



सीएसआईआर . राष्ट्रीय धातुकर्म प्रयोगशाला
CSIR - NATIONAL METALLURGICAL LABORATORY
बर्माईस, जमशेदपुर, BURMAMINES, JAMSHEDPUR - 8310 007



NIT NO.2-NML(183)/2025-E.I

Dt.11.06.2025

NOTICE INVITING TENDER

CSIR-National Metallurgical Laboratory (CSIR-NML), Jamshedpur, a constituent establishment of Council of Scientific & Industrial Research (CSIR), an autonomous body under the Ministry of Science and Technology, Govt. of India, wishes to outsource the conduct of Skill tests (Typing test on computer for the posts of Junior Secretariat Assistant & Stenography test for the posts of Junior Stenographers) as well as OMR based written tests for recruitment to 08 (Eight) posts of Junior Stenographer and 13 (Thirteen) post of Junior Secretariat Assistant, (JSA), (General/Finance & Accounts/Stores & Purchase) in Pay Level-4 and 2 respectively of 7th CPC through limited tender process.

Name of work	Estimated Bid Value (In Rupees)	Earnest Money Deposit (EMD) [In Rs.]	Duration of work
Outsourcing of conduct of Skill Tests (Typing test on computer for the posts of Junior Secretariat Assistant & Stenography test for the posts of Junior Stenographers) as well as OMR based written tests for recruitment to 08 (Eight) posts of Junior Stenographer and 13 (Thirteen) post of Junior Secretariat Assistant, (JSA), (General/Finance & Accounts/Stores & Purchase)	Rs.30,00,000/- (Rupees Thirty lakh only)	Rs. 90,000/- (Rupees Ninety Thousand only)	As described in scope of work
Bid publishing date	11.06.2025		
Bid closing date	20.06.2025		
Bid opening date	21.06.2025 at 11:00 AM		
Clarification obtaining date	Within a day		
Bid offer validity (from the date of opening of Bid)	Till 31.07.2025		
Performance Security	A Performance Security of 3% of the awarded cost would be furnished by the successful bidder in the Performance Security may be furnished in the form of Insurance Surety Bonds, Account Payee Insurance Surety Bonds, Account Payee Demand Draft, fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including e-Bank Guarantee) from a Commercial bank or online payment in an acceptable form. In Favour of : : Director, NML : A/C No : 30271713826 IFSC Code : SBIN0003329 MICR CODE : 831002013 Name of the bank : State Bank of India, : Burmamines, Jamshedpur,		

	Jharkhand The EMD will be returned to the successful bidder on submission of this PBG.
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The Director, CSIR-NML, Jamshedpur-831007 reserves the right to extend the date of submission of bids, accept/reject any or all the bids or may cancel the tendering process at any stage without assigning any reason thereof. In case of any dispute, the decision of CSIR-NML in all matters shall be final and binding upon the bidders/agencies.

Corrigendum/addendum/amendments/cancellation/postponements and all related notifications etc, if any, will be posted only on the CSIR-NML website. Therefore, all concerned may visit the website <https://nml.res.in> for any latest updates.

The bids can be submitted through e-mail to coa.nml@csir.res.in along with all requisite documents in a single encrypted pdf file. Password of the encrypted file is to be sent at 11:00 AM on 21.06.2025 to coa.nml@csir.res.in.

Eligibility criteria for bidders:

Government Departments / Government agencies / Public Sector Undertakings / Autonomous Bodies / Semi Government Organizations only, having experience in conducting online/offline written test and type tests on computer as well as stenography test in connection with similar recruitments for any government department / Public Sector Undertakings / Autonomous Bodies / Local Bodies / Semi Government Organizations / any government agency during the last five financial years (2020-21, 2021-22, 2022-23, 2023-24 and 2024-25), one work of 80%, two works of 60% and three works of 40% of estimated value & track record of agencies, award letters, completion letters, valid PAN & GSTIN, will be taken into consideration for technical evaluation.

Documents to be uploaded:

1. Experience certificate(s) like satisfactory work completion certificates mentioning the total value of the work done, issued by the government department(s) / Public Sector Undertakings / Autonomous Bodies / Local Bodies / Semi Government Organizations / any government agency for doing similar work (during the last five financial years (2020-21, 2021-22, 2022-23, 2023-24 and 2024-25);
2. Valid PAN
3. GSTIN
4. A certificate that the bidder is a government department / Public Sector Undertaking / Autonomous Body under any State or Central Govt. / Local Body / Semi Government Organization / Government Agency;

Scope of work:

1. To conduct skill tests [during the days as specified by CSIR-NML in multiple shifts in each day] for the candidates against the posts notified vide CSIR-NML Advt. No. 02/2025 and to provide the results thereof.
2. To arrange OMR sheets for conducting written tests for both the posts [in a single day] and to provide the results after the evaluation thereof.

