

**CORRIGENDUM**

**Short Term Tender Notice**

It is informed to reputed, registered and license holder corporations/ companies/ firms/agencies that in the tender notice dated 30.10.2018 for providing the services of entry and Automated Scrutiny of documents, Aadhar Based Biometric authentication, Scanning of documents and MIS report of all the authenticated/unauthenticated candidates for the Haryana Staff Selection Commission published in the various newspapers/uploaded on the website of HSSC, the following correction may be made:-

For the Earlier Caption "Scope of Work" of the Tender Notice as reproduced below,

**"Scope of Work**

1. Procurement, installation and maintenance of requisite number of Token Vending Machines for distribution of Tokens to the candidates and display of sequence on LED Screens and PA systems at the required places. Manpower and Machines as per requirement will be provided by the Vendor/s itself.
2. Procurement, installation and maintenance of Aadhar based Biometric authentication devices with reliable and fast connectivity (4G) by the Vendor/s. Devices and manpower to operate the machines will be provided by the vendor/s as per requirement of the Commission.
3. Procurement, installation and maintenance of good quality, high speed, high resolution, colored scanners for scanning of documents of candidates as per requirement and saving the record/data securely on Hard Disc. Man power and devices for each scanning machine will be provided by the Vendor/s as per requirement of the Commission.
4. Computer based automated Scrutiny of documents along with automated comparison with original documents already uploaded on the database of Commission. The Vendor/s is required to provide the software/programme for facilitation of automated/computerized scrutiny of the relevant information of the candidates. The said system/software should be fool proof, robust and dependable. The automated system/ process should be capable of retrieving data from server/ database; reading/comparing various formats to judge eligibility; specifying whether the candidate meets the eligibility criteria as prescribed or not. This automated scrutiny will be done as per requirement of the Commission.

The vendor will provide adequate manpower for the said process. The system shall ensure that the automated scrutiny is done without any error and in a fast manner. High speed Internet (4G) connectivity is to be provided by the Vendor/s itself.

5. Generation of Final MIS report of the authenticated/unauthenticated candidates in the format as prescribed by the Commission. The said report will be provided as and when required by the Commission in hard and soft copy. The said report should have features of specific details / column based searching and reporting.

**Note:** Commission is at the liberty to engage the Vendor/s for any of the services listed above either individually or in totality as and when required.”

**Read as given below :-**

**“ Scope of Work ”**

**MANUAL COMPUTER BASED SCRUTINY OF CANDIDATES-**

1. Procurement, installation and maintenance of requisite number of Token Vending Machines for distribution of Tokens to the candidates and display of sequence on LED Screens and PA systems at the required places. Manpower and Machines as per requirement will be provided by the Vendor/s itself.
2. Procurement, installation and maintenance of Aadhar based Biometric authentication devices with reliable and fast connectivity (4G) by the Vendor/s. Devices and manpower to operate the machines will be provided by the vendor/s as per requirement of the Commission.
3. Procurement, installation and maintenance of good quality, high speed, high resolution, colored scanners for scanning of documents of candidates as per requirement and saving the record/data securely on Hard Disc. Man power and devices for each scanning machine will be provided by the Vendor/s as per requirement of the Commission.
4. Computer based Scrutiny of documents along with comparison with original documents already uploaded on the database of Commission. The Vendor/s is required to provide the software/programme/equipment for facilitation of computerized scrutiny of the relevant information of the candidates. The system/ process should be capable of retrieving data from server/ database; reading/comparing various formats to judge eligibility; specifying whether the candidate meets the eligibility criteria as prescribed or not. This scrutiny will be done as per requirement of the Commission.

## AUTOMATED SCURITINY OF CANDIDATES –

1. Computer based automated Scrutiny of documents along with automated comparison with original documents already uploaded on the database of Commission. The Vendor/s is required to provide the software/programme for facilitation of automated/computerized scrutiny of the relevant information of the candidates. The said system/software should be fool proof, robust and dependable. The automated system/ process should be capable of retrieving data from server/ database; reading/comparing various formats to judge eligibility; specifying whether the candidate meets the eligibility criteria as prescribed or not. This automated scrutiny will be done as per requirement of the Commission.

