashtra.

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document for "Onboarding of Agency for Conduction of COMMON ENTRANCE TEST (CET) for STATE CET CELL, Government of Maharashtra.". I hereby declare that below are the details regarding Overall Turnover for our organization for last 3 financial years.

Details	FY 2018-19 (in INR Crores) (i)	FY 2019-20 (in INR Crores) (ii)	FY 2020-21 (in INR Crores) (iii)	Average Turnover [(i)+(ii)+(iii)/3]
Overall Annual Turnover - Lead Bidder				

Contact details of officials for future correspondence regarding the bid process:

Details	Authorized Signatory	Secondary Contact
Name		
Title		
Company Address		
Mobile		
Fax		

I further certify that I am competent officer in my company to make this declaration.

Yours sincerely,

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone & Fax :

Email Address :

9.5 Auditor's Certificate for Turnover of Bidder from IT/ITES Business

Date: DD/MM/YYYY

To
Commissioner
State CET Cell
Excelsior Theater Building, AK Nayak Marg,
Fort, Mumbai, Maharashtra 400001

Subject: Onboarding of Agency for Conduction of COMMON ENTRANCE TEST (CET) for STATE CET CELL, Government of Maharashtra

Dear Sir,

This is to certify that the Annual Turnover from IT/ITeS business as per books and records of _____ for the following financial years are as under.

NOTE: To be filled for the lead bidder and each consortium member.

Sr.	Financial Year Ending	Annual Turnover (in INR Crores)
1.	31 March 2018	
2.	31 March 2019	
3.	31 March 2020	
Average Turnover		

I further certify that I am competent officer in my company to make this declaration.

Yours sincerely,

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone & Fax :

E-mail Address :

9.6 Auditor's Certificate for Net worth of Bidder

Date: DD/MM/YYYY

To

Commissioner

State CET Cell

Excelsior Theater Building, AK Nayak Marg,

Fort, Mumbai, Maharashtra 400001

Subject: Onboarding of Agency for Conduction of COMMON ENTRANCE TEST (CET) for STATE CET CELL, Government of Maharashtra

Dear Sir,

This is to certify that the Net Worth as per books and records of _____ for the following financial years are as under.

NOTE: To be filled for the lead bidder and each consortium member.

Sr.	Financial Year Ending	Net Worth (in INR Crores)
4.	31 March 2018	
5.	31 March 2019	
6.	31 March 2020	
Average Turnover		

I further certify that I am competent officer in my company to make this declaration.

Yours sincerely,

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone & Fax :

E-mail Address :

9.7 Format for Bank Guarantee for Earnest Money Deposit

To
Commissioner
State CET Cell
Excelsior Theater Building, AK Nayak Marg,
Fort, Mumbai, Maharashtra 400001

Whereas <<Name of the bidder>> (hereinafter called 'the Master System Integrator') has submitted the bid for Submission of RFP <<RFP Number>> dated <<Date>> for <<Name of the assignment>> (hereinafter called "the Bid") to <<Purchaser>>.

Know all Men by these presents that we <<... >> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the << Purchaser >> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>.

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - (a) Withdraws his participation from the bid during the period of validity of bid document; or
 - (b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)
- II. This Bank Guarantee shall be valid up to <<insert date>>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:-

9.8 Format for Declaration by the Bidder for not being Blacklisted / Debarred

<<On Bidder's Letter Head>>

To
Commissioner
State CET Cell
Excelsior Theater Building, AK Nayak Marg,
Fort, Mumbai, Maharashtra 400001

DECLARATION CUM-INDEMNITY BOND

Date: dd/mm/yyyy

I, _____ of _____, do hereby declared and undertake as under.

- 1) I declared that I have submitted certificates as required to Commissioner, State CET Cell at the time of registration of my firm / company _____ and there is no change in the contents of the certificates that are submitted at the time of registration.
- 2) I declared that I _____ in capacity as Manager / Director / Partners / Proprietors of _____ has not been charged with any prohibitory and /or penal action such as demotion, suspension, black listing / de-registration or any other action under the law by any Government and / or Semi Government and/ or Government Undertaking.
- 3) I declared that, I have perused and examined the tender document including addendum, condition of contract, specification, drawings, bill of quantity etc. Forming part of tender and accordingly, I submit my offer to execute the work as per tender documents at the rates quoted by me in capacity as _____ of _____.
- 4) I further declared that if, I am allotted the work and I failed to carry out the allotted work in accordance with the terms and conditions and within the time prescribed and specified, State CET Cell is entitled to carry out the work allotted to me by any other means at my risk and cost, at any stage of the contract.
- 5) I also declared that I will not claim any charge / damages / compensation for non-availability of site for the contract work at any time.
- 6) I Indemnify Commissioner and the other officers of State CET Cell or their agents for any Damages, Loss, or Injury, any legal suit, proceeding or legal action whatsoever that may be caused at any time by me or any other staff of _____ company, for the work undertaken and all such damage, damages, injury or loss, legal suit, legal action, I shall be solely responsible in individual as well as official capacity and such loss, damages, injury shall be made good and/ or as the case may be shall be paid immediately by me / Company to the satisfaction of the State Cell.

Dated _____ day of _____, 2021

Signature of Authorized Signatory (with official seal)

Name :
Designation :
Address :
Telephone and Fax :
E-mail address :

9.9 Declaration of financial and administrative details

Company Name and Address:

Name:

Address:

City:

District:

State:

Pin:

Telephone:

Cell:

Fax:

E-mail:

Copies of Audited Balance Sheets for the financial year, 2016-17, 2017-2018, 2018- 19 & 2019-20 are attached

Copies of experience and client's report in the similar work as desired in the RFP document.

Signature of witness

Signature of Bidder

Date:

Date:

Place:

Place:

Company Seal

9.10 Technical Proposal Cover Letter

<<On Bidder's Letter Head>>

Date: dd/mm/yyyy

To

Commissioner

State CET Cell

Excelsior Theater Building, AK Nayak Marg,

Fort, Mumbai, Maharashtra 400001

Sub: Submission of Technical Proposal for Selection of a System Integrator for design, development, maintenance and operations of CET, CAP and ARA processes of Maharashtra State CET Cell

Ref: RFP No:<No> for Selection of a System Integrator for design, development, maintenance and operations of CET, CAP and ARA processes of Maharashtra State CET Cell dated <DD/MM/YYYY>

Dear Sir,

We, the undersigned, offer to provide systems implementation solutions to STATE CET CELL on design, development, implementation and maintenance of an end to end Online Solution with your Request for Proposal dated <insert date> and our Proposal.

