

*E-Tender for Setting up of Modern Record Room at the
Office of Haryana Staff Selection Commission, Panchkula
and conversion of physical record into digital format*



**Haryana Staff Selection Commission, Panchkula.
BAYS No. 67-70, Sector 2, Panchkula - 134 151
Phone 0172-2566597**

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Dated: 28.12.2020

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HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA
Website www.hssc.gov.in

E-TENDER NOTICE

For and on behalf of the Haryana Staff Selection Commission, Panchkula, E-tender is hereby invited from corporation/companies/firms/ service providers and agencies of repute, having sufficient work experience in concerned field of minimum three years in Central Government, State Government/Semi Government/Board/ Corporation/ Universities/Public Undertaking/ recruitment agencies and Universities etc. for **Setting up of Modern Record Room at the office of Haryana Staff Selection Commission, Panchkula and conversion of physical record into digital format in order to preserve valuable record of the Commission which is prone to fire, flood and other natural calamities besides being destroyed by the insects, termites etc. in absence of having proper storage system..** The tenderer should have ESI, PF, PAN and GST No. which should be mentioned in the technical bid. If a tenderer does not mention any of these in his bid, he shall not be considered and shall be deemed ineligible and his bid shall not be opened.

The main objectives of the scanning and preserving of the physical records are:

- *To facilitate easy maintenance, storage and retrieval of the record.*
- *To increase efficiency by reducing the response time to users.*
- *To get vacated precious space in the O/o the HSSC upon systematically storage of record ensuring optimum use of the space.*
- *Instant access to the records; the record should be available with a click of mouse; ease in RTI compliance where searching of old record is very time consuming process presently.*
- *Cost effective method of storage / retrieval and maintenance of record with minimum manpower involvement.*
- *Destruction of old unrequired files / obsolete records from time to time as per the retention policy thereby making space available for other use.*
- *To provide comprehensive scrutiny to make it tamper-proof; an effort towards reducing the menace of litigation and other causes / conflicts associated with disputes.*

Note: Bidders are advised to study the tender document and terms & conditions carefully and completely. Submission of bids shall be deemed to have been done after careful study of tender document and examination of terms & conditions with full understanding of its implications.

sd/-
Secretary,
Haryana Staff Selection Commission,
Panchkula.

IMPORTANT INFORMATION

1.	Tender Inviting Authority Designation and Address	Haryana Staff selection Commission, Panchkula
2.	a. Name of the Work	For Setting up of Modern Record Room at the O/o Haryana Staff Selection Commission, Panchkula and conversion of physical record into digital format
	b. Tender reference	E-Tender/HSSC/2020/MRR/18
	c. Place of Execution / Delivery	Haryana Staff Selection Commission, Panchkula
	d. Publication of Tender document	HSSC Website www.hssc.gov.in on 28.12.2020
	e. Publication of Tender Notice & Tender Document on Website	Tender Notice & Tender Document is available at https://etenders.hry.nic.in from 4.00 PM onwards on 28.12.2020
	f. Tender document availability for bidding	Tender Notice & Tender Document is available at https://etenders.hry.nic.in from 5.30 PM onwards on 28.12.2020
3.	a. Approximate Project Cost	Rs. 3.5 Crores
	b. Tender Document Fee + e service fee (non-refundable)	The Payment for Tender Document Fee is 5,000/- and e-service fee of (Rs. 1000/- + taxes) can be made by eligible bidders through Online directly through debit cards & Internet Banking Accounts.
	c. Earnest Money Deposit (EMD)	The Payment for EMD of Rs. 10,00,000/- can be made by eligible bidders through Online Mode and bidder must remit the funds at least T+1 day (Transaction + one day) in advance to the last day and make the payment via RTGS/NEFT to the beneficiary account number as mentioned in the online generated challan.
4.	Last date for receiving pre-bid queries / clarifications / suggestions through emails at below mentioned email ID.	08.01.2021 by 03.00 PM
5.	Email address for communication for queries/clarifications, if any.	secretary.hssc-hry@gov.in
	Response to vendor queries/release of corrigendum (if required by Committee)	13.01.2021 by 05.00 PM
6.	Last date and time for submission of e-tender	18.01.2021 upto 02.00 PM
7.	Date and Time for Opening of Technical Bids	18.01.2021 at 03.00 PM
8.	Tentative Date and Time for Opening of Commercial Bids	To be intimated later on by the HSSC

9.	Validity of e-bids	180 days from the date of opening of PQ cum Technical e-bids
10.	Validity of rates.	3 years.
11.	<p>Further for any clarification / queries during process for e-tendering, the bidders are requested to contact the at the following:- Tel: 0120-4200462, 0120-4001002, Mobile: 8826246593, E-Mail: support-eproc@nic.in, For support related to Haryana Tenders in addition to helpdesk you may contact at 0172-2700275 and E-Mail: eproc.nichry@yahoo.com</p>	
12.	<ol style="list-style-type: none"> i. Eligibility Criteria: Please refer to Tender Document. ii. Two Bid System i.e.Stage-1 Prequalification cum Technical Bid; Stage-2 Commercial Bid. iii. The nomenclature of the language of the Annexure should not be changed. iv. Bidder(s) will submit the hard copy of pre-qualification cum technical bid as uploaded on Govt. of Haryana e-Procurement Portal by 18.01.2021 upto 02.30 P.M before opening of pre-qualification cum technical bids. The hard copy along with all Annexures in bound form must be submitted in the O/o Secretary, HSSC, Bays No 67-70, Sector-2, Panchkula. v. Final decision will be as per the decision of HSSC Tender Committee. vi. All the eligible & technically qualified bidders will be called by the HSSC Tender Committee for negotiation and finalization of project work. vii. Amendment of Tender Document: The amendments in any of the Terms and Conditions of this Tender Document shall be uploaded on https://etenders.hry.nic.in and all prospective bidders are advised to check websites from time to time for any updates. No corrigendum would be published on newspaper but only uploaded on website. viii. Advice to the Bidders: Bidders are advised to study this tender document carefully before participating. It shall be deemed that submission of bid by the bidder have been done after their careful study and examination of the tender Document with full understanding to its implications. ix. Period of Validity of Rates: Rates should remain valid for three years after the date of opening of the Pre-qualification cum technical bids as prescribed by HSSC. Rates valid for a shorter period may be rejected by HSSC as non-responsive. x. Language of the Bid Proposal: The Language of the bid proposal as prepared by the Bidders shall be English and all further correspondence and documents related to the bid proposal exchange with HSSC shall be English. 	

Note: Bidders are advised to visit e-procurement portal i.e. <https://etenders.hry.nic.in> of Haryana Govt. on regular basis for updates/corrigendum issued by HSSC related to the tender.

sd/-
Secretary,
Haryana Staff Selection Commission,
Panchkula.

1. MAIN PARTICULARS OF TENDER

- i. The tender procedure and contract terms are prescribed in the tender document. In addition to the invitation of tender, the tender document includes the various other documents as given in the annexures.
- ii. The tenderer are expected to examine all instructions, terms & conditions, specifications, forms and formats etc as mentioned / enclosed in the tender document. Failure to furnish all information required in the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the tenderers risk and is likely to result in out-right rejection of the tender.
- iii. The Tendering Authority may ask the TENDERERS for additional information; additional documents subject to tender norms, additional documentation for clarification, proof of concept (PoC), visit to vendor site ask for technical presentation and/or arrange discussions with their professional, technical faculties to verify claims made in pre-qualification cum technical offer documentation. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No relative positions will be given and the Tender committee will decide only according to requirement and its fulfilment. If it is found that the documents submitted by the bidder are not compatible with the actual situation at site, or if the document supplied by the bidder are found to be fraudulent or misrepresenting the facts, it will render the bidder ineligible for further participation in the tender process. The decision of the Tender Committee in this regard shall be final and binding on the bidder and cannot be challenged.
- iv. Eligibility Criteria: As per Tender Document.
- v. Two Bid System i.e.Stage-1 Prequalification cum Technical Bid; Stage- 2. Commercial Bid.
- vi. The nomenclature of language of Format, MAF & Annexures should not be changed. Any Bid not conforming to the Format, MAF, Annexures will be summarily rejected.
- vii. Bidder(s) will submit the hard copy of pre-qualification cum technical bid **by 18.01.2021 upto 02:30 P.M before** opening of pre-qualification cum technical bids with all the required documents, Annexure, Offered Solution Details etc. with proper indexing, tagging & page numbering.
- viii. Final decision will be as per the description of Tender Committee/HSSC.
- ix. All the eligible & technically qualified bidders will be called by the Tender Committee of HSSC, for finalization of purchase.
- x. HSSC reserves the right to visit (or conduct telephonic verification) bidder's customers where such a similar project execution has taken place.
- xi. This tender document is not transferable.
- xii. Bidders are advised to study the document carefully. Submission of response shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- xiii. The response to this tender document should be full and complete in all respects. Incomplete or partial responses are liable to be rejected.
- xiv. The bidder shall bear all costs associated with the preparation and submission of the response including cost of demonstration, benchmarking, presentation and PoC for the purposes of

clarification of the bid. The Purchaser will in no case be responsible or liable for the costs incurred by the bidder, regardless of the conduct or outcome of the tendering process.