The vendor will provide adequate manpower for the said process. The system shall ensure that the automated scrutiny is done without any error and in a fast manner. High speed Internet (4G) connectivity is to be provided by the Vendor/s itself.

2. Generation of Final MIS report of the authenticated/unauthenticated candidates in the format as prescribed by the Commission. The said report will be provided as and when required by the Commission in hard and soft copy. The said report should have features of specific details / column based searching and reporting.

**Note:** Commission is at the liberty to engage the Vendor/s for any of the services listed above either in parts or in totality as and when required.”

For the Earlier Caption “Process” of the Tender Notice as reproduced below,

### “ Process

Tender process consists of two stages -

- i) Technical Bid followed by Technical presentation/ live demo. Scanning capability in terms of No. of scans/minute to be specified. Also, time required for scanning and automated scrutiny of 1 candidate and also 10000 candidates to be specified separately by the Vendor/s. Should be engaged in providing similar services esp. automated scrutiny to Govt. / Semi Govt. agencies for 2 years preferably for recruiting agency. Draft form of candidate is attached for reference .
- ii) Financial Bid: Annual Financial turnover to be atleast 10 Lakh for last 2 financial years.....”

**Read as given below :-**

## **“ Process**

Tender process consists of two stages-

- i) Technical Bid followed by Technical presentation/ live demo. Scanning capability in terms of No. of scans/minute for machine to be specified. Also, time required for scanning and automated scrutiny of one candidate and capacity per day to be specified separately. Vendor/s. should be engaged in providing similar services to Govt. / Semi Govt. agencies. Draft form of application of the candidate is attached for reference as Annexure-4.
- ii) Financial Bid: Annual Financial turnover shall be atleast 10 Lakh for last two financial years.

The lowest bidder (L1) based on the rate quoted in total for all constituent services will be chosen as specified by Vendor/s in Column ‘E’ of their respective “Financial Bid” in Table 1 and as specified by Vender/s in Col. “A” in Table 2. The L-1 can be same agency or different agencies depending upon their financial bids as given in Table 1 and Table 2. The Commission reserves the right to empanel willing agencies who are ready to work at rate quoted by L-1 for services as mentioned in Table 1 and 2 respectively.....”

For the Earlier Caption “Instructions” of the Tender Notice as reproduced below,

### **“Instructions**

The vendor/s should submit their rates along with EMD of Rs. 50,000/- (Rupees fifty thousand only) through Demand Draft. The firm whose tender is accepted shall also be required to deposit a security amount of Rs. 1,00,000/- (Rupees one Lakh only) in favour of Secretary, Haryana Staff Selection Commission, Panchkula in the form of bank guarantee within 72 hours of acceptance of tender, which may be forfeited by Commission in the event of not carrying the work as per terms & conditions of agreement. The Commission reserves the right to reject/cancel/withdraw the tender without giving any reason at any time. Other technical details of the agency are available on Commission’s website i.e. [www.hssc.gov.in](http://www.hssc.gov.in).”

**Read as given below :-**

### **“ Instructions**



The vendor/s should submit their rates along with EMD (per Process) Rs. 50,000/- (Rupees fifty thousand only) through Demand Draft. Bids for both processes, Manual Computer Based and Automated, should be submitted separately in sealed covers. EMD should also

be submitted separately for both process in separate sealed covers. The firm whose tender is accepted shall also be required to deposit a security amount of Rs. 1,00,000/- (Rupees one Lakh only) (per process) in favour of Secretary, Haryana Staff Selection Commission, Panchkula in the form of bank guarantee within 72 hours of acceptance of tender, which may be forfeited by Commission in the event of not carrying the work as per terms & conditions of agreement. The Commission reserves the right to reject/cancel/withdraw the tender without giving any reason at any time. Other technical details of the agency are available on Commission's website i.e. [www.hssc.gov.in](http://www.hssc.gov.in)."

Modified proforma of Technical Bid (Annexure 2) and Financial Bid (Annexure 3) are hereby enclosed.