We hereby declare that all the information and statements made in this technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in the contract agreement.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 90 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone & Fax :

E-mail Address :

9.11 Experience of implementing similar projects in last 5 (five) financial years

<To be provided each project separately on Bidder's Letter head>

Name of the Project	
General Information	
Client for which the project was executed	
Name of the client contact person(s)	
Designation of client contact person(s)	
Contact details of the client contact person(s)	
Project Details	
Description of the project	
Scope of work of the Bidder	
Deliverables of the Bidder	
Technologies used	
Current Status of the project	
Other Details	
Total cost of the project	
Total cost of the services provided by the Bidder	
Duration of the project (number of months, start date, completion date, current status)	
Other Relevant Information	
Mandatory Supporting Documents - Work order / Purchase order / Contract for the project	

Note: The Bidder is required to use above format for all the projects referenced by the Bidder for the pre-qualification criteria evaluation.

Signature of witness

Signature of Bidder

Date:

Date:

Place:

Place:

Company Seal

9.12 Other Relevant Experience

Total number of candidates examined Online:-

Sr. No	Name of Examination	Name of Department/ Organization and state	Year	Count of Candidates	Number of shift	Number of Centres in Maharashtra	Number of centre all India basis

Preparing Question bank:-

Sr. No	Name of Examination	Name of Department/ Organization and state	Year	Count of Candidates	Number of Paper sets/Test batteries created

9.13 Proposed Work Plan

Activity-wise Timelines							
S. No.	Item of Activity	Week wise Program					
		1	2	3	4	5	..
	Project Plan						
1	Activity 1						
1.1	Sub-Activity 1						
1.2	Sub-Activity 2						
2							
2.1							
2.2							
3							
3.1							
4							

Note:

- The above activity chart is just for the purpose of illustration
- Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Purchaser approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- Duration of activities shall be indicated in the form of a bar chart.

9.14 Team Composition

Name of Staff	Qualification and Experience	Area of Expertise	Position Assigned

9.15 Deployment of Personnel

S. No.	Name of Staff	Staff Input in Months							Total Staff man-months proposed
1		1	2	3	4	5	6	n	
2									
3									
4									
5									
N									
		Total							

9.16 Deviations

<Date>
<Mumbai>

To,
Commissioner
State CET Cell
8th Floor, New Excelsior Building,
A. K. Nayak Marg, Fort, Mumbai- 400 001

Subject: Deviation in RFP for Selection of a system integrator for design, development, implementation and maintenance of an end to end online solution for CET, CAP and ARA

Dear Sir,

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations and deviations, all of which have been detailed out exhaustively in the following statement, irrespective of whatever has been stated to the contrary anywhere else in our bid.

Further we agree that additional conditions, if any, found in the Tender documents, other than those stated in deviation schedule, shall not be given effect to.

A - On the Terms of Reference

Suggest and justify here any modifications or improvement to the Scope of Work you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point and incorporated in your Proposal.

S. No	Deviation	Material	Non-Material	Impacted Deliverable(s)	Impacted Timeline(s)	Financial Impact

B – Any other areas

S. No.	Deviation	Material	Non-Material	Impacted Deliverable(s)	Impacted Timeline(s)	Financial Impact

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Name of

Firm:

Address:

10 APPENDIX 2:- Financial Proposal

10.1 Commercial Bid Covering Letter

<Date>

<Location>

To,
The Commissioner
State CET Cell
8th Floor, New Excelsior Building,
A. K. Nayak Marg, Fort, Mumbai- 400 001

Subject: Onboarding of Agency for Conduction of COMMON ENTRANCE TEST (CET) for STATE CET CELL, Government of Maharashtra.

Dear Sir,

We, the undersigned, offer to provide services for Onboarding of Agency for Conduction of COMMON ENTRANCE TEST (CET) for STATE CET CELL, Government of Maharashtra in accordance with your Request for Proposal dated <<Date>> and our Proposal (Technical and Financial). Our attached Financial Proposal is for the sum of INR. This amount is inclusive of the local taxes.

1. PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of <days> calendar days from the date of opening of the Bid.

We hereby confirm that our prices include all taxes. However, all the taxes are quoted separately under relevant sections. Any miscalculation of taxes would be on our own account.

We understand that the actual payment would be made as per the existing indirect tax rates during the time of payment.

2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

4. QUALIFYING DATA

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

5. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the Scope of Work of the RFP. These prices are indicated in Commercial Bid attached with our Tender as part of the Tender.

6. PERFORMANCE BANK GUARANTEE

We hereby declare that in case the contract is awarded .to us, we shall submit the Performance Bank Guarantee as specified in this RFP document.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

10.2 Financial Proposal

Sl. No.	Particulars	Rates in words	Rate in Figures
1	Rates per candidate (inclusive of all taxes)	Rs.....	

Note:-

The above said rates shall be inclusive of all type of expenses in conduction of examination.

APPENDIX 3:- List of courses.

Sr. No	Course Name	Excepted Candidates Appearing based on A.Y 2020 Data	Syllabus
Higher Education			
1	LLB 3 Yrs.	55,239	Annexure A
2	LLB 5 Yrs. (Integrated)	27,902	Annexure B
3	B. P. Ed	8,271	Annexure C
4	M. P. Ed	2,181	Annexure D
5	B. Ed & B. Ed (ELCT)	72,084	Annexure E
6	B.A B.Ed./B.Sc. B.Ed.	3,608	Annexure F
7	B.Ed.-M.Ed.	2,333	Annexure G
8	M.Ed.	2,839	Annexure H
Medical Education			
1	PGP / PGO / M.Sc. SLP / M. Sc (Audio) / M. Sc. P & O	603	Annexure I
<u>Fine Art Education</u>			
1	MH-AAC	2423	Annexure J
<u>Technical Education</u>			
1	MBA/MMS	110631	Annexure K
2	BHMCT	1108	Annexure L
3	MHMCT	23	Annexure M
4	M. Arch	967	Annexure N
5	MCA	15366	Annexure O
6	MHTCET	542905	Annexure P

APPENDIX 4:- Course wise Syllabus.

Annexure A

Syllabus and Marking Scheme for LL.B. 3 Yrs. CET.

Sr. No.	Sections	No. of Questions	Marks per Question	Total Marks
1	Legal Aptitude and Legal Reasoning	30	1	30
2	General Knowledge and Current Affairs	40	1	40
3	Logical and Analytical Reasoning	30	1	30
4	English	50	1	50
	Total	150		150

Contents of the Syllabus:

1. Legal Aptitude and Legal Reasoning:

This subject will test candidate's interest towards the study of Law, Legal aptitude and problem solving ability. Questions will be framed with the help of legal prepositions and a set of facts to which the said prepositions have to be applied. Some prepositions may not be true in the real sense. Candidates will have to assume truth of these prepositions and answer the questions drawing well supported conclusions.

