RAJASTHAN PUBLIC SERVICE COMMISION, AJMER

EXPRESSION OF INTEREST

RPSC/SPECIAL-CELL/2019/ 397 Date: 15-10-2019

Rajasthan Public Service Commission (RPSC) invites “Expression of Interest (EOI)” from leading, reputed, professionally & financially sound and duly registered companies/agencies/organizations/ having agreement of partnership deed with required experience in the field of IT solutions and execution for ‘RPSC On Screen Marking System’.

The scope of work includes:
1. Answer Booklet Collection from RPSC for Scanning of Answer Booklet process at RPSC.
2. Scanning of Answer Booklets with all kinds of secrecy and security set-up’s.
3. Training of Evaluators – Parallel activity
4. Digital Marking Evaluation process of Answer Booklet which would be used by evaluators provided by RPSC at location(s) decided by RPSC.
5. Scores and evaluated answer booklets PDF’s would be provided to RPSC.
6. Any reports or modules to be added as per requirements.
7. EOI shall not be disclosed to any persons not officially concerned with such process. Undue use of confidential information related to the process by any firm may result in rejection of its EOI.

Interested companies/agencies/Firms are requested to register their EOI by submitting the following information with a EOI submission fee of Rs. 1000/- (One Thousand Only) in form of DD (Non Refundable) and empanelment deposit of Rs. 20,000 (Twenty Thousand Only) in form DD (Refundable to unsuccessful firms after final decision of empanelment) and for successful firms this deposit will be adjusted into security amount after decision of empanelment. The DD must in the name of Secretary RPSC, Ajmer:

a) Name, Address, Official e-mail Id, Telephone of the Agency/Firm
b) Details of Authorized Official Name, Mobile and Official email id, which is authorized to from the firm with letter of authorization.
c) Ownership and Organizational Structure of the Agency/Firm
d) Audited and/or CA Certified Financial Statement for the last three years.
e) Statement of Major Assignments undertaken with special emphasis on the scope of “Online Screen Marking System/Process” with relevant information and copies of Orders/Agreements & Work completion certificates.

Brief details of Scope of Work & other pre-qualifications are available on the RPSC Portal https://rpsc.rajasthan.gov.in/OSM-Scope2019.pdf. The applications will be evaluated by Evaluation Criteria, Pre-Qualifications, Short-Listing, Technical Presentation for necessary Empanelment of the Agencies/Firms. Empanelment does not mean allotment of work.

The expression of interest (EOI) may be submitted to the following address, not later than 25th October, 2019: Dy. Secretary (Confidential), Rajasthan Public Service Commission, Ghooghara Ghati, Jaipur Road, Ajmer -305001.

Secretary
(Neetu Yadav)
RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER
EXPRESSION OF INTEREST
FOR
ON SCREEN MARKING SYSTEM/PROCESS EXECUTION

SCOPE OF WORK

The deliverables of this scanning & on screen marking of descriptive answer books are divided into following categories:

- **Scanning Process**
  - Scanners & other equipments like Barcode Readers, Laptop/Desktop, Printers etc.
  - CCTV with Recording
  - UPS Backup
  - Managing Servers/Storage
  - CCTV Recording & Backup on HDD media on daily basis
  - Necessary hardware and software’s for scanning process
  - Server and required Networks
  - Manpower at each centre’s with support system.
  - Secrecy and Security of Scanned Data

- **Evaluation Process**
  - Hardware for evaluation set-up (Laptop/Servers/VPN Set-up/Security based access/Biometrics devices/CCTV/HDD Media for CCTV Recording/UPS etc.)
  - Necessary software for evaluation with monitoring tools/application.
  - Manpower at each centre’s with support system.
  - Must be as per number of centre’s to be allocated.
  - Evaluators would be provided by RPSC at each location.
  - Training for evaluators/Hand-on by evaluators
  - Necessary configuration in application as per RPSC requirement for evaluation process.
  - 35-40 evaluators per evaluation centre’s would be required and there would be 3-4 evaluation centre’s.
  - Secrecy and Security of evaluation Data

- **Post Evaluation Process**
  - Testing of data
  - Generation of Score Sheet
  - Generation of Final PDF’s for candidate answer booklet
  - Provide in HDD media
  - MIS and RTI Reporting
  - Secrecy and Security of Data
  - Manpower at each centre’s with support system.
Evaluation Criteria and Pre-Qualifications

- The firm should be an entity as registered companies/agencies/organizations/ having agreement of partnership deed as in existence and should be in the field of information technological solution especially with respect to On Screen Evaluation process as per their registration.
- Experience of minimum 3 years as a firm conducting such services.
- Experience of having executed at least 1-2 assignments of similar nature in the last 3 financial years. And approx. 80,000 to 90,000 Answer booklets OSM process is estimated and therefore firms should have at least one third of above estimated work has successfully executed in their work experience;
- The average annual turnover of last three years should be Two Crore or more and the firm should have positive net worth and should be a profit making entity in all last three financial year (2016-17 to 2018-19).
- The firm should have successfully executed 1-2 similar tasks for domain for Government Agencies/Departments/PSUs/exam conducting bodies.
- The firm should produce an undertaking regarding not have been black listed by any Government or semi-government organization on the day of submission of EOI.
- Documentary evidences to be sent with EOI for:
  - Details of Firm Profile with other details on letter head.
  - CA Audited accounts/Certificate from Auditors of last three financial years.
  - Certified from CA regarding annual turnover and positive net-worth & firm is a profit making entity in last three financial years.
  - Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date of award, work completion certificate etc;
  - Certificate of registration under Companies Act/Registration of Institution/Agreement as Partnership/LLP duly notarized or registered; and
  - Profile of the Firm giving details of activities, infrastructure, manpower and experience etc.
  - Appreciation letters/certificates if any received from organization/Govt. departments etc.
  - Details of Manpower with their experience in the field of On Screen Evaluation Process.
- Decision of RPSC will be final in the RFQ & Award of contract.
- Firm shall have to produce letter of consent regarding acceptance of any compensation or penalty imposed by RPSC in case of breach of any conditions of contract or disclosure of confidential information.

The firm may seek clarifications in writing regarding the EOI document as per schedule given in the schedule for submission of EOI to Dy. Secretary (Confidential), RPSC, Ajmer.
CONFLICT OF INTEREST

The selected applicants shall not engage in activities that conflict with the interest of the client (RPSC) under the contract and shall be excluded from downstream supply of goods/equipments/software/hardware relating to the assignment, nor would they engage in any assignment that would be in conflict of interest with their current obligations to the same or other clients. The shortlisted applicants that have a business or family relation with such members of RPSC staff who are directly or indirectly involved in the project will not be awarded the contract.

The applications will be evaluated in accordance with the pre-qualification and evaluation criteria to shortlist applicants as prescribed in the EOI document. Thereafter, the Request for Proposal (RFQ) will be sent to the shortlisted applicants only for further process as mentioned in EOI.

VALIDITY OF EOI

The EOI submitted by the applicants shall remain valid for a period of 90 (ninety) days after the date of EOI date of release. An EOI valid for a shorter period may be rejected as non-responsive. RPSC may solicit applicants’ consent to an extension of EOI proposal validity.

CONFIDENTIALITY

Information relating to the examination, clarification and comparison of the EOI shall not be disclosed to any persons not officially concerned with such process. Undue use of confidential information related to the process by any firm may result in rejection of its EOI.