- xv. Further clarifications, corrigendum and any other information related to this tender will be available only at the e-tendering website i.e. <https://etenders.hry.nic.in> Bidders are advised to visit e-procurement portal i.e. <https://etenders.hry.nic.in> of Haryana Govt. on regular basis for updates/corrigendum issued by HSSC related to the tender.
- xvi. The HSSC reserves the right to withdraw the tender, accept or reject any or all responses without assigning any reason.
- xvii. Bids must be submitted well before the last date and time for submission of bids mentioned in the DNIT to avoid last minute problems on the portal due to internet access etc. The HSSC will not be responsible for any such problems faced by bidders on the last day. They must take the help of e-procurement staff for any uploading problems faced by them at least one day before the last day for submission of bids.
- xviii. Bidders shall submit their bids online through the portal.
- xix. **Bidders shall submit their bids online through the e-Procurement portal of Govt. of Haryana i.e. <https://etenders.hry.nic.in>**

2. INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

- I. All the bidders intending to participate in the tender process online are required to get registered on e-Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.
- II. Registration of bidders on e-procurement portal, Information about Digital Signature certificate (DSC), Instructions about online payment of tender document fee/ e-service fee/ Earnest money, Important Instructions & Help manual for online bidding and other general guidelines are available on homepage of e-procurement portal i.e <https://etenders.hry.nic.in>.
- III. Obtaining a Digital Certificate:
 - a. The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
 - b. A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website - <https://etenders.hry.nic.in>.
 - c. The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities.
 - d. Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during of bid preparation stage. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
 - e. In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the Commission tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
 - f. In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
 - g. The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
- IV. Online Viewing of Detailed Notice Inviting Tenders: The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>.
- V. Download of Tender Documents: The tender documents can be downloaded from the e-Procurement portal <https://etenders.hry.nic.in> and on Tender Notice at HSSC website www.hssc.gov.in.
- VI. Key Dates: The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

3. ELIGIBILITY CRITERIA FOR BIDDERS:

➤ **Bidders General Qualifications:**

- I. This tender is open to all Corporations/Agencies/firms/companies from within India, who are eligible to do business under relevant Indian laws as in force at the time of bidding.
- II. Corporation/Agency/Firm/company declared by Gol, GoH, Supreme Court of India, High Court of States to be ineligible to participate for corrupt, fraudulent or any other unethical business practices shall not be eligible during the period for which such ineligibility is declared.
- III. Breach of general or specific instructions for bidding, general and special conditions of contract with GoH may attract a proceeding to declare a Corporation/Agency/firm/company ineligible for a certain period or certain number of consecutive tender calls.
- IV. Consortium / Joint Venture:
 - a) Consortium/Joint Venture will be allowed to participate in the tender.
 - b) The Bidder must have experience in the field of scanning & digitization of records for the last three or more financial years. Furthermore, bidder can submit satisfactory reports along with year wise volume for the last three or more years from the User/ Commission as well as the work order along with Completion Certificate/Client Certificate/ Project Citation/ Satisfactory Execution and Payment Receipts etc. for the ongoing project for more than three years.
 - c) Bidder should not have been black listed in the last three financial years by any Government entity in India (Centre / State organizations/ Commissions/ Institutions.) for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.

V. **Eligibility Criteria:**

Sr No	Clause	Document Required
I.	The consortium with a limit of two parties (prime Bidder and consortium Partner) will be allowed. The Prime Bidder/Partner of consortium would be required to fulfill the eligibility criteria either separately or jointly.	Proof like consortium agreement to be attached.
II.	The Bidder should be a separately registered legal entity, irrespective of its affiliation with other Group entities, if any, participating in the tender.	Proof of registration of company be attached.
III.	The bidder must be registered in India under the Indian Companies Act, 1956 / Partnership Act 1932 / Sole Proprietorship (with GST Registration Certificate) firm and should be in existence in India for at least the last 3 years, as on date of submission of bid.	The bidders shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms / GST Registration Certificate for Sole Proprietorship Firms.
IV.	The Bidder should have single work order of at least 5 Cr. documents which includes scanning & Digitization along with creation of modern Record room for any of the state Government/ Central Govt. department /Public Sector Undertaking.	A copy of work order needs to be submitted along with the technical bid.
V.	The Bidder must have successfully executed similar purchase orders in last 3 Financial Year (17-18, 18-19 & 19-20) in any Central / State Government Institutions / PSU Banks etc. as per below details.	Work Order along-with Completion Certificate/ Client Certificate/ Project citations/Define of satisfactory execution & payment received etc.

	<p>a. One Project for Storing and Managing of Physical Record of more than 1 Lac Cubic Feet Area OR Two Projects for Storing and Managing of Physical Record of more than 50 thousand Cubic Feet Area each.</p> <p>b. One Project for scanning & digitization of at least 5 cr. documents at single or multiple locations.</p> <p>In case of on-going projects, bidder can submit satisfactory reports along with year wise volume for the last 3 or more years from the User/ Commission as well as the work order along with Completion Certificate/Client Certificate/ Project Citation/ Satisfactory Execution and Payment Receipts etc. for experience.</p>	<p>Certificate of satisfactory performance from the clients to be enclosed.</p> <p>Proof about storage area of 1 lac cubic or as the case may be attached with the Bid.</p>
VI.	<p>The Bidder should have an average turnover of Rs. 10 crores from scanning work / Record Management Services or other similar IT services only during last 3 financial years (17-18 ,18-19 & 19-20).</p>	<p>Average Annual Turnover is only from the services from scanning work / Record Management Services or other similar IT services duly certified by CA mentioning CIN No. which will be verified by the department through online.</p> <p>Financial Statements also be attached for last 3 Financial years.</p>
VII.	<p>The Bidders(s) should have positive net worth (measured as paid-up capital plus free reserves) and should be a profit making company before & after tax in each of the last 3 audited financial years (17-18 ,18-19 & 19-20).</p>	<p>Certificate duly signed by Company Secretary of the Bidder confirming the positive net-worth for the last three financial years.</p>
VIII.	<p>The Bidder(s) should have currently valid GST Registration Certificate and PAN No.</p>	<p>Copies of GST Registration Certificate, Service Tax Certificate and PAN No.</p>
IX.	<p>The bidder must have ISO 9001-2008 Quality certification, ISO/IEC 20000-1:2018 for IT Service Management. ISO 27001:2013 for Data information Security. Preference will be given to the Bidder having CMMI level 5 certification.</p>	<p>Self - attested copies of Certificate must be attached</p>
X.	<p>The Bidder must possess OHSAS 18001:2007 for occupational Health and Safety Management system and ISO 14001:2015 for Environmental Management system. These are necessitated to assess and reassure the Bidders capability to handle / dispose of the unusable sensitive materials like computers, peripherals, and also ensuring the health of its employees.</p>	<p>A copy each of valid certificates should be attached with the Technical Bid.</p>

XI.	The bidder should have certification/ affiliation/ Membership from Professional Records & Information Services Management (PRISM) for record management.	Self attested photocopy of the registration duly valid as on bid submission date must be furnished with the Technical Bid.
XII.	The Signatory signing the Bid on behalf of the Bidder should be duly authorized by the Board of Directors of the Bidding Company / app partner of the firm.	A Certificate from the Company Secretary / all partner of the Bidding company / firm certifying that the Bid signatory is authorized by the Board of Directors of the Company / partners to do so, with acceptance of board resolution, resolutions number and date to sign the Bid on their behalf.
XIII.	The bidder, during execution/managing of any project, should not have done any damage at any of the documents due to FIRE, Termite or rain/whatsoever in the past.	An affidavit duly notarized to this effect as self-declaration must be submitted by the bidder in its technical bid.
XIV.	The bidder should not have been blacklisted /debarred / never been convicted / defaulted in execution / returned back any contract / order unexecuted/ having no record of poor performance such as abandoned work having inordinately delayed completion or having faced financial failures etc., for providing such services to any State / Central Government/ Commission or Board. The bidder should not have any litigation pending with central / any state government, Commission/Board before any Court in India.	An affidavit duly notarized to this effect must be submitted by the bidder in its technical bid.
XV.	The bidder(s) must also submit an affidavit duly notarized that all information given in its tender is correct in all respects and if found to be incorrect or false at any stage then the Commission has authority to blacklist, debar, reject and can take legal action against the bidder.	Submit an affidavit duly notarized
XVI.	Bidder should have a minimum of 50 professionals working in the firm, in the areas of Software development, System integration, IT infrastructure maintenance, digitization or other IT related work.	Certificate from the HR department of the Firm.
XVII.	The DMS software must be from an Indian Software / IT Company and code should be able to complete the CERT-In certification. The DMS software should have the ability to support Annual Maintenance Contract (AMC) and installation requirement. The DMS software should have installation in	Proof be attached.

	three different clients and at least 50 lac pages uploaded in total in any of these three projects as on tender closing date in India with Satisfactory report from the client. DMS software along with all types of security features including latest firewall setup shall be provided by the bidder.	
XVIII.	Bidder must have minimum 50 + users using the DMS application/software.	Proof to be attached
XIX.	The selected bidder will ensure compliance with the guidelines issued by the Haryana Labour Department (generally refer to as Labour Laws) as well as payment of prevailing minimum wages to the manpower to be engaged during the execution of the work. The selected bidder will be required to give proof in this regard as and when required by the Government/Labour Department, etc.	An affidavit to this effect must be submitted by the prospective bidders along with the technical bid.
XX.	The bidders should have their own office in Panchkula/Chandigarh for day to day liaisoning with the concerned offices considering the work to be done in Panchkula/Chandigarh.	Bidders shall provide adequate documentary proof in this regard along with the technical bid.
XXI.	The Bidder must submit credit worthiness certificate on the letter head of the bank which should be equivalent to the amount of tender value/proposed contract assuring financial assistance for executing the job smoothly and without any financial hurdle.	Certificate from bank to be attached.
XXII.	The Bidder must have minimum net worth of rupees 5 Crore and that borrowal account of the Bidder should not be NPA as on 31.03.2020.	Proof to be attached.

VI. Others required details:

- Bidder(s) should have cleared his GST dues up to 31st March 2020 to the Government. GST clearance certificate from the Commercial Taxes Officer of the Circle concerned is required.
- The Bidder(s) should have all necessary licenses, permissions, consents, NOCs, approvals as required under law for carrying out its business. Undertaking be provided by the bidder that he has all the requisite approvals / NOCs etc., as required under law to carry out its business.
- Bidder should not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
- Bidder should not have, and their directors and officers shall not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings. An under taking in support of above points be submitted on Bidder's letter Head.

Note:

1. Sub-contracting of any part of the project is not permitted.
2. Bidders are advised to study this RFP document carefully before submitting their proposals in response to this RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. This RFP document is not transferable.
3. HSSC reserves the right in not considering the bid of a bidder, if such bidder/consortium member was a previous supplier and had a past bad track record or their earlier performance was unsatisfactory on any count.
4. Due to confidentiality of the documents, no outsourcing of any kind regarding scanning, digitization or software development would be allowed. Therefore the bidder must have requisite infrastructure and capacity to handle entire project without outsourcing the work. The selected bidder will not further sublet the work allotted.
5. An affidavit duly notarized to this effect must be submitted with the bid. Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation.

4. SITE, OBJECTIVE & SCOPE OF WORK:-

- **Site/Place of execution - Haryana Staff Selection Commission, Panchkula:-** The work involves setting up of Modern Record Room (MRR), ensuring safe and secure upkeep of the physical records in fire-proof boxes, scanning & digitization of old records, bar coding of records for easy retrieval, retrieval of records in electronic form and supply of original records/scanned copies as and when demanded by the citizens/HSSC officials. The MRR should have access control system, CCTV, Racking System and Software for easy and fast tracking of boxes/Documents using QR Coding system.
- **Objective:** The need for preservation, coupled with need for improving accessibility (which can only be achieved by digital storage and an efficient database management retrieval system) is the need for the Commission as current initiative on storage & digitization of its archives.