2. General Knowledge with Current Affairs:

The topics such as History (Ancient, Medieval and Modern), Geography, General Science, Economics, Civics and the Current Affairs of the past One Year. The subject is to assess the knowledge of the recent happening and awareness of the World.

3. Logical and Analytical Reasoning:

The subject is to test the candidate's ability to identify patterns, logical links and rectify illogical arguments. It will include wide analogies, completing arguments, drawing well supported conclusions, reasoning by analogy, applying principles or rules. Further the subject is to measure the ability to understand the structure, relationship and to draw logical conclusions about the structures. It includes reasoning deductively from the set of statements and rules or principles that describes the relationship among persons, things or events.

4. English:

This section will consist the questions on the areas like Vocabulary (Synonyms, Antonyms, analogies etc.) Proficiency (Idioms and Phrases, One word Substitution, Sentence Improvement and rearrangement, fill in the Blanks etc.) English Usage Errors (Common errors, Spotting errors, inappropriate usage of words, spelling mistakes etc.) English Comprehension with minimum two passages followed by Five to Ten questions that test reading and reasoning abilities.

- The Questions will be Objective Multiple Choice Questions with Four Options.
- There is No Negative Marking.
- The time allotted is 2 Hours i.e. One Hundred and Twenty Minutes.
- The Questions will be in English and Marathi.

Annexure B

Syllabus and Marking Scheme for LL.B. 5 Yrs. CET

Sr. No.	Sections	No. of Questions	Marks per Question	Total Marks
1	Legal Aptitude and Legal Reasoning	40	1	40
2	General Knowledge and Current Affairs	30	1	30
3	Logical and Analytical Reasoning	40	1	40
4	English	30	1	30
5	Basic Mathematics	10	1	10
	Total	150		150

Contents of the Syllabus:

1. Legal Aptitude and Legal Reasoning:

This subject will test candidate's interest towards the study of Law, Legal aptitude and problem solving ability. Questions will be framed with the help of legal prepositions and a set of facts to which the said prepositions have to be applied. Some prepositions may not be true in the real sense. Candidates will have to assume truth of these prepositions and answer the questions drawing well supported conclusions.

2. General Knowledge with Current Affairs:

The topics such as History (Ancient, Medieval and Modern), Geography, General Science, Economics, Civics and the Current Affairs of the past One Year. The subject is to assess the knowledge of the recent happening and awareness of the World.

3. Logical and Analytical Reasoning:

The subject is to test the candidate's ability to identify patterns, logical links and rectify illogical arguments. It will include wide analogies, completing arguments, drawing well supported conclusions, reasoning by analogy, applying principles or rules. Further the subject is to measure the ability to understand the structure, relationship and to draw logical conclusions about the structures. It includes reasoning deductively from the set of statements and rules or principles that describes the relationship among persons, things or events.

4. English:

This section will consist the questions on the areas like Vocabulary (Synonyms, Antonyms, analogies etc.) Proficiency (Idioms and Phrases, One word Substitution, Sentence Improvement and rearrangement, fill in the Blanks etc.) English Usage Errors (Common errors, Spotting errors, inappropriate usage of words, spelling mistakes etc.) English Comprehension with minimum two passages followed by Five to Ten questions that test reading and reasoning abilities.

5. Basic Mathematics :

This is to test the numerical ability of candidates. The Mathematics questions will be set from std 10th level of various topics including Profit and Loss, Speed and Distance, Time and Work, Algebra, Average, Venn Diagram.

- The Questions will be Objective Multiple Choice Questions with Four Options.
- There is No Negative Marking.
- The time allotted is 2 Hours i.e. One Hundred and Twenty Minutes.
- The Questions will be in English and Marathi.

Annexure C

Syllabus and Marking Scheme for B.P.Ed CET

Sr. No.	Sections	No. of Questions	Marks per Question	Total Marks
1	General Knowledge	15	1	15
2	Mental Ability	15	1	15
3	Teacher Aptitude and Sports Related Knowledge	20	1	20
	Total	50		50

Contents of the Syllabus:

1. General Knowledge :

- a) General Science and Technology
- b) General History and Geography of India
- c) Civics and Political Science (India)
- d) Literature
- e) Current Affairs at National Level.

2. Mental Ability:

- a) Logical Diagrams
- b) Directional Sense
- c) Relationship
- d) Coding and Decoding
- e) Number System

3. Teacher Aptitude and Sports Related Knowledge:

- a) Professional Commitment
- b) Communication
- c) Sports Awards (Central and State Govt.)
- d) Olympic Games
- e) Current Affairs on Various Sports and Games

- The questions will be Objective Multiple Choice Questions with Four options
- There is no negative marking. The time allotted is One Hour (Sixty minutes)
- Medium of Questions will be English, Marathi and Hindi.

Syllabus and Marking Scheme for MAH-B.P.Ed. -Physical Efficiency Test (Field Test)

The candidates will also have to appear for Physical Efficiency Test (Field Test) to be conducted only at following selected cities in Maharashtra : Amravati, Nagpur , Pune , Mumbai ,Aurangabad Jalgaon and Barshi.

Sr. No.	Field Test Sections	Total Marks
1	4x10 Shuttle Run Test	10
2	Sit and Reach	10
3	Standing Broad Jump Test	10
4	Sit Ups Test	10
5	Medicine Ball Throw Test (2kg)	10
	Total	50

DESCRIPTION OF TESTS

1. 4 x 10 Meters Shuttle Run Test :

Equipment: Two blocks of wood (2|| x 2|| x 4||), stopwatches and marking powder.

Test Administration: Two parallel lines are marked on the floor 10 meters apart. The two wooden blocks are placed behind one of the lines. The subject is asked to start from behind the other line. On the signal ready? Go, the timer starts the watch and the subject runs towards the blocks, picks- up one block, runs back to the starting line, places the block behind the starting line, runs back and picks-up the second block to be carried back across the starting line. As soon as the second block is placed on the ground, the timer stops the watch and records the time.

Scoring: The time is recorded to the nearest 10th of a second as the score of the test item.

Rules: Only one trial shall be allowed unless the teacher believes the pupil has not had a fair opportunity.

2. Sit and Reach Test:

Purpose: This test measures the flexibility of the lower back and hamstring muscles.

