



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)
(Department of Electronics & IT, Govt. of Kerala)
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**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
INSTITUTIONS AS EXAMINATION CENTERS FOR CONDUCT OF
COMPUTER-BASED TEST (CBT) IN KERALA”**

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Expression of Interest (EOI)

For The Empanelment of Institutions as Examination Centers for conduct of Computer-Based Test (CBT) in Kerala

Issued by:

Centre for Development of Imaging Technology (CDIT)

1. Introduction

The Centre for Development of Imaging Technology (CDIT), under the Government of Kerala, has been providing Computer-Based Test (CBT) for various agencies. CDIT invites Expressions of Interest (EOI) from educational institutions, training centres, and other organisations possessing the required infrastructure to be empaneled as examination centres for conducting Computer-Based Test (CBT) mode of examinations.

CDIT is seeking to empanel institutions with facilities that meet the required technical, infrastructure, and security standards to conduct online exams for various departments and agencies.

2. Objective

The objective of this EOI is to establish a pool of examination centres across **Kerala** to facilitate the smooth and secure conduct of CBT examinations. The empaneled institutions should provide the necessary infrastructure, technical personnel, and logistics support as per CDIT's requirements.

3. Scope of Work

The empaneled institutions will be responsible for providing the necessary infrastructure, logistics, and technical/non-technical support for the seamless conduct of Computer-Based Testing (CBT) as per CDIT's guidelines for the period prescribed. The scope of work includes, but is not limited to, the following tasks:

3.1. Infrastructure Provision

3.1.1. Computer Systems:

- 3.1.1.1. Provide computer systems (nodes) and printers that meet the technical requirements specified by CDIT.
- 3.1.1.2. Ensure that all the computers (nodes) are equipped with the necessary hardware and system software in the latest patches and upgrades, adequately maintained and in full functional condition.
- 3.1.1.3. Ensure that seating arrangements for candidates maintain appropriate spacing.
- 3.1.1.4. Have a dedicated technical team for support. (For monitoring and troubleshooting any system related hardware/software issues.)

3.1.2. Networking and Internet:

- 3.1.2.1. Provide reliable, high-speed internet connectivity with

redundancy to ensure smooth conduct of the exam.

3.1.2.2. Ensure proper network security and isolation to prevent any unauthorised access or security breaches during the examination.

3.1.2.3. Adequate network cabling and access points to support the number of candidates simultaneously appearing for the test.

3.1.2.4. Have a dedicated technical team for support. (For monitoring and troubleshooting any network/internet related issues.)

3.1.3. Power Supply and Backup:

3.1.3.1. Ensure uninterrupted power supply throughout the examination, including backup power (via generators or inverters) in case of power outages.

3.1.3.2. Have a dedicated technical team for support. (For monitoring power systems and troubleshooting any electrical issues.)

3.1.4. Security and Surveillance:

3.1.4.1. Implement optimised surveillance security measures including CCTV surveillance in all exam halls and key areas (such as registration desks).

3.1.4.2. Provide the secure storage room and server room for exam-related materials and ensure no unauthorised entry is made during the exam.

3.1.4.3. Appoint security staff to ensure physical / overall security to the premises.

3.2. Personnel Support

3.2.1. Examination Staff:

3.2.1.1. Appoint adequate and qualified personnel, including coordinators, invigilators, technical support, registration desk staff, and security staff.

3.2.1.2. Ensure that all staff members are well-trained in CBT procedures and protocols, including the handling of examination software and hardware.

3.2.1.3. Provide a dedicated Center coordinator to liaise with CDIT during the examination and address any operational or technical issues.

3.2.1.4. All the coordinators, invigilators and technical support personnel appointed must be a full-time employee of the institution.

3.2.2. Mock Test Day Support:

3.2.2.1. CDIT will Conduct mock tests, day before the actual exam to ensure that all systems (hardware, software, network, and power) are functioning as expected.

3.2.2.2. Institutions should Provide the same level of personnel support during the mock test days also to simulate real exam conditions and identify/ report any potential challenges.

3.3. Operational and Logistical Support

3.3.1. Candidate Management:

- 3.3.1.1.** Manage the registration and verification of candidates upon arrival, ensuring a smooth check-in process (registration desk staff).
- 3.3.1.2.** Provide staff to guide candidates and assist with any exam-related queries or technical issues.

3.3.2. Technical and Software Support:

- 3.3.2.1.** Ensure the availability of technical support personnel to address any hardware, software or networking issues during the exam.

