

PO No.: HOBST/2023-03 to 08 Feb Tango /020

Date: Jan 28, 2023

To,  
MARUDHAR KESARI JAIN COLLEGE FOR WOMEN  
MARUDHAR NAGAR, CHINNAKALLUPALLI, VANIYAMBADI, TIRUPATHUR, TAMILNADU -  
635751. LANDMARK : NEAR RTO OFFICE, TIRUPATTUR, STATE : TAMIL NADU, Pin Code: 635751  
Contact No.:

Kind Attn:

Subject: Reference to the LOI/Agreement signed dated 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.

- 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.

**Indemnity and Limitation of Liability:**

- Vendor/ Trinklet shall indemnify, defend, and hold harmless NSEIT LIMITED and its directors, representatives, employees, officers, successors and permitted assigns from and against any and all claims or legal actions of whatever kind or nature that are made or threatened by any Third Party and all related losses, expenses, damages, costs and liabilities, including attorneys' fees and expenses incurred in investigation, defense or settlement ("Damages"), which arise out of, are alleged to arise out of, any act or omission of Vendor, its employees, representatives, assigns, and also includes the following: (a) any negligent act or omission or willful misconduct by Vendor or its Representatives, employees, etc in the performance of any of the obligation under this PO/ agreement; or (b) any breach in a representation, warranty, covenant or obligation of Vendor under this PO/ agreement (including any breach caused by any of Company Representatives).
- Notwithstanding anything in this PO/ agreement, Vendor shall be liable without limitation for breaches of warranty, confidentiality, indemnity or infringement of Intellectual property rights and claims raised by NSEIT LIMITED and/or any third party claims.

- NSEIT LIMITED shall not be liable for any special, incidental, indirect, or consequential or exemplary damages arising out of this PO/ agreement nor for any damages as to loss of profit, data, goodwill or business, nor for any reliance or cover damages arising out of this PO/ agreement, even if it was advised about the possibility of the same.

**Compliance:**

MARUDHAR KESARI JAIN COLLEGE FOR WOMEN shall ensure compliance will be all applicable with regards to performance of its obligations under this PO

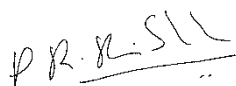
**Payment Terms & Conditions**

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.

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

## ANNEXURE I

### INFRASTRUCTURE

Item	Specification
<b>Computers</b>	
Exam Computers (Min configuration)	Pentium 4, 1 GB Ram, 80GB HDD, 17" LCD Monitor, Keyboard & Optical Scroll mouse
Operating System	Windows XP/Vista/7
	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
<b>Internet</b>	
<b>Specification</b>	
Internet connection	Min 2 Mbps leased line 1:1 connectivity with static IP (preferred)
<b>Power</b>	
<b>Specification</b>	
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.
<b>Computer Network</b>	
<b>Specification</b>	
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
<b>Printers</b>	
<b>Specification</b>	
	Laser / Inkjet Printers – 2 Nos.

## 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	Manpower Requirement					
										Venue Head	Invigilators	IT System / Network	Electricians / Generator	Security Guards	Helpers/House Keeping
03-Feb-2023 Friday	Double Session Rate	70		DG Charges Rs. 500/- Per Hour. Printing Charges Rs.1/- per page	80	80	80		160	1	3	2	1	1	1
04-Feb-2023 Saturday	Double Session Rate	70			80	80	80		160	1	3	2	1	1	1
05-Feb-2023 Sunday	Double Session Rate	70			80	80	80		160	1	3	2	1	1	1
06-Feb-2023 Monday	Double Session Rate	70			80	80	80		160	1	3	2	1	1	1
07-Feb-2023 Tuesday	Double Session Rate	70			80	80	80		160	1	3	2	1	1	1
08-Feb-2023 Wednesday	Double Session Rate	70			80	80	80		160	1	3	2	1	1	1

### **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

Manpower Allowances Applicable as below:

Role	Single Session Rate	Double Session Rate	Multiple Session Rate
Venue Head		900	900
Invigilator / Test Administrator		700	700
IT System / Network Administrator		750	750
Electrician / Generator Operators		300	300
Security Guards / House Keepers		300	300

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

**UNDERTAKING FORM**

Date: 28 Jan, 2023

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, MARUDHAR KESARI JAIN COLLEGE FOR WOMEN having office at MARUDHAR NAGAR, CHINNAKALLUPALLI, VANIYAMBADI, TIRUPATHUR, TAMILNADU - 635751.LANDMARK : NEAR RTO OFFICE, 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

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.

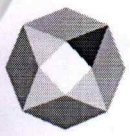
7. I assure that all access to internet will remain disabled on all Exam PC's before the start of exam. No malicious software or device which helps the candidate during exams to indulge in unlawful act is installed on Exam PC as well as on Local area network .

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.





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, MKJC, have set my hand on this 01/02/2023 day of TRB -TET EXAM.

Name: Dr. M. Inbavalli

Signature: [Signature] 30/01/2023

Witness:

1. Witness Name and Signature:

[Signature] 30/01/2023

2. Witness Name and Signature:

P. Ravith 30/01/2023