The selected bidder will have to set up Modern Record Room (MRR), ensuring safe and secure upkeep of the physical records in boxes and retrieval of records in electronic form and supply of original records/scanned copies, as and when demanded by the branch/office concerned at MRR. The MRR should have ITC Infrastructure, access control, CCTV, Fire Safety System, Racking System and Software for easy and fast tracking of Boxes/Documents using Bar Coding system.

In view of the above, the primary objectives of the proposed initiative are:

- a) Preservation - Preservation of the entire records is the foremost objective. Once the documents are scanned and digitized, preservation of the original record can be ensured for a much longer period as the need to handle the physical documents would be eliminated or minimized to a great extent since digital document would be made available through Documents Searching & Retrieval Management System.
- b) Accessibility and Availability - This would make the Modern Record Rooms of holdings more accessible to end users, both within premises as well as those who cannot personally visit the Commission. Even if only the metadata is made available on the internet / intranet in the first phase, this will greatly improve the speed and convenience of accessing documents and information held by the Commission
- c) Enhance Search ability - All holdings would be linked based on subjects, keywords, notes or any other criteria making a tremendous amount of data easily available on any subject matter.
- d) Electronically sending of memos / circulars to other offices within quick spell of time with the help of Internet / Intranet.
- e) Creating catalogue and portfolio of the scanned documents and other records.

- **Scope of Work:** The Haryana Staff Selection Commission is in the process of establishing Modern Record Room (MRR), Scanning & Digitization of various records by using latest innovative technologies like application forms, office files, vouchers, registers, loose bundles, Court Cases, Judgments & Orders etc. in various sizes and various languages etc.

There will be two broad processes to carry out the work order viz. setting up of Modern Record Room (MRR) and Scanning/Digitization. Process for each of them will be as follows:

5. **PART-A - For Setting Up of Modern Record Room- (MRR)**

5.1. The proposed infrastructure called “Modern Record Room (MRR)”

5..1 **Structure for Modern record room**

- a) Only constructed space will be provided by the HSSC.
- b) Creation of MRR by providing complete infrastructure facilities like ICT infrastructure, LAN, CCTV, Racks, Boxes, trained manpower including the safety and storage of physical documents shall be responsibility of bidder.
- c) The building/structures for storage facility will be provided by the Commission. The building will be in good condition and have proper drainage provision to avoid any leakage from roof, pipes, mechanical installations, roots or any other source of water ingress.
- d) Storage facilities will have access control and no unauthorized personnel can be allowed access to the record room at any time. Access be controlled by card based/bio metrics electronic access control system and the record will be maintained in a digital form and register of personnel and material entering and leaving the secured area.
- e) CCTV monitoring of area with recording for minimum four weeks is essential.
- f) Service Provider must confirm that Pest & Rodent Control and Termite treatments are carried out regularly in the storage space for a Pest Free environment. Service provider shall further install fire extinguishing systems as per the requirement for safe guard of the record at his own cost.
- g) Service Providers are required to use good quality racking system & boxes of reputed company as per specifications mentioned in the tender document.
- h) The contract for creation, digitization, maintenance and support will be for 3 years and can be extendable for further five years on the same terms and conditions subject to the satisfactory performance of the vendor and on mutual understanding by both the parties.

5..2 **Collection of Records**

- a) The Service Provider will visit different branches of the Commission and existing physical records room for collection of record/documents in physical form i.e. application forms, office files, vouchers, registers, loose bundles, Court Cases, Judgments & Orders etc. or any other document which the commission needs to get digitized for storage at MRR in a time bound programme which will be decided mutually by concerned authorities at site.
- b) The requirement includes the packing of boxes and indexing of contents and all other works or any other necessary process in this connection.
- c) The Service Provider shall carryout collection on specific authority or instructions of the authorized official in writing/mail from Official ID.

5..3 **Cataloguing**

- a) The Service Provider will arrange and catalogue the records and prepare inventory using QR code technology. QR codes are to be securely fixed on each carton and its each and every content (files, bound voucher bundles, registers, etc.) to prevent any loss during storage or removal/retrieval.
- b) Acknowledgments of the records giving the number of Boxes / container with description and number of files/registers/bound vouchers bundles, etc. in each box / container are to be given to the concerned branch/office at the time of pickup.
- c) Thereafter the Service Provider shall give the soft copy and hard copy of list of inventory.

- d) Bar coding should be tamper/water proof.

5.4 RETRIEVAL OF RECORDS

The Service Provider undertakes to retrieve and deliver under proper authorization the requested boxes, files, vouchers, ledgers, registers and any other documents on receipt of a written request in the form of letter, e-mails from the authorized officials of the concerned branch with seal & sign.

Retrieval shall mean delivery of the document to the authorized official of the Commission. A proper inventory will be ensured by the vendor in electronics form for the original documents, delivered to official of the Commission.

5.5 REPORTS

The Service Provider is required to provide branch wise reports as per administrative requirement and periodicity to the designated offices.

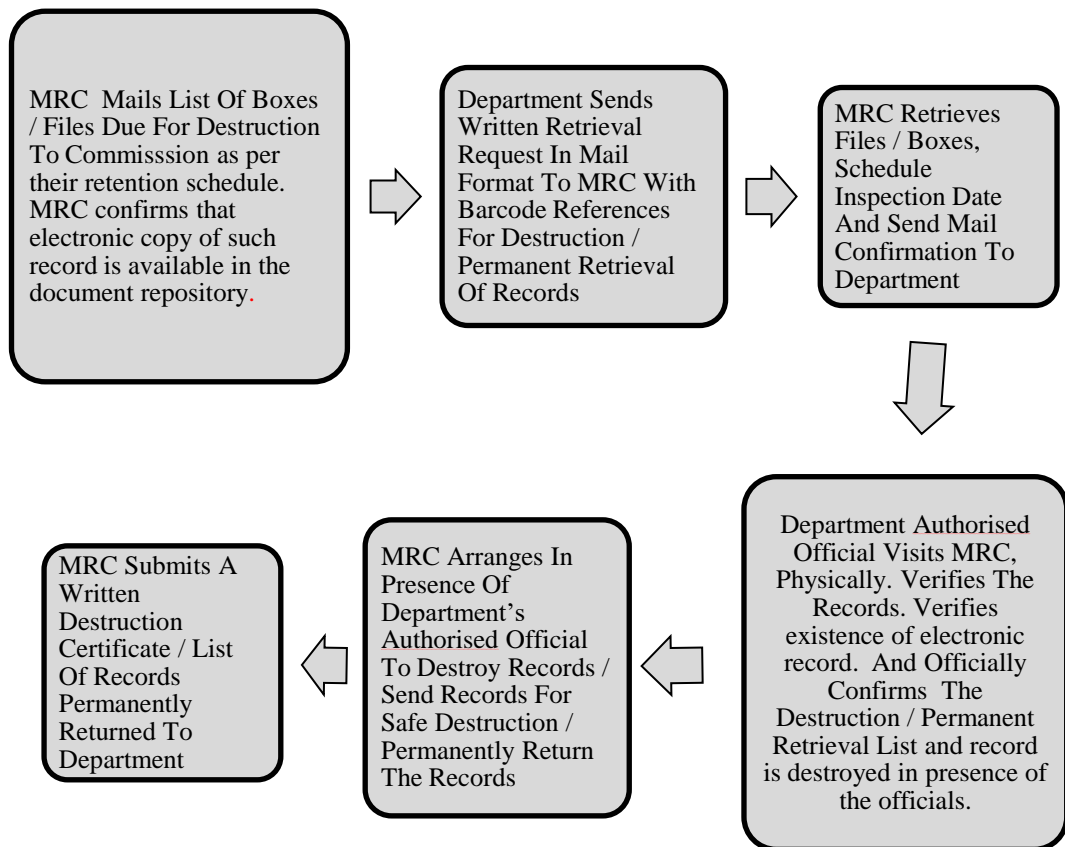
- a) Total number and details of the boxes with size containing records being stored at MRR.
- b) Total number and details of the boxes/records retrieved (delivered) during a period.
- c) Total number and details of the boxes/records returned by the HSSC.
- d) Total number and details of the administration boxes/records destroyed.
- e) Total number and identity of retrievals per month.
- f) Other MIS reports, as specified by HSSC.

➤ RETENTION OF RECORDS

The Service Provider will retain and maintain the records as per Record Retention/Maintenance Policy of the administration which shall be provided by the Commission.

5.1 DESTRUCTION RETRIEVAL OF THE RECORDS

- a) In the beginning of every six months i.e. April, October the Service Provider will prepare the List of records, which have outlived their retention period in terms of Records Maintenance Policy and inform the concerned branch/office and seek their written consent for destruction.
- b) Unless there are instructions to the contrary, the records meant for destruction will be shredded / burnt in the presence of authorized administrative officials. Records, which are not of confidential / permanent nature, may be sold after shredding to a chemical furnace or paper mill for burning or converting into pulp.
- c) Mode, date of destruction and details of official authority will be recorded in the system, against each relevant item.
- d) Amount earned at MRR on account of selling record to the paper mill / scrap dealer for converting into pulp will be credited to Administrative Account as would be advised by the competent authority. The responsibility for arranging for transport, labor and other necessary support to send the records to chemical furnace or paper mill, for burning or converting into pulp will be of the Commission / scrap dealer as the case may be.
- e) The process for destruction of records will be as per the Flow diagram shown below:



5..2 SYSTEM ACCESS:

The Service Provider will provide customized Document Management System and prepare & provide the metadata as per the requirement of client for centralized keeping of records for HSSC.

➤ **PART-B - "FOR CONVERSION OF RECORDS INTO DIGITAL FORMAT"**

5..1 Scanning & Digitization of Physical Record

- a) Scanning & conversion of physical record into digital/electronic formats and proper storage and retrieval support provided by the bidder customized Document Management System.
- b) Vendor will un-tag the papers and shall suitably enhance the quality of the papers, if required, to be scanned so that legible, searchable and retrievable copy of the document is produced.
- c) Vendor will do the scanning in suitable compressed form as per following parameters:
 - Scanning to be done in colour, gray scale, black & white as per below mentioned criteria
 - 600 DPI resolutions with colours (24 bit) for brittle and very old document to maintain the originality of the document and making it searchable.
 - 300 DPI resolutions with Grey Scale (8 bit) for colour back ground documents ensuring originality and search ability of the documents.
 - 300 Dots per inch (DPI) resolution with black & white for legible documents ensuring originality and search ability of the documents.
- d) Scanning of records will have to be provided with due quality checks (scanned image should not be blurred, folded, too dark or too light to read etc.). Scanned image of the document should be clear and readable .The quality of digital documents should be identifiable.
- e) Scan and digitize each document of file and the data is to be stored in Portable Document Format (PDF/A) with adequate resolutions with free text search facility and ensure the readability and ease in retrieval including cleaning and spot reduction. The stored images/PDF/A in the database should be properly indexed as per the requirements of Commission and should be capable of adding more images, at later stage if need be, in an old stored file.