Note (A): The skill tests will be held first followed by OMR based written tests. The said vacancy position along with, *inter alia*, the norms for skill tests and the scheme of written tests for both the posts have been published vide CSIR-NML Advt. No.02/2025 (**Annexure – I**). The applications have also been received against the above posts and 1000 candidates for

the post of Junior Stenographer and 3000 candidates for the post of Junior Secretariat Assistant, (G/F&A/S&P) are expected to appear in the respective skill tests.

Note (B) : The Stenography Test, the Typing Test on Computer and the written tests are to be conducted as per the norms, syllabus and scheme described in the Advertisement (**Annexure – I**). The evaluation of the transcript of the Stenography Test as well as the passage of Typing Test on Computer is to be done as per the norms prescribed by CSIR (**Annexure – II**). The skill test in Stenography and the Typing Test on Computer are qualifying in nature and only those candidates who qualify in the said skill tests are eligible to appear in the Written Test.

3. The selected bidder/agency is to set up passage for type tests as well as for stenography tests.
4. Dates to conduct skill tests and written tests:
 - a. For typing test and stenography test : 30.06.2025 to 04.07.2025
 - b. For written tests (for both the posts : 12.07.2025
5. The successful bidder will collect the soft copy of data of the details of applicants, captured during online submission of applications by candidates, as available with CSIR-NML to issue Admit Cards for the skill tests and the written tests for both the posts in the template provided by CSIR-NML. The admit cards are to be issued to a Total of 6349 candidates for JSA and 2057 for Jr. Stenographer;
6. To make arrangements, like OMR sheets (with two self-carbon copies), for conduct of type test/ written examination including intimation to candidates by mail/notification/issue/downloading of admit cards / call letters for conduct of written/type test on computer, maintaining data security, processing the test papers/manuscripts and provide result in order of merit, postcode-wise and category-wise as well as the paper wise raw marks obtained by each of the candidates. In the case of type test, the agency has to provide result along with original signed hard copy of typescripts. In case of any eventuality, if the test is cancelled due to any reason, the tests are to be conducted by the agency within a period to be specified by the Director, CSIR-NML, at no extra cost;
7. To arrange different passages/scripts for each shift for type test as well as for stenography test as per the norms provided in CSIR-NML Advertisement (**Annexure – I**);
8. To arrange passage dictators (in Hindi as well as for English) for stenography test;
9. To install CCTV cameras at the test venues with zero dark spot. The complete recording of the CCTV cameras installed so has to be provided by the agency to the Director, CSIR-NML;
10. To capture the biometric details (thumb impression and photo) of all the candidates appearing in the tests (written & skill tests) and submit the same to the Director, CSIR-NML;
11. To install mobile jammers in all the test venues;
12. The venue to conduct above Tests is in Jamshedpur and which is required to be kept ready by the selected bidder for inspection / mock by the CSIR-NML authorities two days before the respective tests;
13. End-to-End support including technical, operational, logistic and manpower related support during and after the conduct of examination including:
 - a. To depute authorized representative(s) at tests venue having signing

- authority and to oversee the processes on behalf of service provider;
- b. To provide a single point of contact (with name, mobile number and email) with regards to these tests;
- c. To depute experts / engineers to take care computers, server(s) and software(s) related security, other arrangements (including instalment) and issues;
- d. Arrangement of server(s);
- e. To arrange for frisking with hand held devices (separately for male and female);
- f. Establishment of a control room for real-time monitoring of tests;
- g. Management of representations related to questions and answer keys;
- h. To ensure a seamless, secure conduct of examination;
- i. Storage and transmission of examination logs and other data to NML in a safe and secure mode immediately after the skill tests;
- j. System should save/record all transactions and automatically log-out after the stipulated time gets completed;
- k. Processing the challenges received from candidates with regard within given scope of work;
- l. Dealing with RTI queries and Grievance redressal and court issues out of these tests (within given scope of work);
- m. Timely submission of examination scores of candidates to NML.

