



NATIONAL INSTITUTE OF SOLAR ENERGY
(An autonomous Institute of Ministry of New & Renewable Energy, Govt. of India)
Gwal Pahari, Gurugram, Haryana-122003

Date: 01.03 2019

PROPOSAL FOR INVITING OFFERS
UNDER TWO BID (TECHNICAL AND FINANCIAL) SYSTEM

National Institute of Solar Energy (NISE) - an autonomous body of Ministry of New and Renewable Energy (MNRE), Government of India, is an apex National Centre for research and technology development in the areas of Solar Energy Technologies, for which it coordinates with different stake holders including research institutes and industry. The NISE also assists MNRE, the nodal Ministry of the Government of India for promotion and development of new and renewable sources of energy, in implementing the National Solar Mission (NSM) by way of coordinating research, technology and other related works and also Skill Development and Human Resource Development Programmes and providing testing facilities in the field of renewable energy. NISE is located on a 200 acre campus at village Gwal Pahari in Gurugram district on Gurugram-Faridabad Road, Haryana.

NISE intends to out-source the services of an authorised agency for conducting complete examination process based on on-line/off-line examination and shorthand & typing test of successful candidates in case of Office Secretary-I and provide a merit based final selection list of final results based on examination & test to fill the following Technical and Administrative Support Posts in the Institute.

Sl. No	Name of the post	No. of posts	Pay Level	Pay Matrix (in ₹)	Reservation				
					SC	ST	OBC (NCL)	PwD	UR
I. Scientific									
1.	Assistant Director	7	10	56100-177500	1	0	1	1 (PH)	5
II. Technical									
2.	Executive Officer	4	8	47600-151100	0	0	1	0	3
3.	Executive Assistant -I	8	7	44900-142400	1	0	2	0	5
III. Administrative Support Staff									
1.	Office Secretary	1	9	53100-167800	0	0	0	0	1
2.	Office Secretary-I	3	8	47600-151100	0	0	0	1 (PH)	3
	Total	23			2	0	4	-	17

For filling up of the above mentioned total 23 posts - 7 Scientific , 12 Technical Posts (4 Executive Officer and 8 Executive Assistant-I) and 4 posts of Support Services, NISE invites offers under two bid (Technical & financial) system from the Govt./autonomous body/Educational Institute, who fulfils all

statutory and other requirements including ISO and has competence, expertise and logistic support / manpower, on all India basis, for the following purpose:-

- (a) To adapt on-line application process as per Recruitment Rules in force for appointment of suitable persons for the above posts, including processing and conducting hassle free on-line/off-line Examination and Test of the candidates (who fulfil criteria in accordance with the advertisement in Employment News, National Newspapers and websites of NISE and MNRE) for above mentioned Technical Posts and Support Service in a manner proposed hereunder (as per Terms and Conditions given under para 1 below) or as suggested by the selected Authorized Agency and mutually agreed to by the services seeker (NISE) and Service Provider (the selected Authorized Agency/Institution), with fool-proof integrity, security, authenticity and confidentiality;
- (b) To conduct on-line/off-line examination and test at four locations in Northern, Western, Southern and Eastern part of the country, preferably at New Delhi, Mumbai, Bengaluru and Kolkata.
- (c) To conduct short-hand and typing test of successful candidates for Office Secretary-1;
- (d) Provide lists /result in different categories/disciplines (in order of merit) after placing them on NISE/MNRE and agency web-sites;
- (e) Ensure return of all original papers/software concerning processing and conduct of exam and declaration of result

Terms and Conditions

- (1) The Institution/ Agency (preferably Government / Government autonomous body/ Government aided /affiliated Institution/ educational institution of repute) should be authorised/qualified (fulfilling all the requisites, as per prescribed procedure and law) to conduct such **on-line and offline** competitive exams/ tests for filling the posts at different levels in government, autonomous bodies and non-government/ offices/financial institutions and different undertakings/organizations, and fulfil all legal requirements.
- (2) The Institution/ Agency should have expertise and strong logistics/ backup to process the applications received and conduct on-line/off-line examination & tests should fulfil the following:
 - (a) recognition from the Competent Authority / university to conduct on-line / off-line examination,
 - (b) minimum of five years' experience in the field of conducting on-line / off-line examination(s) for self and other Government, autonomous bodies non-government, financial institutions, organisations, undertakings and office on All India Basis;
 - (c) Experience of having conducted at least five numbers of on-line/off-line examinations for hiring manpower for Government, autonomous bodies non-government, financial institutions, organisations, undertakings and office on All India Basis;
 - (d) ISO Compliant as per norms – (like ISO 27001)