Equipment: Sit and Reach Box

Procedure:

This test involves sitting on the floor with legs stretched out straight ahead. Shoes should be removed. The soles of the feet are placed flat against the box. Both knees should be locked and pressed flat to the floor- the tester may assist by holding them down. With the palms facing downwards, and the hands on top of each other, the subject reaches forward along the measuring line as far as possible. Ensure that the hands remain at the same level, not one reaching further forward than the other. After some practice reaches, the subject reaches out and holds that position for at least two seconds while the distance is recorded. Make sure there are no jerky movements.

Scoring: The score is recorded to the nearest centimeter or half inch as the distance reached by the hand. Some test versions use the level of the feet as the zero mark.

1) Standing Broad Jump Test:

Purpose : This test measures the power of legs in jumping horizontal distance.

Equipment: Floor, mat or long jump pit may be used, measuring tape, marking tape /chalk or a peg.

Test Administration:

A demonstration of the standing broad jump will be given to a group of subjects to be tested. The subject will be asked to stand behind the starting line with the feet parallel to each other. The subject will be instructed to jump as farthest as possible by bending knees and swinging arms to take off for the broad jump in the forward direction.

Scoring: The distance between the starting line and the nearest point of landing provides the score of the test. The best performance (maximum distance) out of three trials will be recorded

in meters as the final score of the test.

2) Sit-Ups (Bent Knee):

Equipment: Clean floor, mat, or dry turf and stopwatch.

Description:

The pupil lies on the back with the knees bent, feet on the floor, and heels not more than 12 inches (30.48 cm) from the buttocks. The angle at the knees should be less than 90 degrees. The pupil puts the hands on the back of the neck with fingers clasped and places the elbows squarely on the mat, floor, or turf. The pupil's feet are held by his or her partner to keep them in touch with the surface. The pupil tightens the abdominal muscles and brings the head and elbows forward as he or she curls up, finally touching the elbows to the knees. This action constitutes one sit-up. The pupil returns back to the starting position with his elbows on the surface before he sits up again. The timer gives the signal Ready? Go!, and the sit-up performance is started on the word Go! Performance is stopped on the word stop. The number of correctly executed sit-ups performed in 60 seconds is recorded as the score.

Rules: Only one trial shall be allowed unless the teacher believes the pupil has not had a fair Opportunity.

Scoring: Record the number of correctly executed sit-ups in 60 seconds.

3) Medicine Ball Throw:

Purpose : This test is used to measure the power of arms and shoulder girdles .

Equipment: A Medicine ball of 2 Kg for men and 1 Kg for women, marking materials and measuring tape.

Test Administration:

- a) The Athlete sits on the floor with his legs fully extended, feet 24 inches apart and the back against a wall.
- b) The ball is held with the hands on the side and slightly behind the center and back against the center of the chest. The forearms are positioned parallel to the ground.
- c) The athlete throws the medicine ball vigorously as far straight forward as he can while maintaining the back against the wall.
- d) The distance will be measured from the wall to where the ball lands in meters.
- e) Each subject will be given two trials.

Scoring: The longest distance will be measured in meters will be the score of the test.

Annexure D
Syllabus and Marking Scheme for M.P.Ed CET

The On Line CET is comprising of one paper with five sections:

Sr. No.	Sections	No. of Questions	Marks per Question	Total Marks
1	Foundation of Physical Education .	10	1	10
2	Anatomy ,Physiology and Health Education	10	1	10
3	Teaching Methodology	10	1	10
4	Officiating Coaching and Management in Physical Education	10	1	10
5	Tests, Measurements and Evaluation in Physical Education	10	1	10
	Total	50		50

Contents of Sections:

1) Foundation of Physical Education :

(a) History of Physical Education (b) Psychological Foundation of Physical Education (c) Philosophical Foundation of Physical Education (d) Sociological Foundation of Physical Education (e) Various commissions ,schemes, policies , awards and role and contribution of Physical Education and Sports Institutes.

2) Anatomy ,Physiology and Health Education :

(a) Need and importance of Anatomy in Physical education (b) Exercise and Various Body Systems (c) Health Education – Need and importance in school curriculum. (d) Posture, Postural deformities and corrective exercises (e) Role of Physical Education Teacher in AIDS and Pollution awareness.

3) Teaching Methodology :

(a) Various teaching methods and principles (b) Unit Planning - Types , Pre- preparation Unit planning and Year Planning (c) Types of Competitions –Intramural and Extramural (d) Maxims of teaching ,Audio visual aids (e) Place of computer and internet in teaching

4) Officiating Coaching and Management in Physical Education :

(a) Principles ,Purpose of Officiating and coaching (b) Periodization and its role in coaching (c) Skills ,techniques and rules of various games and sports (d) Duties and responsibilities of officials (e) Principles and need of sport management.

5) Tests, Measurements and Evaluation in Physical Education :

(a) Physical Fitness Test – HRPf, Motor fitness. (b) Sports skill Test- Football, Volleyball, Basketball, Badminton and Handball (c) Need and importance of tests (d) Criteria of selection of tests (e) Evaluation –Types, Principles and purpose.

- The questions will be objective Multiple Choice Questions with Four options.
- There is no Negative marking.
- The time allotted is One Hour (Sixty Minutes).
- Medium of Questions will be English, Marathi and Hindi.

**Syllabus and Marking Scheme for MAH-M.P.Ed. -Physical Efficiency Test
(Field Test)**

The candidates will also have to appear for Physical Efficiency Test (Field Test) to be conducted only at following selected cities in Maharashtra : Amravati, Nagpur , Pune , Mumbai ,Aurangabad Jalgaon and Barshi.

Sr. No.	Field Test Sections	Total Marks
1	4x10 Shuttle Run Test	10
2	Sit and Reach	10
3	Standing Broad Jump Test	10
4	Sit Ups Test	10
5	Medicine Ball Throw Test (2kg)	10
	Total	50

DESCRIPTION OF TESTS

1) 4x 10 Meters Shuttle Run Test :

Equipment: Two blocks of wood (2|| x 2|| x 4||), stopwatches and marking powder.

Test Administration: Two parallel lines are marked on the floor 10 meters apart. The two wooden blocks are placed behind one of the lines. The subject is asked to start from behind the other line. On the signal ready? Go, the timer starts the watch and the subject runs towards the blocks, picks- up one block, runs back to the starting line, places the block behind the starting line, runs back and picks-up the second block to be carried back across the starting line. As soon as the second block is placed on the ground, the timer stops the watch and records the time.

Scoring: The time is recorded to the nearest 10th of a second as the score of the test item.

Rules: Only one trial shall be allowed unless the teacher believes the pupil has not had a fair opportunity.

2) Sit and Reach Test:

Purpose: This test measures the flexibility of the lower back and hamstring muscles.