Logs of transaction during skill tests:

System should ensure record of every transaction viz.;

- Start and end time of tests;
- Time taken by candidate to attend the test
- Idle time of computer node (if any)
- Any form of interruption in the computer node due to technical or operational faults.
- Time at which candidate logs-out of the test (This may be different from the time of end of test)
- Complete trail of navigation

(b) Attendance

- The service provider will collect signature, affix photograph of candidate and take statements in the handwriting of the candidates on the “NML Copy” from respective candidates.
- Service provider will ensure to get Signature and Thumb Impression of each and every candidate who appears for the examination in the Attendance sheet.

14. Submission of documents to NML after Examination: On completion of examination, the Service Provider shall comply with the following processes at the venue itself in sealed covers:

- (a) The Attendance sheet (batches wise) for both skill tests and written tests must be signed by authorized representative of the service provider.
- (b) The service provider will keep the original copy of OMR sheets with it for evaluation and after evaluation the same have to handed over to CSIR-NML along with paper wise merit list; the second copy of the same it to be given to the candidates and the third carbon copy of all the OMR sheets must be handed over to the authorized representative of CSIR-NML on the same day;

- (c) Scanned (out of originals) copies of the passages / transcripts typed by the candidates.

Self-Certification List:

- (a) List of all examination functionaries (including Security Staff and MTS) who are to be deployed at the venues, with their signatures affixed on the sheet along with their contact numbers and email addresses. They are also required to submit a certificate that none of their relative is a candidate in this examination. No functionary should be facing a police / criminal case and ever been barred to be in any such exam.
- (b) Number of changes in computer nodes during the examination along with details of affected candidates.
- (c) Report of any untoward incident and action taken thereon. This testimonial will be created, signed by the authorized functionaries of the selected bidder.

The Service provider must ensure a robust mechanism to maintain highest standard of confidentiality in, processing, maintenance, storage, and administration of question sets, Answer keys as well as script / passages for Typing tests and stenography tests.

A representative of the Service Provider will be the single point of contact of NML for all examination related matters.

Basic Requirements to be met by the system

The Service Provider shall implement all the necessary functional, technical, operational and other supporting requirements to meet these functionalities:

1. The software for skill tests must capture candidate's data like name and application number on real time basis while taking the examination;
2. There must be provision for mock test for two minutes;
3. The typing test and the stenography test are to be arranged for both Hindi and English. The key board lay out for typing / transcript on computer in Hindi will be Mangal Remington GAIL, Kruti Dev-10 and In script;
4. The system must automatically stop when the time limit is over. However, in the event of any break/delay/interruption during the test, such time of break/delay/interruption shall be compensated accordingly by the system to ensure that every candidate gets the full-allocated duration of time.
5. The software must not store any response of the candidate at computer node. Software must have the capability to synchronize the responses in the real time with the local server at venue.
6. The software must be able to generate summary report of candidate's performance etc., as required by the NML.
7. At the completion of the test, the software must generate the Candidate's log trail of examination. The data must be made available to the NML on time.
8. While the examination is ongoing, access to all possible web resources must be blocked from the computer node of the candidate as well as any other computer peripherals. Similarly, functions like 'Copy-Paste, Cut-Paste, screen capture' shall be disabled along with back space.
9. Login must be "CAPTCHA" enabled.
10. The Examination software must be capable of hard closing the running applications and disabling all the ports
11. The computer nodes in the Examination Venue must be connected only by wired LAN.
12. Each of the computer node must be loaded only with the requisite operating

System and the examination tool.

Service Legal agreement:

S.1 No.	Activities	Criticality	Penalty to be paid by the service providers
1.	Conduct OMR Based Exam in all the identified / planned Venues.	Critical	If tests/exam could not be conducted due to deficiency on the parts of service provider a penalty of Rs. 5000/-x No. of total applicants for both the posts, will be levied and service provider will conduct the re-examination/tests free of costs within the time decided by the Director, CSIR-NML.
2.	Recording of Biometric Details and photo capture of the candidates before exam/tests	Critical	Any deficiency will invite a penalty of Rs. 1000/- per deficiency.
3.	Setup CCTV Cameras for surveillance and make recordings available	Critical	If deficiency in recording is observed on the CCTV recordings submitted by Service Provider, then a penalty of Rs. 10,000/- per defaulting will be levied.
4.	If error is found in scores as per defined standard during result processing activities	Critical	A penalty of Rs. 10000/- per error in score.
5.	If exam questions /answer keys get leaked before the examination	Critical	Rs. 5000/-x No. of total applicants for both the posts, will be levied and service provider will conduct the re-examination/tests free of costs within the time decided by the Director, CSIR-NML.
6.	Submission of hard- copies of Attendance sheet to NML	Critical	Same day Every additional day after day of examination : Rs. 1,0000/- per day.