- (e) Should have technical / viruses free software to process the applications, as per eligibility criteria detailed in advertisement / to capture information provided in applications , validate email validation, scanning and uploading photographs and signatures, provisions to provide on-line detailed guidelines and instructions for eligible candidates along with unique registration number, biometric process to ensure access of personal information by the individual applicant only and ensuring the authenticity and eligibility of the actual candidate for appearing for the test.
- (f) Office/ centres (equipped with all the technical support like independent servers and back-up, un-interrupted power supply, on line web-based portal integrated with the offline test delivery portal for registration (with unique code to access information), admit card generation, conduct of test and simultaneous result declaration module capacity to accommodate sufficient candidates, with provisions of basic amenities/ facilities, etc.);
Hardware (independent PCs, printers with additional provisions in the event of any break down or unforeseen eventuality);
Software (developed to conduct examination, having fool proof data security, data transfer and physical security in place) with biometric backup to check and ensure genuine/ the actual applicant is appearing for on-line / off-line examination/test.
Sufficient hardware and human resource to man and manage the on-line / off-line examination / test (qualified and skilled and competent human resource, both at supervisory and supporting level along with necessary security and confidentiality provisions / checks) in the four cities, where the examination and tests will be conducted.
- (g) Should have separate testing stations with computer for online examination / desks for offline examination for each candidate using privacy partitions to ensure confidentiality and privacy.
- (h) Ensure proper security (separate frisking men and women security personnel) and basic amenities including separate (men and women) washrooms, availability of water, etc. at Examination Centres.
- (i) Should ensure server linkages with NISE/MNRE

- (3) The venues of Examination, if required, to be fixed in consultation with NISE based on data provided – number of applications received from different parts of the Country)
- (4) The online applications would be invited by NISE along with scrutiny of the on-line applications received. The soft data after scrutiny of screened in applicants will be provided by NISE to the identified agency for further action for organising and conducting the examination.

- (5) The selected agency will prepare a question bank for examination of scientific and technical positions. For this purpose, the agency should engage the experts in the relevant subject areas. A confidential report as a proof of such engagement of experts will be provided to the competent authority of NISE. The agency will ensure full secrecy and confidentiality of the experts and question bank prepared for examination of the scientific and technical positions by the experts.
- (6) The offline examination / test shall be conducted in single session (Bilingual – Hindi & English) - Total marks – 200 (0.25 negative marks for wrong answer) and of duration not exceeding 180 minutes, for the topics/in the manner detailed below: –

A. For SCIENTIFIC/TECHNICAL Positions (bilingual - Hindi and English) objective -

(With major emphasis on Solar Energy) - 200 Marks

Part – I: General: 50 marks (0.25 negative marking for wrong answers)

- (i) General Knowledge
- (ii) Reasoning
- (iii) Quantitative Aptitude
- (iv) English language proficiency

Part – II Technical 150 marks (0.25 negative marking for wrong answers)

- i. National and Global Scenario of Energy
- ii. Development of Renewable Energy in India and abroad
- iii. Fundamentals of Solar Energy.
 - Solar resource and potential
 - Solar Energy (Solar Thermal & Photovoltaic),
 - Solar Cell Technologies, including material science
 - Off Grid – Solar PV applications for lighting, water pumping etc
 - Solar thermal applications for heating, cooling and process heat
 - Solar PV and Concentrating Solar Power plants
 - Integration of solar power plants with grid including Power Electronics, Power Systems, Transformer, Distribution, grid connectivity, etc.
- iv. Fundamentals of Energy Technologies (including relevant principles of heat transfer, combustion, fluid mechanics, power systems, materials, etc.),
- v. Energy Storage Technologies, including hydrogen and fuel cells

B. For administrative posts i.e. Office Secretary and Office Secretary-I

CBT/Test (Bilingual – Hindi and English except for English language)

Total Marks: 200 Duration not exceeding 180 minutes

1. English & Hindi Language Proficiency & Comprehension
2. General Intelligence & Reasoning
3. General Awareness
4. Quantitative Aptitude

Conduct of Shorthand test (at mutually agreed centre(s) for which Centres and linked facilities i.e. computer and other amenities/ necessities shall be provided by the agency) after declaration of result and finalization of merit on the basis of CBT/Test for 3(three) posts of Office Secretary-I for first 60 candidates (merit based)

Dictation: 10 Minutes Speed 120 WPM (Hindi / English)

Transcription on computer English: 50 minutes Hindi: 65 minutes

- C. The type of questions in both the sections shall be Objective Type, having four options to choose from.
- D. Three set of the question papers, covering all the areas mentioned above will be prepared by the experts, selected by the Agency concerned. The final decision regarding the question paper out of the three sets for the examination will be taken by the agency in consultation with the competent authority of NISE.
- E. The admit card to the candidates invited for the examination should be issued on-line in downloadable form. The eligible candidates should receive their admit card/hall ticket at least 20 days before the date of examination. The admit card/hall ticket should include the following:
- I. Name of the candidate
 - II. Date of birth of the candidate
 - III. Application ID No.
 - IV. Recent photograph of the candidate
 - V. Name of the post for which the examination being conducted
 - VI. Name of the examination date
 - VII. Name of the examination centre and city
- (7) To design, develop the **QUESTION/ ANSWER BANK MODULE** covering topics as at (6) above for on-line examination or OMR answer sheet (having distinct identification number) for conducting off-line exams;
- (8) To ensure the presence of Agency's personnel/ Senior officer at each and every test centre identified and agreed upon in consultation with NISE well in advance of the scheduled day of examination at identified Examination Centre in different cities of the Country to attend the issues arising for conducting on-line / off-line examination and facilitate and ensure operational testing

of hardware / software with the required security / confidentiality by the competent and authorised technocrats / agencies agreed upon in consultation with NISE.