**Note:- Other terms and conditions contained in the Principal notice shall remain intact.**

Place : Panchkula  
Dated : 05-11-2018

  
**Secretary,**  
Haryana Staff Selection Commission,  
Panchkula 

TECHNICAL BID

**Proforma for technical details of the vendor/s for providing the services of Manual Computer Based Scrutiny, automated scrutiny of documents, Aadhar Based Biometric authentication, scanning of documents and MIS report of all the authenticated/unauthenticated candidates:**

<b>i</b>	<ul style="list-style-type: none"><li>Name and address of the Agency/firm</li><li>Name of Owner</li><li>Mobile no.</li><li>Address</li><li>Email ID</li></ul>	..... ..... ..... ..... .....
<b>ii</b>	<ul style="list-style-type: none"><li>Contact Person Name with Designation</li><li>Mobile No.</li><li>Email ID.</li></ul>	..... ..... .....
<b>iii</b>	<ul style="list-style-type: none"><li>Month and year of establishment</li></ul>	.....
<b>iv</b>	<ul style="list-style-type: none"><li>Type of Firm/Agency/Organization (Proprietary/Private/Public/Govt.)</li></ul>	.....
<b>v</b>	<ul style="list-style-type: none"><li>Copy of Registration, if applicable</li></ul>	.....
<b>vi</b>	<ul style="list-style-type: none"><li>Total Annual Financial Turnover(min 10 lakh for last 2 FYs)</li></ul> <p>(Attach photocopy of Audited Balance Sheet &amp; Profit &amp; loss Account for last three financial years)</p>	..... .....
<b>vii</b>	Income Tax no. <ul style="list-style-type: none"><li>Pan No.</li><li>Tin No.</li><li>GST No.</li><li>Service tax Registration No.</li><li>Attach photocopies of income Tax clearance certificate</li></ul>	..... ..... ..... ..... .....
<b>viii</b>	<ul style="list-style-type: none"><li>Quality Certification No./License if any Detail of Issuing Authority Validity of Certificate.</li></ul>	.....

ix	<ul style="list-style-type: none"> <li>• Activities of the Organization</li> </ul>	.....
x	<ul style="list-style-type: none"> <li>• Experience in providing services to Govt. / Semi Govt. agencies (Kindly attach supporting documents)</li> </ul>	.....
xi	<p>Company/Agency Details</p> <ul style="list-style-type: none"> <li>• Bank Name &amp; Address</li> <li>• IFSC</li> <li>• Account No.</li> <li>• Mobile no.</li> </ul>	..... ..... ..... .....

I/we declare and affirm the information given by me/us in the Technical Bid is true to the best of my/our knowledge and belief and that if any wrong information is contained in Technical Bid my/our Technical bid may be cancelled at any stage. I/We also undertake to complete the job exactly as laid down in the technical bid term and condition of the Commission.

Signature of the Vendor

(Name in block letter)

With seal

**FINANCIAL BID**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Name and address of the Agency/firm</li><li>• Name of Owner</li><li>• Mobile no.</li><li>• Address</li><li>• Email ID</li><li>• Month and year of establishment</li><li>• Type of Firm/Agency/Organization<br/>(Proprietary/Private/Public/Govt.)</li></ul> | .....<br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |
|---|---|

The bidders shall quote the prices in financial bid per candidate who are present at the time of Computer Based Scrutiny or whose automated scrutiny has to be done without calling the candidate in person.

**TABLE 1 : Manual Computer Based Scurity of Candidate**

Column A	Column B	Column C	Column D	Column E
<b>Token Vending Machine etc.</b> (per candidate)	<b>Scanning of documents</b> (per page)	<b>Computer Based Scrutiny/ Physical Scrutiny of docuemnts</b> (Per Candidate)	<b>Aadhar Based Biometric</b> (per candidate)	<b>Total Rates</b> (per candidate) [If all the services from Col. A to Col. D are utilized]

**TABLE 2: Automated Scurity of Candidate**

Column A
<b>Automated Scrutiny of documents alongwith automated comparison with original documents from database and generation of final MIS Report.</b> (per candidate)

Signature of the Vendor  
(Name in block letter)  
With seal.