

Notice inviting tenders

The Institute of Chartered Accountants of India (ICAI) invites tenders from reputed organization/s for making available scanned copies of evaluated answer books of examinees who apply for them, through website, accessible to examinees through a secure password. Interested parties may visit www.icai.org for more details.

Secretary, ICAI

Detailed Scope of work and terms and conditions

The Institute of Chartered Accountants of India (ICAI) invites tenders from reputed organization/s, for making available scanned copies of evaluated answer books of examinees who apply for them, through website, accessible to examinees through a secure password.

ICAI conducts examinations, at three levels, of the Chartered Accountancy Course:

- Common Proficiency Test (CPT)-of the nature of an entrance test
- Intermediate(IPC) examination.
- Final examination.

CPT is held twice a year, generally in the third week of June and December.

Intermediate and Final exams are held twice a year, generally, in the first fortnight of May and November.

CPT is an objective type test with multiple choice questions. It comprises 4 sections and held in two sessions of two hours each. About 1,50,000 candidates take the exam every half year.

Intermediate (IPC) examination comprises 7 papers. About 2,00,000 students are admitted to this exam, every half year.

Final examination comprises 8 papers About 1,00,000 students are admitted to this exam every half year.

In addition to the above examinations, ICAI Examination Dept conducts examinations of the post qualification courses ISA (AT), IRM etc.

The results of CPT, Intermediate (IPC) and Final exams held in May and November are declared generally in the second fortnight of July and January respectively.

Current Proposal:

In terms of a scheme framed by ICAI, certified copies/inspection of the evaluated answer books are being provided to applicants, since Jan. 2012, upon compliance with the laid down terms and conditions.

The total number of answer books that are photo copied for both Intermediate (IPC) and Final exams and sent to candidates aggregate about 40,000 per exam.

In order to expedite the process of making available copies of answer books on time to the students so as to be of academic guidance to them, it is proposed to make available scanned images of evaluated answer books, online, through a website, in a secure manner, which can be accessed by the student through a password.

Scope of work

1. Scanning of the evaluated answer books, as it is, without cutting the stitching of the answer book, on the left hand side, to ensure that the original answer book remains intact after scanning. Answer books to be handed over back to ICAI, safely, after scanning.
2. Save the images, properly indexed with reference to the candidate's roll number in an easily identifiable manner, in separate folders.
3. Check the images to see if they are clear, sharp and easily readable and that there has been no omission/commission etc
4. Check and ensure that the images relate to the candidate who had applied for them and are relevant to the subject/papers sought by him.
5. Host the images on a website, with sufficient bandwidth capable of handling the volumes/peak hits.
6. Email/SMS integration for communicating to the applicants that the scanned copies of their evaluated answer books are hosted giving the URL link where the images can be accessed.
7. Provide for printing of the images from the website, by the students, during a defined period of 7-10 days, at his convenience. Count-down timer is to be displayed for the remaining time available for downloading the scanned images from the site. Thereafter scanned images may stand withdrawn from the site after the defined period is over.
8. Manage the website in a user friendly manner and keep it operational for a period of about 3 months from the date of declaration of results.
9. Generate and provide such reports as may be necessary.
10. Provide and manage an e-mail Help Desk to handle student queries.
- 11. The work is expected to be implemented, in respect of Intermediate (IPC) and Final exams held in May 2014, the results of which are expected to be declared in the first fortnight of August 2014. Scanning and hosting work may commence 15 days after the declaration of result.**

Other conditions :

- Data security and accessibility and confidentiality are critical factors of the assignment.
- All the above-mentioned activities shall be carried out at the premises of the Institute at NOIDA, though the web server may be located elsewhere.
- The process flow should be in accordance with the requirements of the Institute with adequate controls and safeguards to ensure accuracy of data and reduce the transaction processing time.
- The work is to be completed as per the time schedule prescribed by the Institute.
- ICAI shall provide only space and power. You will make your own arrangements for the requisite software, hardware and manpower required for carrying out the assignment.
- Adequate number of trained technical and other manpower required for the assignment, is to be provided.

Qualifying requirement:

- The organization should have handled similar assignment(s) of at least of one other organization in the last 3 years.
- Its average annual turnover during the past 5 years should be atleast Rs 3 crores. (Only the professional fees towards consultancy work/services provided will be accounted for).
- It should have an office at Delhi or NCR and should have support staff based in Delhi/NCR.
- It should not have been blacklisted by any Govt. or other public sector company/corporation/autonomous body/University/Board etc

How to apply:

Organisation/s desirous of applying may download the prescribed application form from the site, fill up the same and submit it along with the following documents duly signed by them:

- List of all projects where similar assignments were successfully handled during the last 3 years and details of their clients
- List of similar assignments that are being handled at present.
- Organisation information
- Name and postal address including telephone, fax numbers etc
- Copies of original documents defining the legal status, place of registration and principal places of business
- Names and titles of Directors and officers to be concerned with the work with designation of individuals authorized to act on behalf of the organization
- Information on any litigation in which the applicant was involved during the last 5 years including any current litigation

The envelopes containing the tender should be addressed to the Additional Secretary(Exams), Institute of Chartered Accountants of India, ICAI Bhawan C-1, Sector 1, NOIDA, and should reach on or before 30.06.2014.

