

PO No.: HOBST/2022-06-11,12 & 19 -IBIS JA/024

Date: June 03, 2022

To,
DON BOSCO COLLEGE
Sampalgre, P.O. Chandmari, Chandmari Market, TURA, STATE - MEGHALAYA,
Pin Code: 794002
Contact No: 9436730717

Kind Attn: MR. ANIL KUMAR
Subject: Reference to the LOI/Agreement signed dated 9/29/2021 regarding hiring of Test Venue for online exams

We hereby confirm hiring of your test venue infrastructure as per the test schedule mentioned Annexure-II

The no of seats required mentioned in the table are exclusive of additional 15% buffer seats required to back-up for any PC failure during exam. The invoice shall be raised only based on the actual seats booked unless and until it is revised.

Please refer the Annexure I, II for Infrastructure, Manpower to be provided & Hiring Charges.

General Terms & Conditions

- The test rooms / labs allotted shall be available for exclusive use to NSEIT on the scheduled exam dates
- The test venue infrastructure provided (PCs, Network Switches, Rack, Firewall, Modems, Internet bandwidth & speed, LAN, OS, AV, UPS & DG) will be audited by authorized technical engineers from NSEIT on mutually agreed dates.
- NSEIT shall provide the audit findings report to the test venue SPOC with the details on gaps and deviations observed in the infrastructure not meeting the requirements.
- The test venue SPOC shall undertake to resolve the discrepancies notified in the audit in less than 1 working day from the date of receipt of report.



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- All the changes done and resolutions provided to meet the technical requirements of the infrastructure after the audit shall remain unaltered till the completion of exams at the test venue.
- The POs will be revoked, if the audit discrepancies notified on venue infrastructure required for conduct of online exam are not resolved within 3 working days.
- The personnel assigned by the test venue SPOC for the pre-exam day activities & exam day activities
- need to report as per the timings mentioned in the schedule.
- The test venue head shall ensure the PCs allotted for the exam has the NSEIT SBT (Secured Browser Tool) installed and the IE browser settings done as per specifications shared prior to the pre-exam day to enable conduct of venue readiness test on the pre-exam day.
- The personnel assigned by the test venue will undergo a class-room and on-job training on the pre-exam day for the various roles they handle, the schedule for the training shall be shared to the test venue SPOC.
- The test venue SPOC shall ensure the personnel assigned shall report on time for the training as per the training schedule. The authorized venue head shall also assign one back-up personnel for every two person for the training to manage contingency.
- The test venue SPOC shall ensure the entire test venue infrastructure provided for the exams are in proper working condition. If the test event is cancelled in the test venue due to failure of infrastructure, NSEIT shall not be liable to pay any charges to venue infrastructure service provider in the event of exam being cancelled due to infrastructure failure.

Payment Terms & Conditions

1. The invoice for the hiring charges shall be raised in the name of NSEIT Ltd, Mumbai within 7 days from the date of completion of the test at the venue.
2. The invoice in the prescribed format shared by NSEIT shall be handed over to NSEIT Chief Proctor, within 7 days from the date of completion of exam at the test venue
3. Invoice raised shall be processed and payment credited through NEFT to the respective accounts within 30 days from the date of receipt of invoice.
4. In case of insufficient manpower against Purchase Order during exam, standard deduction as per manpower rate shall be applicable. Manpower will be paid on actual present.

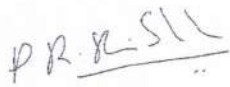


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Request you to kindly confirm your written confirmation within 48 hrs. Of receipt of this purchase order failing which the booking of the venue for the schedule dates shall be considered as deemed acceptance from your end.