CSIR-NML's part:

1. Arrangement of venues for tests, sitting arrangements and other logistics including 120 computers and peripherals;
2. Soft copy regarding Name/Application Number and photos of respective candidates to be uploaded on systems for skill tests and also to be used for written test as well as for admit card;
3. Appointment of Co-ordinator, invigilators, Centre superintendent etc.; The Question Papers of for the written tests for both the posts will be provided by CSIR-NML;

Terms of Payment: Payment shall be made only after satisfactory completion of the given work.

- **No ADVANCES shall be paid.**

ARBITRATION

In the event of any question/dispute/difference arising under the contract or agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement), the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.

The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and /or directions, as may be required.

Subject to the aforesaid provision, the arbitration and conciliation act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall deemed to apply to the Arbitration proceedings under this clause.

(Jay Shankar Sharan)
Controller of Administration
Mob. No.9123190501
Ph. No.06572345152/48
e-mail; coa.nml@csir.res.in



Earnest Money Deposit

- 1 In consideration of (hereinafter called the "Government") Represented by NML, on the first part and M/s of (Hereinafter referred to as "Bidder") on the Second part, having agreed to Accept the Earnest Money Deposit of Rs. (Rupees) in the form of Bank Guarantee/Demand Draft for the Request for Proposal for procurement of _____ us (Name of the Bank), (hereinafter referred to as the "Bank"), do hereby undertake to pay to the Government forthwith on demand without any demur and without seeking any reasons whatsoever, an amount not exceeding_(Rupees) and the guarantee will remain valid up to a period of six months from the due date of the opening of the bid. It will, however, be open to the Government to return the Guarantee earlier than this period to the Service Provider.
- 2 In the event of the Service Provider withdrawing the tender before the completion of the stages prior to the Commercial negotiations or during the Commercial negotiations, as the case may be, the Performance Bank Guarantee deposited by the Service Provider stands forfeited to the Government. We also undertake not to revoke this guarantee during this period except with the previous consent of the Government in writing and we further agree that our liability under the Guarantee shall not be discharged by any variation in the term of the said tender and we shall be deemed to have agreed to any such variation.
- 3 No interest shall be payable by the Government to the Service Provider on the performance bank guarantee for the period of its currency

Dated this

day of _

_____ For the
Bank of(Manager)



Undertaking on Patent Rights

[Agency's letter head]

The Director
CSIR-NML
JAMSHEDPUR-831007

Sub: Undertaking of Patent Rights
Ref.: CSIR-NML NIT No. 2-NML(183)/2025-E.I

Sir,

1. I/We as Service Provider (SP) do hereby undertake that none of the deliverables being provided by us is infringing on any patent or intellectual and industrial property rights as per the applicable laws of relevant jurisdictions having requisite competence.
2. I/We also confirm that there shall be no infringement of any patent or intellectual and industrial property rights as per the applicable laws of relevant jurisdictions having requisite competence, in respect of the equipment, systems or any part thereof to be supplied by us. We shall indemnify NML against all cost/claims/legal claims/liabilities arising from third party claim in this regard at any time on account of the infringement or unauthorized use of patent or intellectual and industrial property rights of any such parties, whether such claims arise in respect of manufacture or use. Without prejudice to the aforesaid indemnity, the SP shall be responsible for the completion of the supplies including spares and uninterrupted use of the equipment and/or system or any part thereof to NML and persons authorized by NML, irrespective of the fact of claims of infringement of any or all the rights mentioned above.
3. If it is found that it does infringe on patent rights, I/We absolve NML of any legal action.

Yours faithfully,

Authorized Signatory
Designation

Date:

NMML

Undertaking on Pricing of Items of Technical Response

To

The Director,
CSIR-NML,
Jamshedpur

Sub: Undertaking

Sir,

I/We do hereby undertake that the techno-commercial proposal submitted by us is inclusive of all the items as required in NIT No. 2-NML(183)/2025-E.I We understand and agree that our Proposal is firm and final and that any clarifications sought by you and provided by us would not have any impact on the Commercial terms submitted by us.

Yours faithfully,

Authorized Signatory Designation Organization Seal

Date



Undertaking on Service Level Compliance
[Bidder's letter head]

To

The Director,
CSIR-NML,
JAMSHEDPUR-831007

Sub: Undertaking on Service Level Compliance.