- f) Scanned data will have to be mapped with data base in Software for Easy, convenient, safe & secure retrieval of original record.
- g) The data so stored shall be in a non- editable form. Below are the required specifications of required File format.
 - Wherever images have printed text, the output PDF/A document must be searchable.
 - Searchable PDF/A should be created in one single step by processing the input image file thus ensuring that no intermediate manipulation of content is possible.
 - Automated Metadata insertion in the PDF/A files-Metadata available in MS-Excel, CSV file or text file should be inserted into the PDF/A file in a single step during the creation of the PDF/A file itself.
 - The metadata inserted inside the PDF/A should conform to the XMP (Extensible Metadata Platform) specification for storing rich metadata. This will enable any content management system that supports XMP to import this metadata as indexes.
 - Bidder has to make sure that movement of the Records to the Scanning/ Digitization Cell must be done in a secure manner so that no damage is caused to the Record documents/files.
- h) All the ICT Infrastructure which includes computer, ups, scanner, printer, QR code scanner, QR code printer, QR code printer paper, networking etc., software, furniture, technical trained manpower and other associated items to make the scanning system functional in a proper manner will be arranged by the selected bidder. Only space & electricity will be provided by the Commission for scanning setup.

5..2 Indexing

The indexing of the scanned data upto 10 Indexing parameters is to be done. The indexing parameters would be advised by the Commission. Handing over the scanned data on appropriate electronic media to the Commission. “These indexing parameters may be decreased or increased depending on requirement of Commission.”

5..3 Metadata

- i) The Metadata of each document/ file is required to be recorded in the PDF file itself. The Metadata inserted inside the PDF must conform to the XMP (Extensible Metadata Platform) specification for storing rich Metadata which enables importing of the Metadata fields directly in the Content Management System/Document Management System database. Annotations and bookmarks for the relevant pages is also required to be recorded in the PDF files and stored as separate attributes in the database for searching purposes;
- ii) XML (Extensible mark-up Language) output of the Metadata with other details of the PDF files are also required to be simultaneously generated by the Bidder;
- iii) The PDF files generated are required to be indexed, so as to facilitate weeding of the digitized out lived files by deleting relevant pages of the PDF files which are weeded out after expiry of the prescribed period.
- iv) The PDF/A is required to comply with the following specifications:
 - a. PDF/A format is required to be ISO 19005-1:2005 or later;
 - b. The compressed PDF files created for viewing are required to be 50-80% compressed as compared to standard CCITT G4/JPEG compression (in TIFF/JPEG/PDF file format) for Mono/Color/Grey scale images retaining search ability, clarity of image and print quality. It is also required to be a linearized PDF {as defined by PDF reference manual (ISO 3200-1:2008)} to ensure faster web viewing. Searchable PDF/A shall be created in one single step by processing the input image file(s) thus ensuring that no intermediate manipulation of the contents is possible.
 - c. The PDF/A files are required to be capable of being digitally signed using an open source Digital Signature Software without requiring any proprietary/commercial software;
 - d. The PDF/A output is required to be capable of being water marked with the image approved by the HSSC “with any open source software/utility”;
 - e. All the transactions are required to be encrypted and protected using only open source software. The encryption policy and algorithm shall be decided HSSC in consultation with the successful Bidder.
 - f. Transferring the stored scanned data on HSSC Storage Server for future retrieval.

5..4 Quality Assurance: Every image must be readable. The best image quality should achieve by using

state of the art Scanners, Processors & quality equipment with automatic exposure control features. The minimum scanning resolution should be 300 DPI, in general. However, the vendor should increase this if required, to ensure proper readability of output image.

- i) Verification staff /officer authorized by HSSC will verify the number of pages, readability, search facility and other decided parameters and on acceptance the authorized officials shall apply their Digital signatures.
- ii) PDF/A which are rejected during the verification process due to poor quality or otherwise, will be scanned again to prepare PDF/A file, which will again pass through verification process till it is accepted.
- iii) During this process, Verification staff /officer authorized by HSSC shall note down the number of pages verified & passed on the Requisition, which SHALL form the basis for making the payments. Such verified and accepted number of pages will be signed by official concerned and Company.
- iv) Verification staff /officer authorized by HSSC will verify the digitized data before uploaded the same on server as per the requirement.

5..5 **Scanned Output / Delivery:**

- i) The scanned output should be provided/uploaded on to the server/External Hard Disk to provided by the service provider.
- ii) The scanned output should be of acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction and use neutral common rendering for all images.
- iii) The scanner / scanned output should have minimum of 300 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Gray scale, or 24-bit Colour (True colour)].
- iv) Image Enhancement - Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc. shall have to be carried out on each images for optimum images clarity.
- v) No cropping is allowed for Raw Image, the entire document has to be scanned for maintaining original size and shape of the document.
- vi) The scanning specifications for text support - the production of a scan that can be reproduced as a legible at the same size as the original (at 1:1, even the smallest significant character should be legible).
- vii) The final scanned copy in PDF-A should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
- viii) Digital images should be created up to a quality level that. However, compromise the quality of the images to meet the quality index.
- ix) A file-naming scheme database - should be established prior to capture. The same shall be done in consultation with Nodal Officer appointed by Commission.

5..6 **Document Management System (DMS)** : Document Management Systems, is the use of a computer system and software to store, manage and track electronic documents and paper based information captured through the use of a document scanner. DMS is critical to the operation of, since it has many documents, manuals, records, etc., which need to be safely stored and referred to as and when needed. By setting up a DMS, the stored documents will be protected from fire and other calamities. It is necessary to have electronic data storage to store data safely and securely for a longer duration of time. Retrieval process shall save time for manual search of the files stored in record room. DMS will allow authorized users to view, edit their documents as & when required basis. Stored files in DMS can be accessed by single machine.

5..7 **Functional Requirement Specification -Document Management System (DMS)**

General: The proposed Document Archival & Records Management System should be an open source based Document Archival & Records Management System for creation of a centralized Document Management

repository which will allow easy archival and retrieval of the documents archived into the system.

- System must support bulk uploading of scanned image data along with its indexes and tags.
- System should have ability to support all standard web browsers such as Internet Explorer, Firefox, Chrome.
- Scalability should be high. The systems shall be designed for 24x7 operations.
- System should have centralized server with single database. The required Server and infrastructure to host the application will be provided by the service provider.
- The proposed Document Management Systems shall have versioning features to track and document revisions made.
- Maker-Checker Functionality for user creation and Document Upload.
- The proposed Document Management Systems should have feature for different image file formats like PDF, jpeg, tif, and documents should be accessed faster.
- Minimize bandwidth requirement for document viewing/download.
- The documents should be optimized for viewing over the internet i.e. pages should be viewable as soon as they are downloaded without waiting for complete file to be downloaded i.e. A multi page-file is downloaded page-by-page and should be viewable as soon as a page is downloaded rather than having to wait for the entire file to download.
- Support for inter operability with cross platforms specifically (Windows, Linux).

Architecture Considerations

- The system should support multiple hardware and software platforms and not be tied to a specific vendor/ brand.
- The system should support open source databases like MySQL.
- The Document Management System should adopt a browser-based approach for end users.
- The system should support Multi-tier service oriented architecture
- The system should support unlimited storage capacity and the capacity should be able to be increased on demand. LDAP authentication for types of user with defined privilege.
- Ability to support standard Image Operations such as rotate, invert, zoom-in/zoom-out, zoom percentage.
- Ability to generate extensive Reports and Audit trail like Report on total records uploaded along with associated indexes.

Archival

- Ability to support categorization of documents in folders-subfolders
- The proposed solution should have the ability to provide hosted archival for documents.
- The proposed solution should allow users to access archived data using a web based client.
- The proposed solution should provide users the capability to search across primary documents and archived documents.
- The proposed solution should allow administrators to set parameters for archival and document retention policy.
- All process data elements, comments, and attached documents archived and made accessible for use in the future.

Search and Retrieval

- Ability to support searching of text documents based on user-input character strings, keywords, etc.
- Search should be possible in English
- Ability to support search queries using Boolean operators (e.g. AND, OR and NOT, wildcard) text search.
- Ability upon completion of search, immediately to display all selected images and support quick navigation through documents.
- Ability to provide for rapid search and retrieval on very large document repositories.

- Search Criteria should be configurable
- The system shall support facility to export results in MS-Word, MS Excel, PDF and plain text formats

Security

- The document management system shall support definition of users, groups and roles relation in the system.
- The system shall support access permissions on folders, documents and object level.
- The system shall support multiple levels of access rights (delete/edit/view/print/copy or download)
- The system shall support system privileges like create/delete users, define indexes etc.
- The system shall support secure login id and passwords for each user and pass words shall be stored in encrypted format in database.
- The system shall provide support for http/ssl for secured data transfer.
- The system shall provide LDAP support for integrating with directory services and shall Support single sign on.
- The system shall support extensive audit-trails at document, folder and for highest levels. For each action done by particular user with username, date and time.
- The access to the software should be based on user-id and password.
- All the softwares/firmware to be used should be licenced in favour of HSSC.

Easy Web Administration

- The system shall support web-based administration module for the complete management of system.
- The Admin module shall support Users/Groups/Role definition and granting Access Rights to them and set password expiries.
- The Admin module shall provide easy to use interface for Index structure definition, that can be used by different users.
- The Admin module shall provide interface for removing old audit trail.
- The Admin module shall provide facility to take backups.
- Diagnostics monitoring activities of different components. E.g. Logs consolidation and capturing, missing indexes, audit log size etc.

Document Delivery and Distribution

- The system shall allow users to download documents through HTTP depending upon the access rights.
- The system shall support print and email of documents.
- Easy to print by page or by document object.

Reports and Audit Trails Features

- The Document management system shall support extensive Reports and audit trails.
- The system shall provide facility to generate Audit trail son separate actions, and between specific date/times.
- Reports should be available in MSWord, MS Excel, PDF and plain text formats.