Yours Sincerely,

For NSEIT Limited



Authorized Signatory



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ANNEXURE I
INFRASTRUCTURE

Item	Specification
Computers	
Exam Computers (Min configuration)	Pentium 4, 1 GB Ram, 80GB HDD, 17" LCD Monitor, Keyboard & Optical Scroll mouse
Operating System	Linux Windows with all Microsoft Updates/Patches/Service Packs
Internet Explorer Version	Internet Explorer Ver. 7 or above
Antivirus	Any licensed AV with latest definitions
Back-up PCs	Back-up PCs – 15 % of the total seats booked should be provided on single LAN
Internet	
Specification	
Internet connection	Min 2 Mbps leased line 1:1 connectivity with static IP (preferred)
Power	
Specification	
UPS	Online UPS with min. 1 Hour backup or more depending on number of PCs and other equipment's connected
Generator	Adequate capacity to support for longer duration of power failures.
Computer Network	
Specification	
LAN Cabling	Structured cabling with Cat 5 cables and I/O box, Network Rack with Patch Panel available
Switch Type and Speed	24 Port switch with 100 mbps Note - Depend on number of computers
LAN	All PCs should be in same network
Printers	
Specification	
Laser / Inkjet Printers – 2 Nos.	




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ANNEXURE II
REQUIREMENT OF SEATS, MANPOWER & CHARGES

Exam Date	Session Rate/ Day Rate/ Per Candidate Rate	Rate Rs.	Mock Charges Rs.	Additional Charges	Max Seats Required	Session - 1	Session - 2	Session - 3	Total Candidates	Venue Head	Invigilators	IT System / Network Administrators	Electricians / Generator Operators	Security Guards	Helpers/House Keeping
11-June-2022 Saturday	Per Candidate Rate	400			12	9	12		21	1	1	1	1	1	1
12-June-2022 Sunday	Per Candidate Rate	400		CCTV Chages Rs.10/- per seat & Printing Charges Rs.3/- per Page Rs. 400 per Candidate or Rs.6000 for full day	15	4	15		19	1	1	1	1	1	1
19-June-2022 Sunday	Per Candidate Rate	400			15	7	15		22	1	1	1	1	1	1



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Details of Manpower experiences and ratio of manpower required according to seats

Venue Head: One Venue head required and should be a senior academic / administrative staff member shall be nominated by the test venue, who shall be available at the venue on Mock / Actual Exam days for escalation and support required for the smooth conduct of exams.

Invigilators / Test Administrator: Minimum requirement @1:25 seats booked or One Invigilator per test room if the test room size is less than 25 PCs or as stated in the work order. The nominated invigilators need to carry minimum 4 years' experience in teaching in the rank of Asst. Lecturer / Lecturer or on any Administrative Role.

IT System / Network Administrators: Minimum requirement @ 1:50 seats booked. The nominated system / network administrators need to carry minimum 3 years' experience with good understanding of the venue IT Infrastructure & Network environment and capable to trouble shoot Desktop & Network related issues.

Security Guards: Minimum requirement @ 1:100 seats booked. Helpers/House Keeping: Minimum requirement @ 1:100 seats booked. Electricians / Generator Operators: Minimum requirement @ 1:300 seats booked.

Exam Timings are:

08:00 am to 06:00 pm

Facilities will include:

- LAN Facility
- Internet Connection as specified
- Laser / Inkjet Printer & required stationeries for printing.
- UPS
- Buffer systems in the LAN being used as per requirement of project to be on LIVE standby in case of any contingency



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UNDERTAKING FORM

Date: 03-June-22

To,

Project Manager

NSEIT Limited,

Trade Globe, Ground floor,

Andheri Kurla Road, Andheri (E),

Mumbai - 400 059.

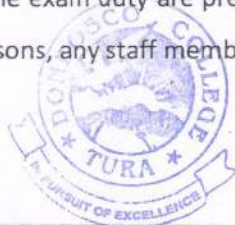
Dear Sir,

Subject: Undertaking to compliance on fair practices in conduct of Computer Based Exams at our Exam Centre

In the said agreement we, DON BOSCO COLLEGE having office at Sampalgre, P.O. Chandmari, Chandmari Market, STATE - MEGHALAYA 794002, have been appointed by NSEIT, having its registered office at Trade Globe, Ground Floor, J B Nagar, Andheri East, Mumbai 400 059, to provide test venues, infrastructures, manpower and other related facilities on hiring basis to NSEIT for conducting online examinations for their clients.

