**Answers to the queries during Pre- Bid Conference held on March 9, 2020**

 The pre bid conference with reference to Tender for online examinations for KIRAN-IPR was held on 9.3.2020 at TIFAC, Vishwakarma Bhawan. Based on queries from potential bidders and their detailed discussion with committee members following clarifications with respect to tender were made and agreed by all:

1. It was clarified that there is no tender document fee.
2. There will be no relaxation in CMMi Level certifications.
3. The applications from candidates will be received through an already existing portal of KIRAN-IPR. The data of the candidates will be given to the examination conducting agency (successful bidder) prior to the exam. Further processing of this data for the purpose of generating admit cards, conducting exam, providing results, etc to be done by the examination conducting agency through their own platform.
4. The exam will be in English language. It was also clarified that if any other language such as Hindi to be used, PFC-TIFAC shall provide translated version of Question Paper (QP).
5. The helpdesk with email and telephony support to be provided to candidates by the agency from the date of uploading of the Admit Card to the conduct of the examination. (It is normally 15-20 days prior to exam date.) The telephonic helpdesk may be made available from 9.00 am to 6.00 pm on working days at vendor site and the email to be replied by next day. The language of the helpdesk may be English & Hindi.
6. With regards to MSME organizations, it was clarified that they are exempted from submitting bid security. In place of bid security they need to submit a Declaration Performa attached as Annexure II along with Technical bid.
7. There will be no change in Clause 4.11 and 4.42 of the tender document with regard to penalty and arbitration clauses respectively.
8. The exam centre should be air cooled and well ventilated and should be properly accessible where reach-ability should not be a problem for female candidates.
9. In financial bid the agency to quote on per candidate basis. Total amount billed would be on the basis of actual number of candidates to be called for examination.
10. Technical evaluation will be strictly as per notified scheme in the tender document.

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