Ref.: Our bid against CSIR-NML NIT No. 2-NML(183)/2025-E.I

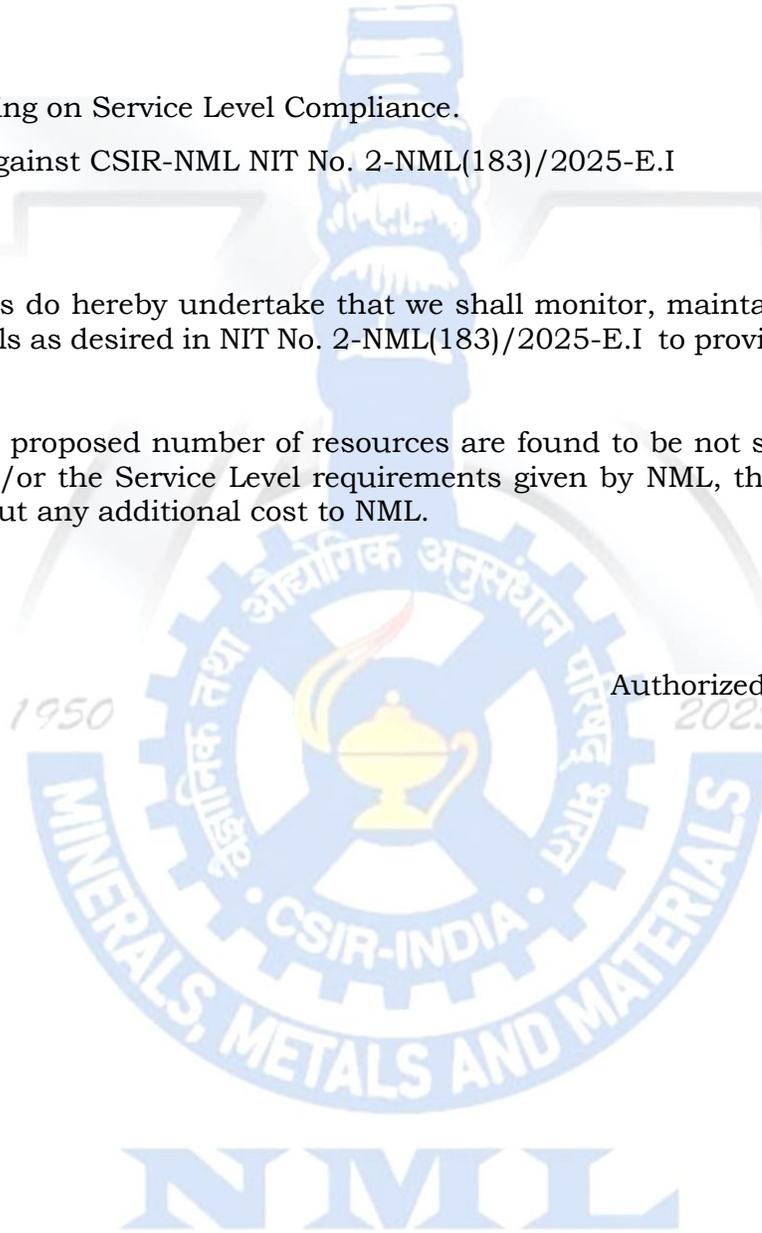
Sir,

1. I/We as bidders do hereby undertake that we shall monitor, maintain and comply with the service levels as desired in NIT No. 2-NML(183)/2025-E.I to provide quality service to CSIR-NML;
2. However, if the proposed number of resources are found to be not sufficient in meeting the tender and/or the Service Level requirements given by NML, then we will augment the team without any additional cost to NML.

Yours faithfully,

Authorized Signatory Designation
Office Seal

Date



PRICE BID

Name of Service: Outsourcing of conduct of Skill Tests (Typing test on computer for the posts of Junior Secretariat Assistant & Stenography test for the posts of Junior Stenographers) as well as OMR based written tests for recruitment to 08 (Eight) posts of Junior Stenographer and 13 (Thirteen) post of Junior Secretariat Assistant, (JSA), (General/Finance& Accounts/Stores & Purchase)

