

Rehabilitation Council of India
(A Statutory Body under the Department of Empowerment of Persons with
Disabilities, Ministry of Social Justice and Empower, Govt. of India)
B-22, Qutab Institutional Area,
New Delhi - 110 016

Expression of Interest for conducting All India Aptitude Test (AIAT)

The Council has decided to conduct All India Online/Offline Aptitude Test (AIAT) for admission to RCI approved Diploma Level Programmes/Courses in the major cities across the country in the month of May/June 2016. It is expected that approximate 50,000 candidates may appear in the online/offline examination. Therefore, the proposals (Technical and Financial) are invited in separate sealed covers with complete profile from the registered Agencies. The proposal should reach to the office of the Council latest by 28 January, 2016 up to 3pm for conducting online as well as offline (Paper Pencil). For details, please visit RCI website www.rehabcouncil.nic.in

A. MANDATORY REQUIREMENTS (Technical Bid):

- The Agency incorporated in India under the Companies Act, 1956 and subsequent amendments thereto or a partnership firm registered under LLP Act, 2008 or under Society Registration Act 1860 or Trust Act 1882 or PSU authorized for such job or Govt. Agency.
- The Agency should be registered in India for providing such services.
- Registered with the Service Tax Authorities & should have been operating minimum for the last three years.
- The Agency should have a minimum cumulative annual turnover of Rs 1 Crore (one crore) from like services for last 3 years (2014-15, 2013-14 & 2012-13).
- The Agency should have substantial expertise in conducting national level online and offline examination and should have minimum three years relevant experience.
- The Agency must have ISO certification
- Capacity to conduct the exam in Hindi, English and in Regional Language (indicate the name of languages)

B. THE AGENCY MUST INDICATE THE FOLLOWING (Financial Bid):

- Number of exam centres in major cities with capacity to conduct the examination in one day
- Number of terminals available at each exam centres
- Time required for scrutiny of applications, data feeding, issuance and posting of hall tickets to the candidates, preparation of question bank, preparation of result etc.
- Number of regional languages in which examination can be conducted
- Cost (with detailed breakup, inclusive of activities indicated in 'D') per unit

- Proportion of sharing of entrance fees between agency and the Council (proposal with less than 10% RCI share shall not be accepted)
- Tie up with Bank/postal department for sale of forms

C. METHODOLOGY OF APTITUDE TEST

The agency will be responsible for preparation & printing of prospectus as per guidelines of RCI. The agency will also be responsible for the sale of prospectus & its printing either through Bank or Post Office or online mode and also making it available to the RCI approved institutions, as per requests.

1. The medium of examination both for online and paper pencil test will be English, Hindi and in as many regional languages as possible.
2. There will be 100 multiple choice questions (MCQs) (with 25% weightage each for Qualitative Aptitude, Language Comprehension, Reasoning & General Studies) as well as true & false type of questions carrying one mark each of two hours duration.
4. In on-line mode, Unique question papers will have to be generated for each candidate. There will be no provision for negative marking for wrong answers. In off-line mode, next candidate shall get different set of paper.
5. Sufficient number of terminals accessible to the persons with disabilities e.g. large font / contrast colour / screen reading software should also be made available.
6. Schedule Date of Examination

The proposal should be properly sealed and sent to RCI by post only.

Last date for submission of proposals is **28 January, 2016 up to 3pm.**

No proposal will be accepted in person.

The Council reserves the right to accept or reject the proposals without assigning any reasons.

D. THE RESPONSIBILITIES OF THE AGENCY: –

1. The Agency shall be responsible for the following activities for conducting AIAT as mentioned below:-
 - i. Finalization of important dates such as starting date for selling prospectus, last date for submission of application, issuing of admit cards, date of examination, date of declaration of result, date for submission of admission application to the institutions and closing date of admission etc to be done by RCI.

- ii. The examination shall be conducted twice. Last opportunity shall be fifteen days prior to last date of admission, decided by Rehabilitation Council of India.
 - iii. Preparation and printing of prospectus.
 - iv. Sale of prospectus.
 - v. Scrutiny of application forms.
 - vi. Feeding of data.
 - vii. Allotment of date and time of examination.
 - viii. The agency shall provide sufficient staff to hold the examination online and offline.
 - ix. Preparation & Release of hall tickets / admit cards.
 - x. Preparation of Question Bank.
 - xi. Conduct of online & offline examination.
 - xii. Preparation of result.
 - xiii. Declaration of result.
 - xiv. Any other activity for successful completion of examination.
 - xv. All activities should be taken into account in calculating the cost per unit.
2. The Agency shall ensure smooth conduct of examination at all centre for that proper backup and prior necessary preparation should be done.
 3. The Agency will ensure that the necessary security controls and measures in respect of the equipments/infrastructure are provided to candidates and properly maintained. It would be the responsibility of the agency to maintain the integrity and sanctity of the test environment at all centers.
 4. The Agency would also provide Results at the earliest within 3days in case of online mode and within 10 days in case of off-line mode from conduct of examination.
 5. The Agency retains the right to conduct the entrance exam through the conventional paper pencil mode for one or more centers, should there be system failure or situation which is beyond the control of the Agency.
 6. The Agency would take responsibility in case there is any leakage of exam question papers.

7. In case, if the number of candidate at any centre is less than fifty, they will be accommodated in the nearby centre/city.

TIME SCHEDULE –

Opening of Technical Bid: 28/01/2016 at 04 pm

Opening of Financial Bid 02/02/2016 at 11 am

OTHER TERMS AND CONDITIONS -

1. Only those who qualify in Technical Bid, will be considered for Financial Bid.
2. The contract for conduct of AIAT shall be valid initially for one year from the date of this contract and the same may be extended for three years.
3. Any litigation shall be settled through an Arbitrator at New Delhi.
4. The instruction, validity and performance of the Work Contract shall be governed in all respect by the laws of India.
5. RCI and the Agency in performance of any contractual obligations shall stand exonerated for such failure due to circumstances beyond their control including force majeure conditions.
6. In case of total failure to conduct the examinations, the Agency would refund the entire advance amount to respective applicants along with interest @ 8.7% p.a. computed from the date of receipt of payment. The Council will not be responsible for any dispute between agency and the applicants.
7. Other mutual agreeable conditions may also be imposed as and when required.