Subject to the abovementioned arrangement we hereby agree, confirm and undertake that:

1. The Staff and the Security Guards provided to NSEIT do not have any past criminal background. The staff and the Security Guards provided by us, shall function in accordance with the SLAs mentioned in the agreement and will not indulge in any malpractices that jeopardize the sanctity of the examination conducted. In case of any such instances are reported, then we shall be solely held liable and any serious offences may lead to FIR/Legal Proceedings against the personnel involved and our management
2. All Invigilators & other staff members deputed in our exam center for exam duty are known to me in person & I have personally verified their identity with the Govt approved valid Photo ID card. Copy of their Photo ID card will be provided to NSEIT prior to commencement of the examination. We shall ensure the assigned staff members for the exam duty are present as per the schedule on all days of the exams. If due to any contingency reasons, any staff member takes leave during the exam



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Schedule, we shall consult the NSEIT Chief Proctor of our Exam Centre and provide the necessary replacement upon approval of NSEIT Chief Proctor.

3. All invigilators will take frequent rounds inside their assigned exam rooms & will remain alert at all times during the exams. While doing the rounds, they will carefully check the profile of the candidate on his/her online screen. *No candidate will be allowed to leave his allotted seat or use the Wash room unattended after Biometric Verification is completed*

4. We shall provide a safe and secure place fully guarded with CCTV cover for keeping the examination papers / servers and other exam related material. The entry and exit gates of the Venues shall be guarded as per the instructions provided by NSEIT

5. The invigilator duty plan shall be as per the instructions provided by NSEIT Chief Proctor of the venue, which is to be finalized only one hour before the commencement time of examination.


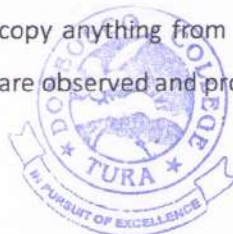
6. If at any instance it is established that the staff/manpower deployed by us for the conduct of the said examination are involved in any malpractices which has hampered the sanctity of the examination, we shall indemnify and compensate NSEIT for any losses and/ penalties that shall be levied on them due to such misconduct.

7. I assure that all access to internet will remain disabled on all Exam PC's before the start of exam. No malicious software or device which helps the candidate during exams to indulge in unlawful act is installed on Exam PC as well as on Local area network .

8. We shall strictly ensure NO remote access tool/ software/ device are available on any of our Exam Center PC's

9. The staff/manpower deployed by us shall not carry/ and use any mobiles, cameras or any other such tool/ device inside exam hall during entire duration of the examination which shall bring any potential threat to the sanctity and security of exams conducted.

10. The staff/manpower deployed by us shall not access the NSEIT servers or any other machines installed by NSEIT at our premises at any given point of time physically or remotely through any remote software, neither they will copy anything from them. We shall compensate all the liability incurred by NSEIT if any such lapses are observed and proved.




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11. We shall ensure entire exam hall is fully covered under CCTV including the area where the Exam Servers are connected
12. We further indemnify NSEIT against all losses and claims, if any person other than the staff/manpower deployed by us gains access within the premises due to a security lapse from our side.
13. We shall indemnify, defend and hold harmless NSEIT against any claims (including claims from NSEITs client), liabilities, losses, damages, cost & expenses, whatsoever and howsoever, relating or arising out of our acts or omissions or breach or failure to perform of any of our obligations under this arrangement.
14. We shall intimate NSEIT and submit fresh Background check report within 30 days, in case of any change in ownership, change of authorized signatory, bank details, GST, PAN Credentials or any other changes. We shall provide all the requisite documents to NSEIT as requested.
15. This undertaking shall survive even after the termination/expiry of the arrangement with NSEIT.
16. We understand that this undertaking can be invoked, in consultation with, other independent of the terms and conditions levied upon us by NSEIT.

IN WITNESS WHEREOF, we, Don Bosco College have set my hand on this 01 day of JUNE, 2022.


Name: Fr. Bivan Rodrigues Mukhim, Principal

Signature: 

Witness: **PRINCIPAL
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TURA-794 002**

1. Witness Name and Signature:

2. ANIL KUMAR 
Witness Name and Signature:

JOHAN SATHARATHI S




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