A Pre-bid meeting will be held at 3.00 P.M. on 24th June 2014 at the Examination Dept. of ICAI located at C-1, Sector 1, NOIDA 201 301, to brief the prospective service providers about the requirements of ICAI and to clarify their doubts, if any.

The applicant organizations may be required to make a presentation before the selection committee of ICAI. The decision of this committee will be final and binding.

Application form

1. Name of the firm/company
2. Physical address
3. Address of the company at New Delhi
4. Contact details(Telephone/E mail/Fax):
5. Date of incorporation/registration
6. Date of commencement of business
7. Net worth of the company/firm
8. Name(s) of the directors
9. Names of the major customers

10. Details of examination related assignments handled in the past

11. Current examination related assignments on hand

12. Details of turnover for the past 5 years:

13. (Attach copies of audited annual accounts for the past 3 years)

14. Details of turnover attributable to consultancy services (i.e. excluding material or labour components of the assignments handled)

15. Number of employees:

16. Of which the number of technical personnel :

17. Persons authorized by the company to execute documents on its behalf, with ICAI

Declaration

We hereby declare that the above information furnished above is true to the best of knowledge and information and if it is discovered at a later date that any or all of the above information is incorrect, we shall be disqualified and that if the assignment is already awarded, ICAI shall will be within its rights to cancel the contract forthwith without assigning any reasons whatsoever.

Place;

Date:

Signature

1. The assignment covers answer books relating to Intermediate (IPC) and Final exams conducted by the Institute.
2. The assignment covers the exams to be held in 2014, both May/June 2014 and November 2014.
3. Answer books are of A 4 size and of two types: 36 pages and 20 pages. About 80% of all answer books to be scanned are of 36 pages. Rest are of 20 pages.
4. The estimated number of answer books to be scanned and hosted would be in the region of about 40,000, for each of the examinations mentioned above.
5. Candidates who are desirous of obtaining certified copies of answer books are required to apply for copies of answer books within a month from the date of declaration of results, either online at <http://icaixam.icaai.org> or by physical application sent by post. Please visit www.icaai.org for details of the scheme.
6. Scanning and hosting of answer books is to be carried out in respect of only those candidates who apply for the same and not for all the candidates who appeared in the exam.
7. Result of May /June 2014 exams are likely to be declared in the first fortnight of August 2014 and the relevant work will have to be taken up from the third week of August 2014.
8. Results of Intermediate (IPC) exam are likely to be declared by the end of August 2014 and the relevant work will have to be taken up soon after declaration of the results.
9. Scanned images are to be provided to the candidates within a period of 30 days from the date of receipt of the application. Thus time is of the essence of the assignment. Thus the work may go on upto 60 days.
10. Answer books to be scanned will be handed over to the agency on a daily basis. The agency will have to scan and host the images, on a daily basis.
11. All pages of an answer book are to be scanned, whether answers are written therein or not.

12. Cover page of the answer books contain the signature of the examiner and the checkers. Some answer books also contain the initials of the examiners, on the page where the last answer is written. They have to be masked in the images.
13. The scanned images will have to contain an in-built watermark say in the form of a logo of ICAI or the words ICAI inscribed on them, in soft form, as a security measure, authenticating that they are provided by ICAI.
14. The application should be so enabled that the candidate can only view and print the images. There should be no provision for saving or downloading the images.
15. The cover page of answer books contain inter alia the paper number, name of the subject and a code number. The images of each answer book need to be indexed in such a way that the corresponding images are easily accessible through the code number/paper number.
16. The assignment covers answer books of two different levels of the CA exam, i.e Intermediate and Final. The relevant answer books are housed in two different buildings of ICAI, one in C-1 Sector 1, NOIDA and the other in C-5, Sector 1, NOIDA. Accordingly, the assignment has to be carried out, separately, in the ICAI's premises as mentioned above.
17. ICAI shall provide space and power. However, the service provider will have to organize the necessary hardware, software, server for hosting, necessary bandwidth to take peak hits of about 2000 candidates at a time and manpower.
18. Answer books are to be scanned, without cutting them open on the sides. Answer books are of A4 size. Thus, scanning will be of A 3 size sheets (i.e when the book is kept open) whereas the candidate should be able to view and print them in A 4 size sheets.
19. ICAI will carry out security audit of the software application.
20. The commercials of the job, may quoted in terms of cost per answer book.
21. The bids will be opened on 1st July 2014 at 11.00 a.m. at its office at C-1, Sector 1 NOIDA.
22. Due consideration will be given to both technical and commercial aspects, before taking a decision.
23. ICAI reserves all rights to reject any or all tenders / bids at any time, without assigning any reasons. In this regard the decision of ICAI shall be final and binding on all the participants and bidders.