5..8 Required Infrastructure

- A. **MRR:** For creation of Modern Record Storage Room (MRR) room will be provided by the commission. The building/structures for storage facility will be provided by the Commission. The building will be in good condition and have proper drainage provision to avoid any leakage from roof, pipes, mechanical installations, roots or any other source of water ingress. The bidder should provide complete infrastructure facilities like ICT infrastructure, Racks (racking system of reputed company), boxes as per specifications, trained manpower including the safety and storage of physical documents. Electronic Access control system, CCTV equipment, Pest & Rodent Control and Termite treatments and server as per the requirement.

- B. **Scanning & Digitization of Record:** The bidder should provide necessary hardware which includes Server, desktop computer, scanners, printers, UPS, Qrcode Scanner, Qrcode Printer etc. in sufficient quantity, relevant system & application software, furniture, technical trained manpower and other infrastructure for Scanning & Digitization work at HSSC Record Room. The bidder shall provide latest upgraded version of the system, application/system software as and when offered in the market. The bidder shall ensure 99% uptime for the entire solution. The hardware supplied shall be the property of the bidder and any maintenance required in this regard shall be the responsibility of the bidder. No Hardware, software, furniture and other associated items to make the scanning system functional in a proper manner will be provided by the HSSC . Only work place & electricity and basic electrical fixtures required for the set-up of the Digitization Cell will be provided by the Commission. The said infra will be taken back by the bidder after receipt of confirmation from the Commission.
- 5..9 **Document Maintenance, Management and Accessibility:** The scanned documents are to be stored in a structured manner for easy access and retrieval. The selected bidder will use open source development tools for developing all types of application software & utilities and these application software's & tools shall be compatible with Ubuntu/Windows platform. File searching should be possible by file name, key words, author of the file and hierarchical position of the author, date created, date modified, priority set and status.
- 5..10 **Methodology:** The system should necessarily integrate the following features for smooth functioning:-
- a. The system should allow collection of information along the hierarchy. The system should allow reviewing, commenting and approving by various personnel in the hierarchy. The system should support movement of information across and within Commission.
 - b. The bidder should also have to give the blue print/methodology with the capacity details, technology along-with Hardware/Software along-with detail of manpower to be used for execution of setting up of MRR and scanning & digitization of records of the HSSC.
 - c. The bidder should have to make presentation (if required) which will have to show in the presence of evaluation Committee. The Presentation shall not be more than 20 minutes.
Presentation Parameters:-
 - i. Proposed Infrastructure including Hardware, Software and Non-IT Components.
 - ii. Security provisions for Data and Access Control systems in the proposed solution.
 - iii. Superiority of Proposed Infrastructure with respect to the minimum specifications as mentioned in technical scope of the project.
 - iv. Proposed Technical Team (Strength and Structure) for this project.
 - v. Plan for executing project in a time bound schedule. Technical and Financial Capability of the Bidder in executing similar large projects in a time bound schedule in any State of India along with project details.
- 5..11 **Collection & Preparation of Documents:**
- a. The documents should be collected from concerned branches of HSSC on a regular basis under the supervision of an Officer appointed by Competent Authority, scanned at the HQ only. Documents after scanning they should be arranged in the same manner as they were received & returned the same day.
 - b. Document & batch Preparation: Inspecting & separating documents, grouping documents into categories & designating the beginning & end of documents and batches.
 - c. Document Ironing: In case the documents are crumpled & in bad shape, they should be ironed before scanning.
 - d. Document return & hands off: The documents should return back to the concerned Officer of the Commission with a check being done again for the integrity of the documents being returned.
- 5..12 **Reserves the right to vary quantities at the time of award of work.**
- a. The quantity of documents can be increased or decreased at the time of placement of order.
 - b. The order may be awarded to more than one bidder as per discretion of the HSSC.

5..13 **Step:**

- a. Collection of Documents
- b. Sorting & Segregation of records / Inspecting & separating documents
- c. Inventorisation of records
- d. Preparing the “PAGES” within the “ FILE” with “PAGE NUMBERING”
- e. Creating an inventory prior to taking files, register and other forms of document for SCAN
- f. Metadata Preparation
- g. Database Creation
- h. QR coding at file / documents level
- i. QR coding at Metal Box level for easy retrieval of record
- j. Numbering of “FILES” with “QR CODED SERIAL NUMBER” under each Commission and office sequencing of “FILES” based on “QR CODED SERIAL NUMBER” labels.
- k. Packing of records / Metal Boxes
- l. Shifting of documents / Metal Boxes to MRR
- m. Maintenance & Management



- 5..14 **Training:** The selected bidder will scan / digitize, maintain and give support for the period of three years after the completion of the job and should provide complete free of charge training on the Archival (Scanning and storing), Indexing, Retrieval and Printing etc.
- 5..15 The Phasing of work allotment / project execution will be decided by the HSSC.
- 5..16 HSSC reserve the right to increase / decrease the size of the project in terms of requirements at any stage including at the time of award of work..
- 5..17 HSSC reserves the right to change, delete and add any scope, technical specification and any term and condition, as required during the process of implementation.
- 5..18 The BOQ as estimated by HSSC is not exhaustive. Any additional items/ components as required for the successful completion of the work under taken may be assessed by the party and the same may

be incorporated in the offer. The BOQ as assessed by the party as above should be clearly indicated in the offer. Even at the time of execution, if any additional items/ components are required to complete the system, notwithstanding the BOQ as identified by the party as above, the same shall be provided free of cost by the firm.

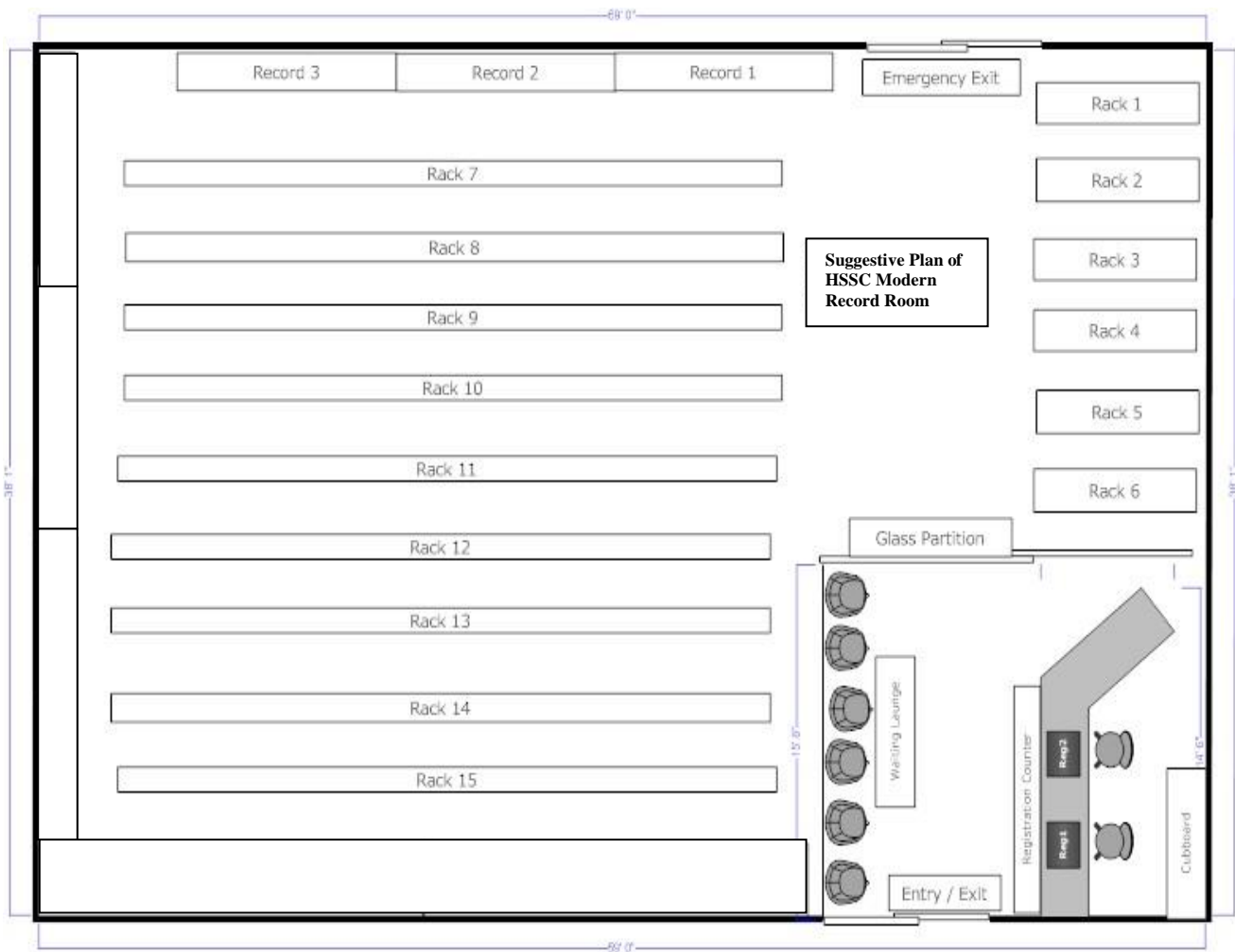
- 5..19 The HSSC reserves the right to accept or reject any or all of the bids without assigning any reason.
- 5..20 The HSSC reserves the right to add more parties at any point of time as per requirement.
- 5..21 The HSSC official will be free to visit the premises where the job is being executed at any point of time to ensure the process is followed as specified in the tender. Any fault by the tenderer is liable for the cancellation of the order/imposing suitable penalty.
- 5..22 Bidder should fully accountable for the performance of all components of the supplied equipment during the contract period and should handover the same in good working condition after completion of contract period.
- 5..23 The successful bidder will provide MIS utility for checking and will share the reports regarding Scanning and Digitization on monthly basis with HSSC.
- 5..24 The successful bidder is required to comply with the requirements of all the Acts, Rules and Regulations framed by the State Government/ Central Government relating to contract work and will be responsible for any breach thereof.
- 5..25 The items/ equipment's installed by the successful bidder will not be removed without the permission of the HSSC.
- 5..26 The bidder should develop a MIS for HSSC Authority as per their requirements related to Digitization.
- 5..27 The successful bidder after successfully storing the scanned/ digitized data on its computer will transfer the same to the Server/ SAN storage of HSSC etc. and provide access to the Commission.
- 5..28 The scanned / digitized records will be the property of the HSSC. The successful bidder will have no right, title or interest in it and will not use it elsewhere.
- 5..29 The hardware for this project is to be installed by the bidder. Once it is installed, the bidder will not take any storage device away, without permission from HSSC.
- 5..30 The successful Bidder is also required to make provisions in the software solution for weeding of the digitized Case files/PDF-A.
- 5..31 During Scanning & Digitization, Disaster Recovery Management of scanned/digitized records will be the responsibility of the successful Bidder and scanned data is the sole property of the HSSC. Bidder will not use it anywhere else. If found, appropriate action may be taken by the Commission.
- 5..32 The bidder, after successfully storing the data on its own computer shall transfer the same on the server concerned along with the documentation, technical and user manual. However, the bidder shall be fully responsible for the proper archiving, storing and retrieval of the Scanned/ digitized data for a minimum period of three years after completion of its work on MRR hardware.
- 5..33 The bidder shall have to arrange his own staff for the entire scope of work. The Commission would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the Commission and the staff of the bidder.
- 5..34 The work related to Physical Renovation of MRRR, Electrical Work with proper chemical earthing, Proper Lighting & Fans, Installation of interiors, Proper Ventilation System, Automatic Fire and Smoke Detection & Prevention System, Fixtures & Furniture which includes Chairs & Tables for Waiting Lounge, Computer Chair s& Tables, cupboard etc. for MRR only, Aluminium and glass partition of Record Room & Operational Area, Underground Piping of all services like Electrical, Networking, CCTV, Fire etc. will be done by the bidder only with the approval of Commission. Successful bidder will coordinate with HSSC for installation & integration of LAN, CCTV and other associated services.