- (9) The said Senior Officer of the Agency shall have authority to take on the spot decisions to redress the grievances, if any of candidates and to issue duplicate Admit Cards after ensuring credibility/ genuineness of the aggrieved party and to take appropriate action against defaulting candidates, if any (as per rules) and should also be responsible to ensure confidentiality and transparency in conduct of exams and ensuring the transparent methodology (to be detailed in the technical quotation) for scanning and evaluation of OMR answer sheets ;
- (10) To ensure merit based category-wise simultaneous result placement on server of NISE & MNRE websites and also ensure merit based placement of list of candidates after shorthand test.
- (11) To ensure return of confidential examination material, including attendance sheets and offline test paper or software developed for conducting on-line examination, along with the application folders of eligible candidates to the designated officer in NISE under his duly signed receipt and stamp.
- (12) To provide the time schedule for execution of whole process (activity specific time schedule) (in any case the whole process to be completed not exceeding two month (or the time frame to be agreed both by the Agency & NISE) after the date of execution of MoU and grant of tender.
- (13) The onus to ensure, fulfilling of all technical, non-technical, administrative requirements including legal and statutory compliance of central, state and local law including cyber law; trouble free administration of on-line / offline examination, ensuring invigilation, authenticity (ensuring at test centres that the actual applicant appearing for exam through fool-proof means) security and integrity (from the date of handing over of the applications for processing till finalization of the on-line / off-line examination, test, placing of merit based results on servers / web-site and handing over the all records to NISE, shall be on the Agency awarded the tender / work. Leakage of secured information, in any form will be considered as cognizable offence and breach of contract, and necessary action will be taken by NISE.
- (14) Any other in-put or requirements, negotiable at the time of finalizing Memorandum of Understanding (MoU) with NISE detailing all terms and conditions (both in terms of activities to be performed and financial executions/payment schedule, etc.).
- (15) A pre-bid meeting will be held on 14th March, 2019 at 10.30 AM in the Prabhakar Hall, 1st Floor, Surya Bhawan, NISE, Gwal Pahari, Gurugram, which the prospective bidders may attend and seek any clarification on the requirement of the offers invited.

(16) Bid criteria

In accordance with the Rule 185 to Rule 195 of GFR 2017- the bidder/ interested party should submit offer under “Two bid System” (a) Technical (b) Financial (in two separate sealed covers)

- (a) **Technical Bid**– Covering all essentials, including Legal Identity, available infrastructure/logistic and competence of the Organization and expertise (with documentary evidence) to conduct on-line / offline examination and shorthand tests, etc., for filling the posts in an autonomous institution of the Government of India at All India Level., along with the time schedule for execution of each and every activity and the total time required to complete the whole process of conducting the examination and test in detail for the posts detailed above in NISE. The agency should detail the additional terms and conditions, if any, intended to be included in Memorandum of Understanding (MoU) for execution of work/activity.
- (b) **Financial Bid**- Covering each and every activity along with overall cost for execution of whole process to conduct the written test, as detailed above. **Separate quotes for conducting examinations and tests for both modes i.e. on-line and off-line should be submitted.** Provide other terms and conditions for financial executions, including time schedule.
- (c) Both (a) Technical Bid and (b) Financial Bid (complete in all respects along with supporting documents about authorisation, ISO compliance, copy of PAN, copy of last three years audited balance sheets, list of similar on-line /off-line examinations conducted during the last five years and any other document which may be deemed t fit to be produced in support of technical/ financial bid, as the case may be) should reach by speed post/ registered post or to be delivered by hand at reception of NISE, under a sealed envelope containing two separate sealed bids(technical and financial), on or before 25th March, 2019 by 4:30 PM, to:

**Director General,
National Institute Solar Energy (NISE),
Gwal Pahari, Faridabad- Gurugram Road,
Gurugram – 122003 (Haryana)**

- (d) ANY QUOTATION/BID RECEIVED AFTER DUE DATE AND TIME OF RECEIPT SHALL NOT BE ACCEPTED OR CONSIDERED.
- (e) The crucial dates for opening the bids are as follows:
- **26th March, 2019 at 11.00 AM – Technical Bids Opening**
 - **28th March, 2019 at 02.30 PM – Financial Bids Opening**
- Venue: Committee Room, (103), Surya Bhawan, NISE, Gurgaon.**
- (f) The successful bidder shall sign a Memorandum of Understanding (MoU) with NISE detailing all terms and conditions (both in terms of activities to be performed and financial executions/payment schedule, etc.), within seven days of the receipt of a communication from NISE regarding accepting of their financial bid.

- (g) There shall be weekly meeting for reviewing the progress with the authorised representatives of the selected agency, who shall be co-opted as a Member of the Committee constituted to monitor the progress/process in accordance with the MoU.