3.3.3. Cleanliness and Hygiene:

- 3.3.3.1.** Provide drinking water and arrange emergency medical support to the candidate when required.
- 3.3.3.2.** Maintain cleanliness of the exam premises, including exam halls, restrooms, and common areas, before, during, and after the exam.
- 3.3.3.3.** Provide cleaning staff to ensure hygiene protocols are followed, particularly in the wake of any public health concerns.

3.3.4. Contingency Planning:

- 3.3.4.1.** Maintain a contingency plan for quick resolution of any system failures or technical disruptions.
- 3.3.4.2.** Be prepared with contingency measures for any unforeseen circumstances, such as technical failures, power outages, or emergencies.
- 3.3.4.3.** Provide backup systems, including computers power and internet connectivity, in order to ensure uninterrupted conduct of the examination.
- 3.3.4.4.** Put up appropriate boards, displays and markings for information of candidates.
- 3.3.4.5.** Provide a locker room to store the belongings of the candidate and accompanying persons.

3.4. Compliance with CDIT Guidelines

- 3.4.1.** The institution is responsible for complying with all operational, technical, and security guidelines provided by CDIT for the conduct of CBT examinations.
- 3.4.2.** All systems and processes must adhere to the highest standards of security and integrity, ensuring that the examination is conducted in a fair, transparent, and secure manner.

4. Infrastructure Requirements

Interested institutions must possess the following infrastructure:

- **Computer Systems:** Minimum technical specifications will be defined by CDIT.
- **Networking:** High-speed internet connectivity with redundancy and isolated LANs.
- **Power Backup:** Uninterrupted power supply with backup generators or inverters.

- **Security Measures:** Secure examination environment with surveillance through CCTV cameras.
- **Staffing:** Sufficient trained staff to handle exam-related logistics and technical support.
- **Support Arrangements:** As per need of officials and candidates.

5. Eligibility Criteria

The following eligibility criteria must be met by the participating institutions:

- **Location:** Institutions located across Kerala in areas easily accessible by candidates.
- **Infrastructure Capacity:** Minimum capacity of 120 candidates per session.
- **Experience:** Previous experience in conducting online exams or similar activities is preferable.
- **Compliance:** Institutions must comply with all technical and operational guidelines laid out by CDIT.

6. Terms of Empanelment

- Empanelment will be done after the inspection of the centre and facilities available and based on their rating.
- The empanelment will be initially valid for a period of 2 years, subject to periodic reviews and performance evaluation.
- The empanelment does not guarantee the allocation of any specific number of examination days or candidates.
- CDIT reserves the right to terminate the empanelment in case of non-compliance with the terms of service.
- The rates for infrastructure usage and services will be mutually agreed upon and fixed for the empanelment period.
- The empanelled agency shall enter into an agreement with CDIT in the appropriate format for that purpose.

7. Rate Involvement

The following items will be considered for costing for the use of the institutional facilities as a CBT centre:

7.1. Personnel Charges

- 1. Coordinator (Exam Day)**
 - a. Responsible for overall exam coordination, ensuring smooth execution.
- 2. Coordinator (Mock Day)**
 - a. Coordinator's services to be provided during the mock test day and for trial runs.
- 3. Network Specialist (Exam Day)**
 - a. For maintaining network stability and troubleshooting during the exam.
- 4. Network Specialist (Mock Day)**
 - a. Network specialist services during the mock test day.

5. **Invigilators (Exam Day)**
 - a. Supervising candidates in the ratio 1:30 (or as required) during the exam to ensure compliance with rules.
 6. **Electricians**
 - a. For managing power-related issues and ensuring UPS/DG backup.
 7. **Electrician (Mock Day)**
 - a. Electrician's support during the mock test day.
 8. **Attendants (Exam Day)**
 - a. For general assistance during the examination.
 9. **Attendant (Mock Day)**
 - a. Attendant's services during the mock test day.
 10. **Staff at Registration Desk (Exam Day)**
 - a. Managing candidate registration and verification at the exam centre.
 11. **Security staff (Exam Day)**
 - a. For ensuring security and controlling entry and exit during the exam.
 12. **Security staff (Mock Day)**
 - a. Security services during the mock test day.
 13. **Cleaning Staff (Exam Day)**
 - a. Ensuring cleanliness and hygiene in the exam centre.
 14. **Cleaning Staff (Mock Day)**
 - a. Cleaning staff services during the mock test day.
- 7.2. Operational and Infrastructure Charges**
1. **Computer (node) Charges**
 - a. Per candidate cost for using computer systems (node) during the exam.
 2. **Fuel Charge (DG Set)**
 - a. Fuel costs for running the backup generator (DG Set) during the exam.
 3. **Stationery & Printing Charges**
 - a. Charges for printing and other necessary stationery for exam operations.
 4. **Contingency Charges**
 - a. Miscellaneous expenses to cover unforeseen requirements during the exam.