6. TECHNICAL SCOPE OF THE PROJECT

6.1 From the above mentioned scope of work, the following work will be done by the HSSC

- Physical Renovation of room with high strength flooring to withstand load of 150 kg/Sqft or more,
- Electrical Work with proper chemical earthing,
- Sufficient Lighting, Fans & Electrical Points for computer, printer, scanner etc. as per site requirement,

Suggestive MRR Plan



6.2 Details of IT enabled facilities to be installed at each MRR by successful bidder:

- a. Local Area Network System.
- b. IP Based CCTV System.
- c. Temperature & Humidity Digital Indicators.
- d. Biometric / RFID Card based authentication / Access Control System.
- e. Pest, Insects, Rodent & Rat Repellent System.
- f. Ladders of adequate size and length.
- g. ICT infrastructure 2 set of each (Desktop Computer, UPS System, Scanner, Qrcode Reader/Scanner & Printer, Mono MFP).
- h. Heavy Duty Racks for Storage of Galvanized Meta lBox (GMB).
- i. GalvanizedIron / Steel or equivalent Metal Box (GMB) with proper locking.
- j. Any other infrastructure / item as required for proper implementation of project.

6.3 Scanning / Digitization of Records

- a. Collection of Records from various branches of the commission
- b. Scanning & digitization of records
- c. DMS to be provided by the bidder only.
- d. Storing of scanned / digitized data on system locally installed by SI at MRR.
- e. Transfer of stored data at Server after vetting & digitally signed of each document by officer nominated by HSSC
- f. Safe and secure upkeep of the physical records in boxes as per actual requirement.
- g. Safe and secure upkeep of boxes in racks as per site requirement.
- h. Retrieval of records in electronic form.
- i. Software for easy and fast tracking of boxes/Documents using Bar Coding system.
- j. Safety and proper storage of physical documents.

6.4 Operation, Maintenance and support after the period of one year/AMC period from the date of operational / Go-live / after hand holding to Commission.

- a. Deployment of two Trained Technical Resource on mutual agreed terms after a period of 1 year. After 3 years HSSC can decide to take the services of deployed trained Technical Resource to extend the service period for more years on mutual agreed terms for monitoring & management of MRR, metadata & digitization of records.
- b. Train the Commission staff in all aspects of management, operation and maintenance of the supplied solution.
- c. The services of technical resources may also be required on non-working days or beyond office hours on working days on some occasions to meet emergency situation or as required by the concerned authority at respective site. The successful bidder shall ensure that the service of technical resources on such occasion/requirement also is available. The trained technical resource will report to appointed nodal officer for assistance.
- d. Operational and Data Handling Training to officers / officials appointed by HSSC.

6.5 Suggestive specifications of required items for Setting-up of Modern Record Room (MRR)

I. Local Area Network System

- Minimum 8 Nodes or more as per the requirement.
- 1 no. 16 Port 1G (10/100/1000 Mbps) Full L2 Managed Switch+ 2 nos. 1G uplink Ports.
- 1 no. 12UWall Mount Rack with all accessories with fans, power strips, cable manager etc.
- 1 no. 16 Port S/FTP Cat 6A Patch Panel,
- 8 nos. each S/FTP Cat 6A Patch Cord (1 Mtr.& 3 Mtr.)& I/Os.
- 300 Meter S/FTP Cat 6A Cable
- Uplink Cable for provisioning of internet should be laid from NIC Network Control Centre to MRR.

II. Network / IP based CCTV System with recording facility in night

- Proper Coverage inside & outside MRR including entry & exit point.
- Should capture images inside MRR as well as any movement in outside surrounding of MRR and

having recording facility for 30 days. IP based CCTV should also have night vision camera to record images in night and darkness.

- 8 nos. 2/2.5/3MP Full HD IR Dome Camera with night vision facility, Min. Resolution: 1080P(1920×1080), Video Streaming: 1080P, Min. IR Range: 30 Meters, Camera should be UL Listed / Certified.
- 1 no. 8 Channel Digital Network Video Recorder with Smart Phone Connectivity, 10TB or Higher HDD with recording facility for min. 30 days, 1 no. HDMI & VGA Output each for Display, Ethernet Connectivity, NVR should be UL Listed / Certified.
- 1 no. 16 Port 1G (10/100/1000 Mbps) Full L2 PoE+ Managed Switch + 2 nos. 1G uplink Ports.
- 1 no. 12U Wall Mount Rack with all accessories like fans, power strips, cable manager etc.
- 1 no. 43" or Higher FHD Professional LED Display with 2 nos. HDMI, 1 no. USB & 1 no. VGA Port.
- 1 no. 16 Port S/FTP Cat 6A Patch Panel,
- 8 nos. each S/FTP Cat 6A Patch Cord (1 Mtr. & 3 Mtr.) & I/Os.
- 300 Meter S/FTP Cat 6A Cable.
- 1KVA Online UPS System with minimum 2 hours battery backup: Technology: Microprocessor Controlled, Double Conversion, PWM IGBT Inverter with LCD Display for UPS status monitoring, Input Voltage Range: 160-270 VAC, Output Voltage: Single Phase 230+/-2%, 50Hz, Operating Temperature: 0-40°C, ISO 9001 certified manufacture, BIS Certification, Genset Compatible, SMF Batteries with 2340 VHA, SMF Battery DGS&D or JIS C8702 Compliant.
- Uplink Cable for provisioning of internet should be laid from NIC Network Control Centre to MRR.

III. CAT 6A S/FTP Cable for CCTV & Networking

- Category 6A S/FTP 4 pair cable shall be compliant with ANSI/TIA/EIA-568-C.2
- Conductor Size : 23 AWG
- Should have ETL/3P tested to TIA/EIA-568-C.2 Category 6A standard for 500 MHz
- The cable should have 100ohm impedance for 100 meters length & data transmission frequencies minimum 500 MHz or higher
- ETL Certified / 3P Tested / UL Listed
- Screen: Each pair or all pairs enclosed in laminated Aluminum foil with drain wire with overall braiding.
- Sheath Type: Low Smoke Zero Halogen (LSZH) as per IEC norms.

IV. 16 Port Jack Panel with rear wire manager for CCTV & Networking

- 19" rack mountable
- Should conform to CAT6A (TIA/EIA-568-C.2) for 500 MHz
- Should terminate 24 UTP CAT 6A (4 pair) Cables at 110 type wiring block at the rear end and RJ45 jack on the front panel.
- Ports / Jacks should be with individual dust cover / dust cap & individually replaceable.
- Should confirm to EIA/TIA 568A/B wiring pattern
- Should have labeling strips for identification.
- Should have cable routing rings and ties both at the front and the rear side for support
- ETL Certified / 3P Tested / UL Listed
- Be made of robust sheet metal / aluminum.
- Should have separate earthing provision
- I/O should have robust zinc alloy connector body housing
- Housing of I/O: Zinc alloy plated bright Ni/Cu

V. Information Outlet with Surface Mount Box for CCTV & Networking

- Should meet or exceed Category 6A, TIA568C.2 - 500MHz
- Surface mount box / Faceplate with single RJ45 socket to terminate CAT 6A Cable
- Gold plated contact surface
- Provision for dust cover / dust cap for protection against dust on the jack or faceplate
- Provisions for labeling strips
- Provision for anchors for smooth cable entry.
- ETL Certified / 3P Tested / UL Listed
- The size of front plate should be 3 inch by 3 inch (3" X 3")
- Be made of robust sheet metal / aluminum.

- I/O should have robust zinc alloy connector body housing
- Housing of I/O: Zinc alloy plated bright Ni/Cu

VI. CAT6A S/FTP Patch Cord 1 mtr & 3mtrs with molded plug for all IT Services

- Cord in length on 1 mtr, & 3 mtrs with factory mould RJ-45 plugs at both end
- ETL Certified / 3P Tested / UL Listed
- Should confirm TIA-568-C.2 Cat 6A
- Screen material - Aluminum / polyester shield with tinned copper braid / drain wire
- Sheath: Low Smoke Zero Halogen (LSZH) as per IEC norms.

