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TRTI/2025/Competitive Exam/Desk-04/2279

Date: 19/05/2025

**MINUTES OF PRE-BID MEETING FOR TENDER REFERENCE NO:
TRTI/2025/Competitive Exam/Desk-04/2128**

For “Request for Proposal (RFP) selection of agency for conducting Computer-Based Entrance Examination for the target group of TRTI in Maharashtra”

[Tender ID: 2025_TRTIP_1178973_1]

Date & Time: 16th May 2025 at 15:00 hrs.

Venue: Meeting held at Conference Hall, Tribal Research & Training Institute, Pune, 411001

Agenda: Pre-bid meeting for the tender: “Request for Proposal selection of agency for conducting Computer-Based Entrance Examination for the target group of TRTI in Maharashtra” (Tender ID: 2025_TRTIP_1178973_1, dated 9th May 2025). Total 1 bidder’s representatives were present in the Pre-bid meeting.

The pre-bid meeting was organized to address the queries raised by the bidders for the said RFP. The Tender/RFP is for “Selection of agency for conducting Computer-Based Entrance Examination for the target group of TRTI in Maharashtra”. The Bid Evaluation Committee (BEC) clarified the queries point wise raised by the bidder and the same is recorded. The queries received by bidder’s representatives with Bid Evaluation Committee (BEC) remarks are placed as below. The Bid Evaluation Committee (BEC) has also decided that the pre-bid meeting minutes should be treated as part of the RFP/Tender conditions and shall be binding to Bidders.

Sr. No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
1	Page No-11	3. Scope of Work - 3.2 Question Bank and dispatch of Question Papers: Sr. No - 11	It is mentioned RFP that the agency will upload the question paper 60 minutes before the exam. Participant has requested that please confirm if simulation must be done in TRTI's premises or remotely?	Please read as below: 1. "The agency must upload question papers in the Central Exam server before 60 mins of the examination. Centers will be provided the question before 30 minutes of the examination and 15 mins before to all the sub-servers and at the time of commencement of exam to each candidate's node". 2. Regarding simulation :- Decision of Commissioner, TRTI, would be final after "Award of Contract" of Tender and binding to the successful Bidder
2	Page No-12	3. Scope of Work - 3.3 Post Examination Processing: Sr. No - 1	Participant has requested that what is the acceptable format and media for log file transfer?	Please read as below: 1. "Immediately after test is concluded, the Agency would make arrangements to transfer the complete data along with proper 'LOG FILES' (in the readable format) to the TRTI or any other Central Data Center as identified by TRTI in the encrypted form under totally secured environment" 2. Regarding acceptable format and media for log file transfer :- Decision of Commissioner, TRTI, would be final after "Award of Contract" of Tender and binding to the successful Bidder
3	Page No-12	3. Scope of Work - 3.4 Biometric fingerprint & webcam registration: Sr. No - 1	Participant has requested that what is the minimum equipment required per center for biometric capture?	Please read as below: The agency must ensure accurate Registration of each candidate reported for the test well before start of the Test/Exam as decided by the TRTI.

Sr. No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
4	Page No-13	3. Scope of Work - 3.5 HHMD Frisking of candidates: Sr. No - 1	Participant has requested that will TRTI provide frisking equipment or should the agency arrange?	Please read as below: 1. The agency will must arrange frisking equipment 2. The agency shall ensure availability of proper security/ frisking at the examination centers. 3. Separate frisking facilities for female candidates. Only female staff will frisk the female candidates. 4. Frisking must be done by hand held metal detectors (HHMD).
5	Page No-13	3. Scope of Work - 3.7 Miscellaneous: Sr. No - 2	Participant has requested that should DG sets be permanent or can they be hired temporarily for exam days?	Please read as below: The agency must ensure the availability of DG set at exam centre location to provide uninterrupted power supply in case of any power failure
6	Page No-14	Earnest Money Deposit	Participant has requested to allow the submission of Earnest Money Deposit of ₹3,00,000/- in the form of a Bank Guarantee, or kindly allow exemption for MSME-registered bidders as per government norms.	Please read as below: The Earnest Money Deposit (EMD) of Rs 3,00,000/- is required to be deposited online through / Net Banking as per Tender document. Proof of the same should be attached with the Technical Bid.
7	Page No-15, 18 & 19	Technical Bid- a)Pre-qualification Requirements of the organization is as under: Sr.No-3(Turnover) - Consortium, Joint Ventures and Sub-Contracting (Page No - 15)	1. Participant has requested to reduce the turnover eligibility from ₹15 Cr to ₹10 Cr, or allow relaxation for MSMEs with a proven track record and valid quality certifications. 2. Participant has requested you to permit consortium participation to ensure that smaller but qualified firms can collaborate to meet the eligibility criteria."	No Change in RFP/Tender, conditions shall prevail