Equipment: Sit and Reach Box

Procedure:

This test involves sitting on the floor with legs stretched out straight ahead. Shoes should be removed. The soles of the feet are placed flat against the box. Both knees should be locked and pressed flat to the floor- the tester may assist by holding them down. With the palms facing downwards, and the hands on top of each other, the subject reaches forward along the measuring line as far as possible. Ensure that the hands remain at the same level, not one reaching further forward than the other. After some practice reaches, the subject reaches out and holds that position for at least two seconds while the distance is recorded. Make sure there are no jerky movements.

Scoring: The score is recorded to the nearest centimeter or half inch as the distance reached by the hand. Some test versions use the level of the feet as the zero mark.

3) Standing Broad Jump Test:

Purpose : This test measures the power of legs in jumping horizontal distance.

Equipment: Floor, mat or long jump pit may be used, measuring tape, marking tape /chalk or a peg.

Test Administration:

A demonstration of the standing broad jump will be given to a group of subjects to be tested. The subject will be asked to stand behind the starting line with the feet parallel to each other. The subject will be instructed to jump as farthest as possible by bending knees and swinging arms to take off for the broad jump in the forward direction.

Scoring: The distance between the starting line and the nearest point of landing provides the score of the test. The best performance (maximum distance) out of three trials will be recorded in meters as the final score of the test.

4) Sit-Ups (Bent Knee):

Equipment: Clean floor, mat, or dry turf and stopwatch.

Description:

The pupil lies on the back with the knees bent, feet on the floor, and heels not more than 12 inches (30.48 cm) from the buttocks. The angle at the knees should be less than 90 degrees. The pupil puts the hands on the back of the neck with fingers clasped and places the elbows squarely on the mat, floor, or turf. The pupil's feet are held by his or her partner to keep them in touch with the surface. The pupil tightens the abdominal muscles and brings the head and elbows forward as he or she curls up, finally touching the elbows to the knees. This action constitutes one sit-up. The pupil returns back to the starting position with his elbows on the surface before he sits up again. The timer gives the signal Ready? Go!, and the sit-up performance is started on the word Go! Performance is stopped on the word stop. The number of correctly executed sit-ups performed in 60 seconds is recorded as the score.

Rules: Only one trial shall be allowed unless the teacher believes the pupil has not had a fair Opportunity.

Scoring: Record the number of correctly executed sit-ups in 60 seconds.

5) Medicine Ball Throw:

Purpose : This test is used to measure the power of arms and shoulder girdles .

Equipment: A Medicine ball of 2 Kg for men and 1 Kg for women, marking materials and measuring tape.

Test Administration:

- a) The Athlete sits on the floor with his legs fully extended, feet 24 inches apart and the back against a wall.
- b) The ball is held with the hands on the side and slightly behind the center and back against the center of the chest. The forearms are positioned parallel to the ground.
- c) The athlete throws the medicine ball vigorously as far straight forward as he can while maintaining the back against the wall.
- d) The distance will be measured from the wall to where the ball lands in meters.
- e) Each subject will be given two trials.

Scoring: The longest distance will be measured in meters will be the score of the test.

Annexure E
Syllabus and Marking Scheme for B.Ed. CET

Sr. No.	Topics	No. of Questions	Marks per Question	Maximum Marks
1	Mental Ability	40	1	40
2	General Knowledge	30	1	30
3	Teacher Aptitude	30	1	30
	Total	100		100

Contents of Sections:

1) Mental Ability :

The content of this test aims to judge your reasoning power it also helps to judge how accurate you can think. This test will contain questions based on Series, Syllogism, Coding-Decoding, Relationship, Analogies, Classification, Problems on Dice, etc., either in Verbal or Non-Verbal form.

2) General Knowledge :

The aim of this section is to test how well you are acquainted with the happenings in the surroundings at Local, National, International Level including Past Events, Current Affairs including, Science and Technology, History, Geography, Civics, Political Science and Literature in General.

3) Teacher Aptitude :

The Test aims to know your capacity to become teacher. It will contain questions related to your keenness to update your knowledge, leadership qualities awareness about changes in Education and Society, Communication and Professional Commitment etc.

- The Test will comprise of Multiple Choice Objective Type Questions with Four Options.
- There is no Negative Marking System for this Test.
- Test Duration: 90 Minutes.
- Medium of CET: English and Marathi.

MAH-B.Ed. English Language Content Test (ELCT)

Candidates who desire to seek admission to English Medium Colleges of Education will have to appear and qualify the ELCT-2019.

Sr. No.	Topics	No. of Questions	Marks per Question	Maximum Marks
1	Reading Comprehension	20	1	20
2	Vocabulary Focus	05	1	05
3	Grammar Focus	08	1	08
4	Sentence Formation	07	1	07
5	Phonetics	03	1	03
6	Verbal Idioms and Proverbs	05	1	05
7	Figures of Speech	02	1	02
	Total	50		50

- The Test will comprise of Multiple Choice Objective Type Questions with Four Options
- There is no Negative Marking System for this Test.
- Test Duration: 60 Minutes
- Medium of CET: English.
- Mode of Examination - Online

ELCT will be conducted for the Candidates opting for English Medium Colleges after the B.Ed. CET.

Annexure F

Syllabus and Marking Scheme for B.A. B.Ed. /B.Sc. B.Ed. CET

Sr. No.	Sections	No. of Questions	Marks per Question	Maximum Marks
1	General Knowledge	40	1	40
2	Mental Ability	30	1	30
3	Teaching Aptitude	30	1	30
	Total	100		100

Contents of Sections:

1) General Knowledge (40 Marks):

- a) Basic General Knowledge :
 - (a) Books and Authors
 - (b) Awards and Honours
 - (c) Important National Days.
 - (d) Persons in News
 - (e) Important Current Events.
- b) Science and Technology:
 - (a) General Science (up to SSC Level)
 - (b) Various Inventions
 - (c) Technology.
- c) History (up to SSC Level)
- d) Geography (up to SSC Level)
- e) Indian Civics and Economics (up to SSC Level)
- f) Indian Constitution with reference to Education.

2) Mental Ability (30 Marks):

This section aims to judge the reasoning power and accuracy in thinking. This section will cover the areas like: i) Reasoning Ability ii) Statements and Conclusions iii) Letter and Number Series iv) Analogy v) Odd Man Out vi) Numerical Ability vii) Logical Problems viii) Coding- Decoding.

3) Teaching Aptitude (30 Marks):

Teaching aptitude will cover the areas like i) Attitude towards Education, Students and Teaching Profession ii) Leadership Qualities iii) Emotional and Social Adjustment iv) Intra-personal relations and Intra-personal skills. v) General awareness and Interest in teaching.

