THE BHARAT SCOUTS AND GUIDES
Creating - Better India
भारत स्काउट्स एवं गाइड्स
बेहतर भारत के निर्माण की ओर
National Headquarters राष्ट्रीय मुख्यालय
Society Registration No. S462 of 1950-1951

President
DR. ANIL KUMAR JAIN, M.P. (RAJYA SABHA)
डॉ. अनिल कुमार जैन, सांसद (राज्य सभा)

Chief National Commissioner
DR. K.K. KHANDELWAL, I.A.S. (RETD.)
डॉ. के.के. खण्डेलवाल, भा.प्र.से. (से.नि)

Ref. No. BSG/NHQ. D-8-2/341/2023   Date: 14-02-2023

To
M/S_____
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SUB: Quotations are Invited for the Computer Based Test for PAN India.

Services needed for all stages of the computer-based test, right from the designing & development of software for receipt of online applications from the candidates, preparation of online e-admit cards and its dispatch to the candidates to their registered email id, Mobile No. and till the submission of Merit Lists to BSG. The Merit List would be prepared on the basis of the marks scored by individual candidates in the computer based test/examination.

Service Provider is free to carry out any of these activities through its in-house team and/or authorized service provider.

The detailed services are as follows.

Services would cover the following steps:

1. Design the URL/ Application portal for receiving online applications.
2. **Arranging for online registration of the candidates including online gateway payment** (Payment Gateway will be provided by BSG)
3. Processing of online application data, booking requisite number of venues at various locations (including PWD facilitated venues), generating roll numbers, allotting the candidates to venues for computer based examination **(at least 30 days in advance)**
4. Designing draft admit-cards and information handout, preparing URL for downloading admit-cards and dispatch to candidates through Email & SMS.
5. **Preparing suitable question papers** as per the scheme of examination of BSG.
6. Arranging for smooth and fair conduct of the computer based examination at centres indicated in the advertisement by deputing suitable number of venue coordinators at each centre with the coordination of BSG and ensuring that infrastructure such as computer systems, software, power backup, etc. at the venue are properly functioning.
7. Arranging for capture of biometric thumb impression and attendance on exam day at the venue before the start of the examination/after the end of the examination.
8. Preparation of merit list, centre wise lists and basic scores list of all the candidates as per the category wise requirements.
9. Extend support and provide requisite information to the designated officials of BSG on priority basis in case of any legal dispute/ court cases/ RTI applications filed against the CBT process or any other purpose.
10. Service Provider will ensure security/secrecy/confidentiality in all aspects of examination and data. In case of any leakage, all responsibility will be lies on the firm and penalty if any to be paid.
11. Live panel to check number of application and the number of candidates appearing for the test venue wise.
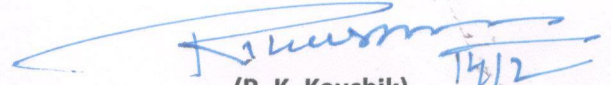
12. Exam Day Live CCTV footage of the venue.
13. Dedicated Feedback/query service (Email and telephonic) for the applicants and time to time report to be submitted to BSG.
14. **BSG will provide raw data of the candidates. All types of formatting to be done by the service Provider.**

Terms & Conditions

1. For details contact: Darshana Pawaskar – +91 76663 92611
2. Please share amount along with GST as applicable.
3. Sealed Quotation shall be addressed to **"Director, The Bharat Scouts and Guides"** and should reach to **"The Bharat Scouts and Guides, National Headquarters, Lakshmi Mazumdar Bhawan, 16 M. G. Marg, I. P. Estate, New Delhi – 110002"** by 25.02.2023 05.00PM.
4. We reserve the right to consider/reject the quotation without giving any reason.

Yours Sincerely

(R. K. Kaushik)
Director