8. Submission of EOI

Interested institutions are requested to submit their EOI applications along with the following documents in the prescribed format:

- Details of the institution, including contact information and location.
- Infrastructure availability (Computer systems, networking, power backup, etc.).
- Experience in conducting CBT or similar examinations.
- Signed copy of the Terms and Conditions.

The EOI should be submitted by [Submission Deadline] through the link - <https://tender.cdit.org>

To:

Registrar

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9. Evaluation and Selection

The institutions will be evaluated based on:

- The availability of infrastructure and technical facilities.
- The institution's experience and capability to conduct CBT mode of examinations.
- Location and accessibility for candidates.
- Financial proposal and compliance with CDIT's terms.

Selected institutions will be empaneled after a physical inspection of the facilities by CDIT officials, whenever required.

10. Important Dates

- Last date for submission of EOI: **10.01.2026, 03.00 PM**
- Date of evaluation of applications: **will be intimated later**
- Notification of selection: **will be intimated later**

For further information/ clarifications if any, please contact

Sri Midhun Raj, Senior Software Engineer

Phone: 9746489490

Annexure 1:

CBT Examination Center Application Form

Section A: Basic Institutional Information

Data Field	Expected Response
1. Name of the Institution	
2. Type of Institution	
3. Address	Street/Locality: City: District: PIN Code: State:
4. Contact Details	Primary Contact Person's Name & Designation: Phone Number: Alternate Phone Number: Email ID: Website (if any):
5. Year of Establishment	
6. Affiliation / Accreditation (if any)	
7. Locations, (If the institution can provide additional centers)	

Section B: Infrastructure Details

Data Field	Expected Response
1. Number of Available Computer Labs	
2. Total Number of Functional Computers	
3. Computer Specifications (for each lab, if different)	Processor: RAM:
4. Number of Computers in which the Computer Based Test can be conducted	
5. Internet Connectivity	Internet Speed (Mbps): Connectivity Type: Backup Link Available (Yes/No): Cabling Type: Network Topology:
6. Power Supply & Backup	Primary Electricity Source: Backup Facility: Backup Capacity (in hours): Fuel (DG Set) Availability & Storage: (Yes/No)
7. Seating Arrangement & Capacity	Number of Seats for Candidates: All seats spaced adequately? (Yes/No)
8. Air Conditioning / Ventilation Arrangements	
9. Availability of Biometric reader, fingerprint scanner	(Yes/No) If Yes Make & Brand:

Section C: Security & Surveillance

Data Field	Expected Response
1. CCTV Surveillance	Number of Cameras Installed: Coverage Areas: Recording/Storage Facility (Yes/No):
2. Physical Security	Number of Security Personnel Available: Security Shift Arrangements (if any): Access Control Measures:
3. Emergency Exits & Safety Measures	Number of Fire Extinguishers: Evacuation Plan in Place? (Yes/No) First Aid Facility Available? (Yes/No)

Section D: Declaration & Signature

Data Field	Expected Response
Declaration	I, the undersigned, hereby declare that the information provided in this application is true and correct to the best of my knowledge. I understand that providing false or misleading information may result in rejection of this application or termination of the empanelment at any stage.
Applicant's Name & Designation	
Signature (with seal)	
Date	

CBT Examination Center Evaluation Sheet

Evaluation Parameter	Max Marks
1. Infrastructure & Lab Facilities	10
2. Number & Specifications of Computers	10
3. Internet Connectivity & Backup	10
4. Power Backup & Electricity Arrangements	10
5. Seating Capacity & Arrangement	10
6. Security & CCTV Surveillance	10
7. Availability of Skilled Technical Staff	10
8. Previous Experience in Conducting CBT	10
9. Overall Maintenance & Cleanliness	10
10. Additional Facilities & Compliance <i>(Includes Accessibility & Conveyance)</i>	
a) Accessibility (PWD-friendly, ramps, elevators, etc.)	5
b) Conveyance (Proximity to transport hubs, parking, etc.)	5
Total Score	100