

REF. NO.: IAI DECEMBER-2017 : Request for Proposal (RFP) for ACET – TEST CENTRES

Sr No	RFP Document Reference(s)	Existing Clause	Query/Suggestions	Response
	(Clause & Page Number(s))			
1	Financial Capability Page No.-10	3.2 Financial Capability Organizations should have financial capacity to carry out the services provided as supported by their Balance Sheets, etc. The bidder's Average Annual Turnover during last three years should preferably be Rs 3 crores and above. This turnover/income should be from the revenue of similar work (software development) and not from other associate activity of the bidder. (Attach documentary evidence such as Balance Sheet, IT Return etc.)	3.2-The bidder's Average Annual Turnover during last three years should preferably be Rs 3 crores and above. As on date we do not have the mentioned turnover by you. We wish to know without fulfilling of this will our bid will be qualified for financial evaluation or not.	Yes, you can still participate.
2	2.1 Background, Aim And Objective Page No.-3	ACET (Actuarial Common Entrance Test) is the Entrance Exam which the Institute conducts for students who wish to take up this professional Course. IAI conducts online Examination every June and December as of now.	A. We assume Online Application portal is not in the scope of work for the agency. Please confirm. If same is required,	Online Application portal is not required. ACET Online registration will be done by IAI.
			B. Please confirm tentative go live date for the Online Application Portal	Not Required
			C. Please confirm duration of hosting in months for the Online Application Form.	Not Required
			D. For online payment, we assume the transaction charges for online payment will be borne either by IAI or levied to candidates. Please confirm.	Not Required

		E. We assume the registration fees collected through online payment will need to be credited directly into IAI bank account.	Not Required
		F. Please confirm if the Third party Payment collector for integration will be provided by IAI or need to be provided by the bidder	Not Required
2.3 Administration Services Page No.-5	14.The organization will produce an electronic attendance/no shows report (“No Show File”) and forward to IAI after test administration in excel file, thumb impression data and photo captured.	A. By Thumb impression do you mean Biometric Finger Print Capture or stamp pad impression. Please confirm as this has cost impact.	Biometric Finger Print Capture required
		B. Would you need Biometric Verification at later stage during joining/admission of candidates which would qualify thru’ this exam? If yes, how many days and at how many locations?	Biometric Finger Print should be done before the start of the examination at all centers
2.7 Environment Page No. -6	Test Venue should be finalized before the issuance of hall ticket	A. Please confirm if Admit card generation (hall ticket) is in the scope of work for agency.	Admit card generation (hall ticket) should be done by the vendor
		B. If yes, we assume Admit Card hosted online for candidate to download from portal and print will suffice. Please confirm.	Yes
		C. We assume exams will be required to be conducted only on Sat/Sun. Please confirm.	The next diet examination will be conducted on Saturday.
		D. Please confirm expected Exam Date(s) with month of the year.	9th December 2017
2.12 Services Page No. -8	Question Bank will be generated by the Institute.	A. We assume Test Content and Keys will be provided in desired standard xls format by the institute. Please confirm.	Question Bank will be shared by the Institute in word format.

2.13 Performance Standards and Obligations Page No. -8	Desktop used for online exam will have following configuration, Core 2 Duo, 4 GB RAM, 200 GB HDD...	B. We assume that PCs at Test Venues with configuration not older than 4 years will suffice as the exam would run and utilize only browser on the exam without much HDD or RAM requirement. Please confirm.	We require configuration, Core 2 Duo, 4 GB RAM, 200 GB HDD
4.2 (Parameter 1) Page No. - 11		A. What's the meaning of "Centers being the Integral part" of the exam?	The examination Centres will be provided by the vendor
5.11 Financial Bid Format Page No. -18	Rates per candidate (inclusive all)	B. We assume the candidate billing will be as per scheduled candidates. (Admit cards count) Please confirm.	Yes
ACET LIST OF CENTRES Page No. - 29	Examination Centers	Please share historic trend of candidate counts across each test city for previous exam cycle.	1495, 1870, 2461, 2825
Termination for Default Page No. 19		IAI can terminate the agreement only after giving adequate notice to rectify the default.	Yes
3		1. The current understanding of the scope of work is, to identify and book venues across 24 cities for CBT delivery. Kindly confirm.	Yes
		2. Application processing is assumed not be a part of the service provider's scope of work. Please confirm	ACET Online registration will be done by IAI
		3. Please confirm if the content will be provided by IAI and the test is to be delivered by vendor on the test engine provided by vendor Please also confirm whether the content so provided is in English only or in bilingual. If bilingual, please specify the language	Content will be provided by IAI and the test is to be delivered by vendor on the test engine provided by the vendor in English language.
		4. Tentative volume of candidates who will attempt the exam (please share basis historic data)	1495, 1870, 2461, 2825
		5. Assuming that there will be one exam drive each in the month of June and December and the current contract is for a period of one year. Please confirm	Yes

			6. Please clarify pt. 12 on page 5 ' Once all post-administration materials are returned from the test centres to IAI, the organization will submit a completion certificate.' Since the exam is to be conducted in CBT, needy clarity on the administration materials that is being referred to	The organization will need to submit Rough sheets used, CCTV recordings, Attendance Sheet, Biometric captures immediately after the examination is over.
			7. The typical venues that are booked for CBT exams are colleges with computer labs in the specified locations. The venues identified by the vendor will ensure that the venues are conducive to administer exams with basic infrastructure in place. Please confirm the need of ergonomically designed Tables and chairs as this is a non-standard requirement	The furniture/desk provided to candidates must be comfortable and befitting the standards of professional examination. See 2.9 SEATING ARRANGEMENT- Page no 7
4			1. Content will be provided by IAI. When will be the content shared with us?	10 days before the start of the examination
			2. What will be the expected number of candidates register and participate? Also, if you can share the last year numbers city wise?	Approax 2500 Historical data: 1495, 1870, 2461, 2825
			3. Result will be declared with candidate at same time or you will declare it later on?	Vendor will provide the result file to IAI in the required format. See Page No 8 and 9 Point no 8 and 9
			4. Questions will be in Randomized format or set wise?	Randomized format

5	Bids would be evaluated based on the following criteria	4.2 (Point 1) Page No. - 11	We have some query regarding the point no. 4.2 Our 3 financials year turnover is more then 10 crore. You want the average turnover of 3 years or you want to add the turnover of 3 years. Need the clarity on this. We are also ISO 9001/ CMMi Level 3/ Equivalent/ higher certification from but we got these certificates around 3.5 years ago. So can we participate in the tendor.	Average Turn over should be 3 crores in last three financial year.
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