Sr. No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
8	Page No-18 & 20	Technical Bid- a)Pre-qualification Requirements of the organization is as under: Sr.No-6 (Certifications)	Participant has requested to consider accepting valid CMMi Level-3 certificates even if they are not published on the PARS website, provided the bidder can submit a valid certificate issued by the CMMI Institute along with supporting documentation.	No Change in RFP/Tender, conditions shall prevail
9	Page No-21	Technical Bid- b)Technical Evaluation Criteria: Sr.No-1 Average Annual Turn Over in last three Years ending on 31 st -Mar- 2024. Audited Balance Sheet or Statutory Auditor Certificate or CA Certificate must be submitted as proof	Participant has requested to amend the clause as follows: ≥ 10 Cr & ≤ 15 Cr - 10 Marks > 15 Cr & ≤ 25 Cr - 15 Marks	No Change in RFP/Tender, conditions shall prevail
10	Page No-21	Technical Bid- b)Technical Evaluation Criteria: Sr.No-2 Overall regular staff strength (Project Management/Development/Quality assurance/Implementation/ Operation) Copy PF ECR of Last Quarter / Declaration from HR / Professional Tax Filling on number of manpower engaged	Participant has requested to amend the clause as follows: 40 staff to 75 staff: 5 marks 76 staff to 100 staff: 10 Marks	Please read as below: 40 staff to 75 staff: 5 marks ≥ 76 staff: 10 marks

Sr. No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
11	Page No-22	<p>Technical Bid-</p> <p>b)Technical Evaluation Criteria:</p> <p>Sr.No-3</p> <p>Experience of Delivering Online Examination solution and services in Govt. Sector /PSU/Govt. Institutes in last 4 years (as on date of bid submission)</p> <p>Copy of the Work Order/ Completion Certificate/ On Going Certificate from the Client</p>	<p>Participant has requested to amend the clause as follows:</p> <p>≥ 3 Projects: 10 marks</p> <p>≥ 7 Projects: 15 marks</p>	No Change in RFP/Tender, conditions shall prevail
12	Page No-22	<p>Technical Bid-</p> <p>b)Technical Evaluation Criteria:</p> <p>Sr.No-6</p> <p>Experience of Delivering Online Examination in a single shift /session for any Government / PSU / Govt. Institutes in last 4 years (as on date of bid submission)</p> <p>Copy of the Work Order/ Completion Certificate/ On Going Certificate from the Client</p>	<p>Participant has requested to amend the clause as follows:</p> <p>15000-30000 candidates: 10 Marks</p> <p>30001-40000 candidates: 15 Marks</p>	<p>Please read as below:</p> <p>15,000 - 30,000 candidates: 10 Marks</p> <p>> 30,001 candidates: 15 Marks</p>

Sr. No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
13	Page No-34	36. Service Level Agreement & Penalty: Sr.No-1 If Examination in any one center delayed due to fault of agency for more than 30 minutes	Participant has requested to amend the clause as follows: 5% deduction for delay for more than 30 mins; 10% deduction if delay > 60 mins	Please read as below: If Examination in any one center delayed due to fault of agency: 1. Penalty Clause will be 5% for delay for more than 30 minutes 2. Penalty Clause will be 10% for delay for more than 60 minutes
14	Page No-34	36. Service Level Agreement & Penalty: Sr.No-3 In case of willful malpractice by the SIP during the examination and scoring	Participant has requested to amend the clause as follows: Introduce warning for first offense; 100% deduction for repeated offense	Please read as below: In case of willful malpractice by the SIP during the examination and scoring: 1. Warning will be given to the selected agency for first offense 2. Penalty Clause will be 100% of the total billable value for repeated offense

It was also decided that the queries received after the deadline as per EOI & after pre-bid meeting, shall not be considered for reply and e- tender bidding. The meeting ended with a vote of thanks.

Sd/-	Sd/-	Sd/-	Sd/-
(Dr. Amar Narsale)	(Sushilkumar Khillare)	(Chanchal Patil)	(Sameer Kurtkoti, I.A.S.)
Desk Officer, Competitive Exam,	Account Officer,	Joint Director,	Commissioner,
TRTI, Pune	TRTI, Pune	TRTI, Pune	TRTI, Pune