VII. Full L2 16 Port PoE+ / Non PoE Managed Switch:

- Switch should be 19" rack mountable with 1RU height
- Minimum 16 port 10/100/1000 Mbps RJ-45 PoE+ / Non-PoE ports.
- The switch should have minimum 2 no. 1G (SFP) uplinks ports capable of supporting 1000 base SX & 1000 base T modules.
- Switching Fabric/Backplane Bandwidth: Non-blocking architecture with minimum back plane bandwidth of 36 Gbps.
- Should support both PoE&PoE+ and should have minimum 240W (30Wx8) PoE Budget (Only for PoE Switch).
- Media Interface 10 Base T/100 Base T/1000 Base T with RJ 45 connector
- Should support all layer 2 features like: SNMP, RMON, VLAN, MAC address, QoS etc on all ports.
- Compatible with all IEEE 802 standards like IEEE 802.3x. IEEE802.3ad, IEEE 802.1d, IEEE802.1w, IEEE802.1s, IEEE802.1x etc.
- SNMP with full v1, v2 & v3 compliance for Network Management.
- Port / Link Aggregation up to 4 ports, Port Mirroring, 802.1X Port-Based Authentication
- Load Balancing, DHCP Support.
- VLAN support: minimum 10 VLANs should have inbuilt management & MSTP/PVST+ support for Multiple Spanning tree instances or equivalent support for Multiple Spanning tree instances.
- IPv6 ready (H/W & S/W) for layer 2 from day one.
- Console Port for Management
- Maximum supported Flash & SDRAM installed from day one
- Latest OS to support all layer 2 features
- Auto QoS/EZ QoS / Equivalent support for easy configuration of QoS features for critical applications.
- Should be inbuilt AC power supply.
- Port based ACL, Multicast Trace route for easy troubleshooting
- 802.1p (QoS), 802.1q (VLAN), 802.1d (Spanning Tree), 802.1w (Rapid spanning tree), 802.1s (Multiple Spanning Tree) capabilities
- Should support LLDP & LLDP-MED including client location information
- Should exchange link & device information in multi vendor network like Haryana SWAN, NICNET.
- Should support QoS configuration & debugging.
- Any configuration change should not result in reboot of the switch
- Dynamic Arp and DHCP snooping support for mapping IP to Mac addresses
- Capabilities for real time performance monitoring
- Capabilities to protect source IP being used by malicious or unintended user.
- Port capability to detect and configure plug and play devices like IP phone.
- Capabilities to protect business critical data from network congestion.
- Capabilities to detect and disable unidirectional links.
- Capabilities to support Network Time Protocol (NTP).
- Capabilities to prevent outside devices from becoming spanning tree root nodes.
- Switches should have sufficient flash to hold at least 2 images both primary & backup image during upgrade.
- The operating conditions for the equipment are as follows:

Power	230V±10%,
50 Hz	±3%

Operating Temperature	0-40°C
Operating RH	20-90%

- NDPP/EAL3 or equivalent certification
- The offered model should be listed on the OEMs Global Website.
- All the features mentioned in the specifications should be available from day one. Future enhancement will not be considered at any stage

VIII. Racks for CCTV & Networking :

- 19" wall mountrack, height 12U/15U, width min 600 mm and depth min 550 mm with front glass door, closed on all sides, lock and key, min 2 nos. fans on top of the rack for cooling, trays and single phase 230V 16Amp Standard Rack Mount Power Distribution Unit with min. 6 nos. Indian Round Pin, 5/15A Inlet Plug type 16A Indian Round Pin with MCB.

Suggestive Rack for Networking



IX. Galvanised Iron / Steel or equivalent Metal Box (GMB) with proper locking for Storage of Records:

- Galvanised Iron / Steel or equivalent metal box with proper locking for storage of hard copy of different sizes of HSSC records like A4/Legal/A3.
- GMB should contain minimum 2500 to 3000 pages per Box.
- GMB must be dust proof with flaps or a lid forming seal against airborne particles, as per following details: Galvanized Metal Containers fabricated out of GP grade Galvanized Sheet of 0.8 MM (minimum) and Powder Coated having additional ribbing on all side for water, dust & fire resistant.
- GMB must be Anti-corrosive, Robustness & Durable finish standards.

Suggestive Galvanised Metal Box



X. Heavy Duty Racks:

- No. of loading level: optimum
- Raw Material: Load bearing members of the system should be made out of high strength Industrial steel having properties equivalent to grades specified by IS 5986:2002 / IS 2062:2006. For rack strength, the raw material used for structural load bearing members must possess adequate ductility to ensure toughness.
- For long life and protection from corrosion, all components shall have anti-rust treatment, anti-corrosion treatment, powder coated for obtaining a smooth, and scratch resistant as per SI Standard.
- Uprights: Uprights of racks are to be multi bend profiles, designed to offer maximum load bearing capacity with optimum surface utilization ensuring high standards of stability and safety. Uprights are to be bolted with base plates to transfer the load to ground. Uprights are to be Lead free epoxy

polyester powder coated.

XI. Temperature & Humidity Digital Indicators:

- It should have capacity to maintain the record and generate alarm.
- Four digit LED display.
- Accuracy: +/-0.25%
- PC Connectivity

Suggestive Digital Indicator



XII. ICT Infrastructure:

The bidder shall install following item in the MRR as per specification given below :-

- **Desktop Computer:** Intel Core i5-8500 8th / 9th Generation 6 Core 3.0GHz or Higher Processor based Desktop Computer (SFF/Tower) with 8GB RAM, 1TB HDD, USB Keyboard & Mouse, DVD R/W / Blue-ray, 19.5" or Higher TCO 07 Certified LED Monitor (OEM Make), Preloaded Windows 10 Professional. Minimum 8 USB Ports out of which minimum 2 should be USB 3.0 or higher and rest should be USB 2.0 or higher. Minimum 2 USB ports should be at front, 10/100/1000 Ethernet Card, VGA Port, HDMI Port, Display Port, Microphone & Stereo Head Phone/Combo port and other standard ports, Active PFC Technology based 180W or higher power supply. ISO 9001, Energy Star 5.0 or Higher / Equivalent BEE Star rating, RoHS, FCC/NABL, IEC/UL.
- **UPS System:** 1KVA Online UPS System with minimum 2 hours battery backup: Technology: Microprocessor Controlled, Double Conversion, PWM IGBT Inverter with LCD Display for UPS status monitoring, Input Voltage Range: 160-270 VAC, Output Voltage: Single Phase 230+/-2%, 50Hz, Operating Temperature: 0-40°C, ISO 9001 certified manufacture, BIS Certification, Genset Compatible, SMF Batteries with 2340 VHA, SMF Battery DGS&D or JIS C8702 Compliant. ISO 9001, Energy Star / Equivalent BEE Star rating, RoHS, FCC/NABL, IEC/UL.
- **Scanner:**A3 Size Duplex Roller Scanner with min. 60 PPM speed, ADF, Network with 5,000 pages duty cycle. ISO 9001, RoHS, FCC/NABL, IEC/UL.
- **Printer:** Technology-Laser, Size-A4, Type-Mono MFP with ADF, Duplex & Network, Speed-20PPM or higher, Resolution-600 DPI or Higher, Memory-256MB or Higher, Scan Speed-10PPM or higher. ISO 9001, RoHS, FCC/NABL, IEC/UL.

XIII. Biometric / RFID Card based authentication System / Access Control System:

- Card based / Biometric based Access Control System or both
- Biometry Finger Print based / Card based Access Control for critical area (Record Room and ICT Infrastructure Area) with Automatic Door Lock and Release System as per access validation.
- Minimum 5 no. Card for Access Control.
- Card Type & Card Reader : Proximity /Mifare/ HID Card Reader

Suggestive Biometric / RFID Card based authentication System



XIV. Pest, Insects, Rodent & Rat Repellent System:

Pest, Insects, Rodent and Rat Repellent System for Record Room and ICT Infrastructure Area to be setup in MRR. Pest control to include safety from rodents, rats, termites, bugs, cockroaches, flies and spiders. Treatments for Pests and Insects should be carried out at least once in every quarter during the warranty & support period of 3 years. Insects attracting light based insects management system should be installed inside Record Room, ICT Infrastructure Area & Service Area. The system shall be designed such that it does not kill the rodents and rats inside the MRR.

XV. QR Reader/Scanner:

- Handheld Laser Rugged reader/scanner with stand.
- Scanner Type: Digital Image.
- Scanning Capacity: 1D & 2D
- Decode Capacity: 1D & 2D
- Environmental Sealing: IP41.
- Connectivity: wired / wireless

XVI. QR Printer

- Printer with minimum 100 meter ribbon capacity
- Print Resolution: 300 DPI or Higher
- Thermal transfer or direct thermal print method
- Connectivity: USB, Parallel, Serial & Ethernet.
- LCD User Interface
- Bundled 100 Rolls of 100 meter Thermal Printer ribbon
- Maximum supported RAM & FLASH, LCD Interface,
- Auto Switching
- Energy Star

Note:

- Bidder should prepare the drawing of each service using 3rd party software & get it approved from Concerned Nodal Officer at site and submit the copy of the same at the time of release of payment.

6.6 Key Points:

- All components should carry 1 year onsite warranty & support.
- The Infrastructure installed at MRR by the successful bidder as per the above scope will be the sole property of HSSC.
- All the services to be installed at MRR should be on proper UPS System. No failure rate should be considered.
- The cost of all hardware items should include onsite support during 3 years contract period.
- The quoted rates should be inclusive of preparing of cable layout / diagram, digging, refilling, trenching, relieving, installation of items and their configuration etc.
- No failure rates should be considered.
- Necessary drivers, software, Licenses, connecting cables, modules etc. required to run the equipment should be supplied by the supplier during installation without any additional cost.
- Necessary updates, upgrades, patches, firmware etc. required to run the equipment in a proper manner should be provided by the respective supplier during the contract period without any additional cost.
- There is no performance degradation of supplied items in full load in terms of quality, level, QoS and standard of performance as per required functional parameters.
- In case of shifting of equipment from one place to another or vice versa after installation, packing and transportation shall be borne by HSSC under supervision of vendor. The installation &

configuration at new site shall be take care by the vendor free of cost and under same terms & conditions.