- The questions will be objective Multiple Choice Questions with Four options.
- There is No Negative Marking.
- The time allotted is One Hour Thirty Minutes i.e. Ninety Minutes.
- The Questions will be in English and Marathi.
- Mode of Examination - Online

Annexure G

Syllabus and Marking Scheme for B.Ed.-M.Ed. (Integrated) CET

Sr. No.	Sections	No. of Questions	Marks per Question	Maximum Marks
1	Teaching Aptitude	40	1	40
2	General Knowledge	30	1	30
3	Mental Ability	30	1	30
	Total	100		100

Contents of Sections:

1) Teaching Aptitude (40 Marks):

Teaching aptitude will cover the areas like

1. Attitude towards Education, Students and Teaching Profession
2. Interest in Teaching
3. Leadership Qualities
4. Emotional, Moral, Ethical and Social Adjustment
5. Intra-personal relations and Intra-personal skills
6. Class, Group, Community Management
7. vii) General Awareness of Contemporary issues pertaining to Secondary and Higher Secondary Education.

2) General Knowledge (30 Marks) :

- 1) Basic General Knowledge:
 - (a) Books and Authors
 - (b) Awards and Honors
 - (c) National and International Days.
 - (d) Persons in News
 - (e) Current Events with reference to Education.
- 2) Science and Technology:
 - (a) General Science (up to SSC Level)
 - (b) Various Inventions
 - (c) Technology.
- 3) History (up to SSC Level)
- 4) Geography (up to SSC Level)
- 5) Indian Civics and Economics (up to SSC Level)
- 6) Indian Constitution with reference to Education.

3) Mental Ability (30 Marks):

This section aims to judge the reasoning power and accuracy in Thinking. This section will cover the areas like:

- a) Reasoning Ability
- b) Blood Relations
- c) Statements and Conclusions
- d) Letter and Number Series
- e) Analogy
- f) Odd man out
- g) Numerical Ability
- h) Logical Problems
- i) Coding- Decoding.

- The questions will be objective Multiple Choice Questions with Four options.
- There is No Negative Marking.
- The time allotted is One Hour Thirty Minutes i.e. Ninety Minutes.
- The Questions will be in English and Marathi.
- Mode of Examination - Online.

Annexure H

Syllabus and Marking Scheme for M.Ed. CET

Sr. No.	Sections	No. of Questions	Marks per Question	Maximum Marks
1	Educational Philosophy- and Educational Sociology	20	1	20
2	Educational Psychology	20	1	20
3	Educational Evaluation Educational Statistics	20	1	20
4	School Administration and Management	20	1	20
5	Information and Communication Technology and Research Aptitude	20	1	20
Total		100		100

Contents of Sections:

(a) Educational Philosophy:

Idealism, Realism, Naturalism and Pragmatism.

Philosophers:

Rabindranath Tagore, Mahatma Gandhi, Mahatma Phule, Rousseau, John Dewey and Plato.

(b) Educational Sociology:

Education as an instrument of Change, Globalization, Modernization, National Integration, Value Education, Women Empowerment and Inclusive Education.

Educational Psychology :

Personality, Intelligence, Theories of Learning, Mental Health, Social Psychology, Models of Teaching, Constructivism, Guidance and Counseling (Concept).

(a) Educational Evaluation:

Concept, Types, Techniques, Methods, Taxonomy of Objectives.

(b) Educational Statistics:

Measures of Central Tendency and Measures of Variability.

1. School Administration and Management:

Kothari Commission, National Educational Policy, National Knowledge Commission, School Administration and Management, Current Events, Right to Education, Law regarding Education, Indian Education System and Educational Problems, Secondary School Code.

2. Information and Communication Technology & Research Aptitude :

Use of Computers in Education (with reference to teaching, Learning, Evaluation and Administration) and Research Aptitude.

- The questions will be objective Multiple Choice Questions with Four options.
- There is No Negative Marking.
- The time allotted is One Hour Thirty Minutes i.e. Ninety Minutes.
- The Questions will be in English and Marathi.
- Mode of Examination – Online

Annexure I

The syllabus for Common Entrance Test shall be same as prescribed by Maharashtra University of Health Science, Nashik and Shall cover all the subjects of respective undergraduate course. The distribution of MCQ's at respective common entrance test are as follows:

(A) PGP-CET 2020: Per Question one mark.

Sr.	Topic	Max. Marks
1.	Anatomy	04
2.	Physiology	04
3.	Biochemistry	02
4.	Fundamentals of Exercise Therapy	05
5.	Fundamentals of Electro Therapy	05
6.	Pharmacology	02
7.	Pathology & Microbiology	04
8.	Psychology	01
9.	Psychiatry	01
10.	Electrical Agents	07
11.	Kinesio Therapeutics	07
12.	General Surgery & Orthopedics	06
13.	Medicine	06
14.	OBGY	03
15.	Physical Diagnosis & Manipulative Skills	08
16.	Physiotherapy in Musculoskeletal Condition	10
17.	Physiotherapy in Neurosciences	10
18.	Physiotherapy in General Medical & Gen. surgical condition	10
19.	Physiotherapy in Community Health	05
Total Marks :-		100

(B) PGO-CET 2020: No. of Questions

Sr.	Topic	Max. Marks
1.	Anatomy	04
2.	Physiology	04
3.	Biochemistry	02
4.	Fundamentals of OT-I	03

5.	Fundamentals of OT-II	03
6.	Pharmacology	02
7.	Pathology & Microbiology	04
8.	Psychology	04
9.	Ergotherapeutics-I	05
10.	Ergotherapeutics-II	05
11.	Medicine	06
12.	General Surgery & Orthopedics	06
13.	Work Physiology Ergonomics	02
14.	Psychiatry	04
15.	OT in Medical Conditions	06
16.	OT in Surgical Conditions	06
17.	Advances in OT and Rehabilitation	05
18.	OT in Neurological and developmental conditions	07
19.	OT in Orthopedic Conditions	07
20.	OT in Pscychiatric Conditions	07
21.	Community based OT (PSM-OP)	05
22.	Biostatistics and Research Methodology	03
Total Marks :-		100

(B) M.Sc. (SLP) /M.Sc. (Aud.)-CET 2020:

Per Question One mark.