BILL OF QUANTITIES

Sl. No.	Brief Details	Quantity	Unit	Rate	Amount
01	Exam Scheduling and Generation of Admit Cards for JSA for Proficiency Test as well as for Written Test	6349+1000=7349	Each		
02	Exam Scheduling and Generation of Admit Cards for Jr. Steno for Proficiency Test as well as for Written Test (Incl. Technical & Administrative Manpower	2057+500=2057	Each		
03	Proficiency / Typing Test / evaluation for JSA for 5 days – incl. Technical and Administrative Manpower	3000	Each		
04	Proficiency Test (including evaluation) for Jr Steno (Incl. Shorthand) for 1 days- incl. Technical and Administrative Manpower	1500	Each		
05	JSA Written Test OMR Based (Paper – I & II) - Supply of OMR Sheets, Manpower for conduct of scanning, evaluation and submission of Results	1000	Each		
06	Jr Steno- Written Test OMR based - Supply of OMR sheets, scanning, evaluation and submission of Results	500	Each		
07	Biometrics during Proficiency Tests for JSA & Written Test Total	3000+1000=4000	Each		
08	Biometric during Proficiency Tests for Jr. Steno & Written test	1500+500=2000	Each		
09	Hand Held Metal Detectors with 3 Security Guards (One female and two male) for Proficiency and Written Tests	For Six Days	Each		
10	DVR and Harddisk for CCTV recording of 5 day of Proficiency test and one day of written test submitted to CSIR -NML	10	Each		
11	Mobile jammers	2	Each		
	Total: in figures				
	In Words				

Authorized Signatory of the bidder
With office Seal and Date

Rate to be quoted in both figures and words.

The number below quantity in the above table is minimum and payment will be made accordingly. However, additional rate will be paid as per quoted rate for each increase in quantity.

Note: No extra item of expenses shall be paid separately except GST and statutory charges paid to Govt. in this regard on production of original receipts/challans.

VENDOR'S INFORMATION

[The interested Agency shall fill in this form and should submit along with other documents]

1)	Vendor's Legal Name	:	
2)	Whether Govt./ Central Govt./State Govt./ PSU/ Autonomous Agency	:	
3)	Vendor's Registration Number (if any)	:	
4)	Vendor's Legal Address with Contact No. and E-mail ID	:	
5)	Name of proposed authorized signatory/representative in connection with the instant work	:	
6)	Vendor's Authorization Representative (s) Information		
	Name	:	
	Address	:	
	Telephone/ Fax numbers	:	
	Email	:	
7)	Client list (Please attach copies of Award letter/Completion Certificate during the last 05 Financial Years (2020-21, 2021-22, 2022-23,2023-24, 2024-25)	:	

This Vendor's Information Form may be forwarded through e-mail along with other documents

Signature with Seal

RESPONSE FORMAT

(To be submitted and signed by the Bidder's Authorized Signatory)

To

The Director
CSIR-NATIONAL METALLURGICAL LABORATORY
JAMSHEDPUR-751013.
(Jharkhand), India.

Sub: Outsourcing of conduct of Skill Tests (Typing test on computer for the posts of Junior Secretariat Assistant & Stenography test for the posts of Junior Stenographers) as well as OMR based written tests for recruitment to 08 (Eight) posts of Junior Stenographer and 13 (Thirteen) post of Junior Secretariat Assistant, (JSA), (General/Finance & Accounts/Stores & Purchase)

Ref.: CSIR-NML NIT No. 2-NML(183)/2025-E.I dated: 11.06.2025

Sir,

1. Being duly authorized to represent and act for and on behalf of _____ (Hereinafter referred to as "the Bidder") and having studied and fully understood all the information and terms & conditions provided in the NIT, the undersigned hereby apply as a Bidder for the above mentioned work.
2. We understand the nature and scope of work, submit necessary relevant documents, such as, certified copies of Registration certificate of the agency, GSTIN, PAN, Award Letters, Completion certificates along with duly filled in bills of quantities. This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in the application or with regard to the resources, experience and competence.
3. The details of our functionaries to be deputed at exam venue along with their respective functions name, e-mail id, designation, and Mob. No. is annexed with this letter.
4. The undersigned declares that statements made and the information provided are complete, true and correct.
5. We hereby confirm that we have read, understood and accepted all the detailed terms and conditions of this NIT and Test related information as required. We have also visited the site in JAMSHEDPUR for the assessment and have made our own due diligence and assessment regarding the conduct of the tests.
6. We hereby agree to abide by and fulfil all the terms, conditions and provisions of the NIT.

Authorized signatory: Name and seal of the Govt. Agency

Place:

Date :

Encl: As above.