Sr.	Topic	Max. Marks
1.	Anatomy related to Speech, Language and Hearing	04
2.	Physiology related to Speech, Language and Hearing	04
3.	Linguistics	05
4.	Psychology	05
5.	Acoustics & Electronics	05
6.	Paediatrics	02
7.	Neurology	02
8.	Statistics	05
9.	ENT	04
10.	Community Oriented Service in Speech & Hearing	04
11.	Diagnostic Audiology	07
12.	Paediatric Audiology	07
13.	Hearing Aid and Cochlear Implant & ALDs	06
14.	Management of HI	05
15.	Noise & Hearing Conservation	05
16.	Childhood Speech and Language Disorder	05
17.	Articulation & Cleft Lip/Palate & Swallowing Disorders	05
18.	Voice Disorders and Laryngectomy	05
19.	Fluency Disorders	05
20.	Adult Neurogenic Disorders	05
21.	Neurogenic Speech Disorders	05
Total Marks :-		100

(D) M.Sc. (P&O) -CET 2020 Per question one mark

Sr.	Topic	Max. Marks
1.	Anatomy	04
2.	Physiology	02

3.	Pathology	02
4.	Materials, Tools, Equipment, P & O Workshop Technology	02
5.	Mechanics & Applied Mechanics & Strength of Materials	02
6.	Engineering Drawing	02
7.	Biomechanics - I	03
8.	Prosthetics & Orthotics Science - I	08
9.	Physical Medicine Rehabilitation	04
10.	Orthopaedics & Amputation Surgery	04
11.	Basic Electronics Electro Technology	04
12.	Computer Studies - I	02
13.	Biomechanics - I I	03
14.	Prosthetics & Orthotics Science - I I	08
15.	P & O Workshop Management	05
16.	Computer Studies - I I	04
17.	Biomechanics - I I I	04
18.	Mobility Rehabilitation Aids	04
19.	Prosthetics & Orthotics Science - I I I	08
20.	Prosthetics & Orthotics Science - IV	25
Total Marks :-		100

Duration of paper will be of 1 hours & 30 minutes. Medium of examination will be English.

No candidate will be allowed to appear for the examination unless he/she holds downloaded an Admit Card and Photo ID proof as mentioned above.

The candidate will follow the instructions given at the On-line examination center.

Annexure J

The MAH-AAC-CET 2020 will consist of three practical papers each paper is of 50 marks and one objective type theory online paper which is of 40 marks.

Paper	Subject	No of Questions	Mark(s) per question	Total Marks
Paper I	Design (Practical)	1	50	50
Paper II	Object Drawing (Practical)	1	50	50
Paper III	Memory Drawing (Practical)	1	50	50
Paper IV	General Knowledge (Online/ Off line) MCQ	40	1	40

There is no choice among the questions, i.e. all questions have to be answered.

- **The candidate seeking admission to Bachelor of Fine Art (Fine Art and Applied Art) degree courses it is mandatory that the candidate must appear for all papers. (Online & Offline both Sessions)**

Candidates will be provided with separate Computer Machine to solve the Online MCQ based General Knowledge paper. At the end of paper, candidate will submit the paper online.

Annexure K

1. Syllabus and Marking Scheme for MAH-MBA/ MMS CET 2021

Contents:-

A) Logical / Abstract Reasoning.

This shall include the questions to measure how quickly and accurately you can think. This test may have questions based on figures and diagrams and also questions on verbal reasoning.

B) Quantitative Aptitude.

This shall include the questions to know how fast and accurate you can work with numbers, do numerical calculations understand various arithmetic problems involving ratio and proportion, percentage, etc. This test also helps to measure your power of quantitative reasoning, interpretation of tables, common graphs and charts.

C) Verbal Ability and Reading Comprehension

This shall include passages with questions based on their contents to test your comprehension. Your English Language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of passages etc. Your English language ability would be tested through questions on (1) understanding of the contents of the passage and (2) choice of appropriate words, phrases, expressions and similar language skills.

Sr.	Topics	No of Questions	Mark per Question	Maximum Marks	Total Marks
1	Logical Reasoning	75	1	75	200
2	Abstract Reasoning	25	1	25	
3	Quantitative Aptitude	50	1	50	
4	Verbal Ability / Reading Comprehension	50	1	50	
The test will comprise of multiple choice objective type questions (Five Options)					
There is no negative marking System for this test.					
Test Duration: 150 Minutes					
Medium of CET: English					
Mode of Examination - Online					

Annexure L

5. Syllabus and Marking Scheme for Bachelor of Hotel Management and Catering Technology MAH-B.HMCT CET 2021

Contents :-

The OnLine test will have 100 Questions based on Reasoning (Verbal as well as Arithmetic), English Language & General Awareness including questions on culture, current national, international affairs, trade & commerce, sports, scientific inventions and discoveries, travel/tourism etc.

Topics	No of Questions	Mark/s per Question	Maximum Marks	Total Marks
English Language	40	1	40	100
Reasoning (Verbal and Arithmetic)	30	1	30	
General Knowledge & Awareness including questions on current national, international affairs, culture, trade & commerce, sports, scientific inventions and discoveries, travel/ tourism etc.	30	1	30	
The test will comprise of multiple choice objective type questions (Four Options)				
There is no negative marking System for this test.				
Test Duration: 90 minutes				
Medium of CET: English				
Mode of Examination - Online				

Annexure M

3. Syllabus and Marking Scheme for Master of Hotel Management and Catering Technology MAH-MHMCT CET 2021

Contents:-

Sr.	Topics	No of Questions	Mark per Question	Maximum Marks	Total Marks
1	Food and Beverage Operation Food and Beverage Service Operations, related terminology, Inventory control, Food & Beverage equipment and infrastructure & its Management.	10	02	20	100
2	Food Production Food Production operations, Indian & International cuisines and related terminology, Bakery and Confectionary, Hygiene and Safety standards, Kitchen equipment and Infrastructure & its Management.	10	02	20	
3	Rooms division Housekeeping and front office operations and related terminology, fabrics & textiles, Planning & designing of hospitality organisations, Laundry operations and procedures & its Management.	10	02	20	
4	English (Word meaning , comprehension, autonyms and synonyms, idioms and phrases, word spellings)	10	02	20	
5	Hospitality Industry related (Types of tourism, hotel and restaurant brands and segments , Airlines, hospitality terms, hospitality related organizations and regulatory bodies) & its Management.	10	02	20	
The test will comprise of multiple choice objective type questions (Four Options)					
There is no negative marking System for this test.					
Test Duration: 60 minutes					
Medium of CET: English					
Mode of Examination - Online or Offline as the case may be					

Annexure N

4. Syllabus and Marking Scheme for Master of Architecture MAH-M Arch CET 2021

Contents:-

Sr.	Topics	No of Questions	Mark/s per Question	Maximum Marks	Total Marks
1	Building Technology Building systems, Building Science and services, concept of green building, construction materials.	10	2 marks	20 Marks	100
2	Environment Concept and Ecology and landscape design, Environment laws and regulations, Environment design strategies w.r.t site.	10	2 marks	20 Marks	
3	Architecture History and humanities Awareness of Art and culture and architectural theory, major architecture movements in the world and in India.	10	2 marks	20 Marks	
4	Settlement, design and planning Urbanization, Urbanism, Urban and rural system, Infrastructure planning theory and history.	10	2 marks	20 Marks	
5	Current Architecture Practice Awareness of National building code. Town planning laws and development control regulation, knowledge of Regulatory and professional bodies on architecture.	10	2 marks	20 Marks	
The test will comprise of multiple choice objective type questions(Four Options)					
There is no negative marking System for this test.					
Test Duration: 60 minutes					
Medium of CET: English					
Mode of Examination - Online or Offline as the case may be					

Annexure O

2. Syllabus & Marking Scheme for Master of Computer Applications MAH-MCA-CET 2021

The Online CET would comprise 4 sections viz. Mathematics & Statistics, Logical / Abstract Reasoning, English comprehension and verbal ability and Computer Concepts of total 200 marks , with composite time of 90 minutes duration.

Syllabus :-

- a) **Mathematics & Statistics:** The questions will cover the following topics of high school mathematics (up to the 12th standard)
- Algebra : Fundamental operations in Algebra, Expansion, factorization, Quadratic equations, indices, logarithms, arithmetic, geometric and harmonic progressions, binomial theorem, permutations and combinations.
 - Co-ordinate Geometry : Rectangular Cartesian co-ordinates, equations of a line, mid point, intersections etc., equations of a circle, distance formulae, pair of straight lines, parabola, ellipse and hyperbola, simple geometric transformations such as translation, rotation, scaling.
 - Differential Equations: Differential equations of first order and their solutions, linear differential equations with constant coefficients, homogeneous linear differential equations.
 - Trigonometry: Simple identities, trigonometric equations, properties of triangles, solution of triangles, height and distance, inverse function.
 - Probability and Statistics : Basic concepts of probability theory, Averages, Dependent and independent events, frequency distributions, and measures of dispersions, skewness and kurtosis, random variable and distribution functions, mathematical expectations, Binomial, Poisson, normal distributions, curve fitting, and principle of least squares, correlation and regression.
 - Arithmetic: Ratios and proportions, problems on time-work, distance-speed, percentage, etc.
 - Basic Set Theory and Functions: Set, relations and mappings.
 - Mensuration: areas, triangles and quadrilaterals, area and circumference of circles, volumes and surface areas of simple solids such as cubes, spheres, cylinders and cones.
- b) **Logical / Abstract Reasoning:** This shall include the questions to measure how quickly and logically you can think. This section will cover logical situations and questions based on the facts given in the passage. This test shall check the problem solving capability of the candidate.
- c) **English comprehension and verbal ability:** Questions in this section will be designed to test the candidate's general understanding of the English language. There will be questions on the topics such as Basic English grammar, vocabulary, comprehension, synonyms, antonyms, sentence correction, word & phrases, jumbled paragraphs.
- d) **Computer Concepts**
 Computer Basics : Organization of a computer, Central Processing Unit (CPU), Structure of instructions in CPU, input / output devices, computer memory, memory organization, back-up devices.
- Data Representation : Representation of characters, integers, and fractions, binary and hexadecimal representations, Binary Arithmetic: Addition, subtraction, division, multiplication, signed arithmetic and two's complement arithmetic, floating point representation of numbers, normalized floating point representation, Boolean algebra, truth tables, Venn diagrams.
 - Computer Architecture: Basics of Digital Logic ,Block structure of computers, communication between processor and I / O devices, interrupts.
 - Computer Language: Fundamentals of Data & File Structures and high level language, Computer Programming in C, advanced concepts in programming.
 - Operating System basics

Marking Scheme and duration

Section	No of Questions	Marks per Question	Maximum Marks	Total Marks
Mathematics & Statistics	30	2	60	200
Logical / Abstract Reasoning	30	2	60	
English comprehension and verbal ability	20	2	40	
Computer Concepts	20	2	40	
The test will comprise of multiple choice objective type questions (Four Options)				
There is a negative marking system for this CET. Each correct answer will carry 2 marks. Each wrong answer will carry 0.5 negative marks. Unanswered questions will carry zero marks.				
Test Duration: 90 minutes				
Medium of CET: English				
Mode of Examination - Online				

Annexure P

Syllabus and Marking Scheme for First Year of Engineering and Technology, Pharmacy and Pharm D degree course MHT- CET 2021

- The questions will be based on Syllabus of Maharashtra State Board of Secondary and Higher Secondary Education.
- Approximately 20% weightage will be given to Std. XI curriculum and 80% weightage will be given to Std. XII curriculum while setting the question paper.
- There will be no Negative Marking, however difficulty level will be at par with the JEE (Main) for Mathematics, Physics, Chemistry and difficulty level for Biology will be at par with NEET. The questions will be mainly application based.
- MHT-CET will consist of 3 question papers of Multiple Choice Questions (MCQ) and each paper will be of 100 marks. Details are as given below :

Paper	Subject	Approximate No. of Multiple Choice Questions (MCQ) based on		Mark(s) Per Question	Total Marks	Duration in Minutes
		Std. XI	Std. XII			
Paper I	Mathematics	10	40	2	100	90
Paper II	Physics	10	40	1	100	90
	Chemistry	10	40			
Paper III	Biology	20	80	1	100	90

- The question will be set on
 - Whole syllabus of Std XII of 2020-21 of Physics, Chemistry, Biology and Mathematics subjects excluding portion which is deleted by Maharashtra Rajya Pathyapustak Nirmiti va Abhyaskram Sanshodhan Mandal महाराष्ट्र राज्य पाठ्यपुस्तक निर्मिति व अभ्यासक्रम संशोधन मंडळ, (बालभारती) for H.S.C.Examination due to covid19 pandemic situation.
 - Syllabus of Std XI of 2019-20 as mentioned below:

Sr.No.	Subject	Chapters/Units of Std XI Syllabus
1.	Physics	Motion in a plane, Laws of Motion, Gravitation, Thermal properties of matter, Sound, Optics, Electrostatics, Semiconductors
2.	Chemistry	Some Basic concepts of chemistry, Structure of atom, Chemical Bonding, Redox reactions, Elements of group 1 and 2, States of Matter(Gaseous and Liquids), Adsorption and colloids (Surface Chemistry), Hydrocarbons, Basic principles of organic chemistry
3.	Mathematics	Trigonometrical, Straight Line, Circle, Measures of Dispersion, Probability, Complex Numbers, Permutations and Combinations, Functions, Limits, Continuity
4.	Biology	Biomolecules, Respiration and Energy Transfer, Human Nutrition, Excretion and Osmoregulation