- The overall responsibility of installation, configuration, testing & commissioning of the offered hardware would rest with the supplier for smooth integration, connectivity & functionality to ensure the trouble free operation of complete system along with one year onsite warranty & support as per the end user requirement. The acceptance report will be issued by Nodal Officer at site or the officials appointed by HSSC after complete delivery, inspection, installation, configuration, testing & commissioning of supplied item by vendor.
- The Bidder should have adequate facilities, trained manpower and staff for installation, commissioning and providing maintenance support service after the sales of the equipment in India. The Bidder will deploy their own manpower for the installation and commissioning of the equipment and should not be outsourced to any third party.
- The Bidder shall supply all the equipment required to install and operate/run the equipment including Database required whether Open Source or Licensed.
- Equipment should include the quality aspects like user friendliness, secure, interoperability, modifiability, integrity and extensibility, maintainability, scalability and modularity etc.,
- Warranty: All items should carry 3 years onsite warranty& support after acceptance of the equipment & complete system.
- HSSC reserves the right to change, delete and add any technical specification and any term and condition of the tender, as required during the process of implementation. Modularity, Expandability and Upgrade ability in the overall system configuration should be open.
- The Bidder will have to arrange / provide for all the testing equipment & tools required for the successful installation, testing & acceptance, maintenance etc.,
- HSSC reserves the right to increase / decrease the size of the project at any stage.
- Provision for storing and retrieval of multimedia information/record/data related to the HSSC Records may be integrated with State Govt. Server.
- The scanners deployed are required to be capable of duplex scanning and handling fragile/delicate records.
- The successful bidder is required to comply with the requirements of all the Acts, Rules and Regulations framed by the State Government/ Central Government relating to contract work and the HSSC will not be responsible for any breach thereof.
- The items/ equipment's installed by the successful bidder will not be removed without the permission of the HSSC.
- The bidder should store the total no. of pages scanned in a file in database for further reference.
- Water mark on scanned document should be applied at the time of downloading or printing of file. Original document must remain intact with digital signature.
- The successful bidder after successfully storing the scanned/ digitized data on its computer will transfer the same to the Commission Server as per the requirement of HSSC.
- The scanned/ digitized records will be the property of Commission Haryana. The successful bidder will have no right, title or interest in it and will not use it elsewhere.
- Disaster Recovery Management of scanned / digitized records will be the responsibility of the successful bidder till uploading the data on HSSC server.
- The scanning hardware for its project is to be installed by the bidder. Once it is installed, the bidder will not take any device away, without permission from the Nodal Official or any other officials authorized by HSSC
- Licensed copy of the application software and database design as may be developed by the firm or its employees for and during execution of the work shall vest in HSSC and the firm shall execute necessary documents for the same and also get an assignment from its employees, in favour of HSSC, Haryana.
- The data is to be stored by way of images in Portable Document Format with adequate resolutions to ensure the readability and ease in retrieval. The images so stored in the database should be properly indexed as per the requirements of HSSC and should be capable of adding more images, at later stage if need be, in an old stored file. The data so stored shall be in a non-editable form.
- The bidder shall have to arrange his own staff for the entire scope of work. The HSSC, Haryana would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the HSSC, concerned and the staff of the bidder.

7. TIMELINES FOR EXECUTION / COMPLETION OF JOB:

Documents	Timeline
All documents pertaining to period from 01/01/2015 to 31/12/2020	90 days the date of issuance of work order / execution of agreement / providing of renovated space by the HSSC; whichever is later.
All documents pertaining to period prior to 01/01/2015	90 days the date of issuance of work order / execution of agreement / providing of renovated space by the HSSC; whichever is later.

Note : Bidder will be given maximum 180 days to complete the entire work of the Commission as stated above, including scanning & digitization of documents.

8. SCHEDULE OF TENDER:

- a. Availability of Bid Document: The tender notice & document is available at <https://etenders.hry.nic.in> and HSSC website www.hssc.gov.in.
- b. Amendment of Tender Document: The amendments in any of the Terms & Conditions of this Tender Document shall be uploaded on <https://etenders.hry.nic.in> and all prospective bidders are advised to check both websites from time to time for any updates.
- c. Submission of Bids: Bids should be submitted online at <https://etenders.hry.nic.in> upto 18.01.2021 by 02.00 PM.
- d. Tentative Date & Time for opening of Pre-qualification cum Technical Bids: At 03.00 PM on 18.01.2021 at Haryana Staff Selection Commission, Panchkula. Bays no. 67-70, Sector-2, Panchkula. The bidders or their authorized representatives may be present if they so desire.
- e. Bidders are requested to submit the Hard copy of Pre-qualification cum Technical Bid till dated 18.01.2021 upto 02:30 P.M. before opening of Pre-qualification cum Technical Bids.
- f. Advice to the Bidders: Bidders are advised to study this tender document carefully before participating. It shall be deemed that submission of Bid by the bidder have been done after their careful study and examination of the tender document with full understanding to its implications.

9. PROCEDURE FOR SUBMISSION OF BID:

- The Bids should be submitted in two parts i.e. Pre-Qualification cum Technical Bid and Commercial Bid.
 - a. Pre-Qualification cum Technical bid (stage 1): - The Technical Bid format as given in the Tender shall be filled, signed and stamped on all pages. Errors if any shall be attested by the Bidders. The Technical Bid shall not contain any indications of the Price otherwise the Bid will be summarily rejected. The bidders shall submit the details of make and model of the items offered against the tender requirement. The technical bid should be submitted through e-bid as well as hard copy of technical bid should also be submitted at Haryana Staff Selection Commission, Bays 67-70, Sector-2, Panchkula as per schedule given in tender.
 - b. Price Bid Form (Stage 2):-All the Price items as asked in the Tender shall be filled in the Price Bid Format as given in the Tender. The Prices quoted shall be only in INDIAN RUPEES (INR) only. The tender is liable for rejection if Price Bid contains conditional offers.
- The following documents shall be enclosed by every vendor along with the Technical bids: -
 - a. Make and model of all systems, sub-systems and optional items should be mentioned in the technical bid and complete technical details should be provided in the form of brochures and write ups and evaluation reports from the neutral/accredited third party.
 - b. Completely filled technical compliance must be submitted for each quoted configuration.
- Tender bid must contain the name, office and after office hours addresses including telephone number(s) of the person(s) who are authorized to submit the bid with their signatures. A certificate

- from bidder's HR/ legal Commission must enclosed with the bid certifying that the person(s) who signed the bid is a authorized person on behalf of company.
- Un-signed, un-stamped and without certificate of authorized person from bidder's HR / legal Commission bid shall not be accepted.
 - All pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents.
 - Bids NOT submitted as per the specified format and nomenclature will be out rightly rejected.
 - Ambiguous bids will be out rightly rejected.
 - HSSC will NOT be responsible for any delay on the part of the vendor in obtaining the terms and conditions of the tender notice or submission of the tender bids.
 - Financial bid may be submitted as per price bid envelope for the corresponding configuration/description indicated in technical specifications.
 - The price shall be for delivery at desired destination in Panchkula including installation/commissioning and complete operationalization and including statutory levies, if any.
 - Bidders shall indicate their rates in clear/visible figures as well as in words. In case of a mismatch, the rates written in words will prevail.
 - Any alteration / overwriting / cutting in the bid should be duly countersigned else it will be out rightly rejected.
 - Conditional tenders shall NOT be accepted on any ground and shall be rejected straightway.
 - If any clarification is required, the same should be obtained before or during pre-bid meeting only.
 - Bidder shall furnish a compliance statement (Point-wise) of specifications & features of offered equipments/sub-systems with the Technical Bid. No deviations in terms & conditions of the tender document as well as technical specifications (on the lower side) will be accepted in any case.
 - Tender process will be over after the issue of Purchase order/empanelment letter(s) to the selected vendor(s). Thereafter, information submitted by the participating bidders before and during the bidding process may be put by HSSC in the public domain. Competent Authority in HSSC may not exercise the privilege given under Right to Information Act Section 8(1) (d) which says "there shall be no obligation to give any citizen information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless competent authority is satisfied that larger public interest warrants the disclosure of such information".
 - Tender Process Section will return all the un-opened sealed bid envelopes to the bidder who failed to qualify for the next stage of bid processing starting from opening of EMD envelope to Eligibility Criteria Envelope to Technical Bid Envelope to Financial Bid envelope, as the case may be. Such bidder will acknowledge the receipt of the same to the Tender Process Section.
 - Bids not quoted as per the format given in the tender will be rejected straightway.
 - The bidder must quote for all the items mentioned in the Annexure including optional items / Services. In case any item not quoted, the bid shall be summarily rejected.
 - Bidder must quote only two options (Make/model) against the third party items from amongst the items listed in the technical specifications.
 - Vendor should not quote products which are nearly end of life. However if it happens, vendor will supply the next higher version of the technically accepted product at the same administered bidder price.
 - If required HSSC may allow finally vendors to supply any of the technically qualified products (make/model), depending upon project requirements, at the same bidder price provided, documentary evidence as per eligibility criteria is provided.

10. BID EVALUATION PROCESS

- **Bid Opening Process**
 - The covers containing EMD only will be opened in the first instance in the presence of representatives of the bidders who choose to remain present at the time of opening of e-bid as mentioned Time Schedule.

- Eligibility Criteria and Technical bids of only those bidders, whose EMD instruments are found to be in order, will be opened afterwards in the same bid opening session, in the presence of the vendor's representatives.
- Financial bids of only those bidders, whose bids found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently for further evaluation.
- One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.

10.2 Technical Evaluation Process

- Technical Bids will be evaluated by the duly constituted Technical Evaluation Committee (TEC) and will shortlist Technical Bids on the basis of technical parameters including possible visit to inspect manufacturing and supply facilities, if considered necessary.
- If considered, necessary, the short listed Bidders may be asked to bring one of each of the quoted products, as per specifications set out in "Minimum Technical specifications" for technical evaluation, along with their own test, measuring equipment and technical manpower, to HSSC at vendor premises as per schedule to be intimated to them. In case the vendor fails to bring and demonstrate the working of quoted products within the time frame given by HSSC for evaluation, the bid shall be rejected.
- For Technical evaluation, bidders have to ensure the availability of appropriate specialist, along with every type of documentation required, from their organization for interacting with TEC & evaluation team. In case a bidder does not make the required specialist along with proper documentation available, then such defaulting bidder shall be taken off the tender evaluation process and the bid will stand rejected.
- During the technical evaluation, if any of the items FAIL to meet the specification requirement, no subsequent opportunity will be given to the bidder (s). However, a standby system of already quoted make & model, if available instantly on the spot could be considered by the TEC for evaluation only once.
- Bidders are advised to ensure that the systems if asked to bring for evaluation, conforms to all technical parameters and is a tested system.
- TEC may visit the vendors' premises for technical demonstration/evaluation if required.
- As part of technical evaluation, the bidders shall give presentation on how they will meet the schedule of delivery & how they will successfully carry out the installation of hardware orders so as to meet the schedule. They also should specify their inventory management & manpower deployment at State level for smooth implementation of the Project during warranty. Vendor must have a web based complaint registration system in place to cater online complaint registration and status monitoring from equipment installed locations across the country for the items supplied under the project. The system should have good response. During technical evaluation, bidder has to demonstrate their package.
- It is mandatory for the bidders to strictly adhere to the schedule of delivery & installation of hardware systems during implementation of the Project.

10.3 Bids Evaluation Process (PQ cum Technical & Commercial) :

An evaluation committee consisting by Chairman, HSSC will evaluate the bids of all the bidders both technically and commercially as per the following schedule/pattern.

- Only Pre-qualification cum Technical bid shall be opened on the day of opening of the bids as per tender document date 18.01.2021 at 11.00 AM
- Conditional bids shall be summarily rejected.
- The Pre-Qualification cum Technical bids:-The documents furnished by each bidder with its Pre-Qualification cum Technical Bid will be examined to see whether the qualifications and specific requirements mentioned in the tender document are fulfilled.
- The Financial Bids of only those Bidders short listed from the Technical Bids by Technical Evaluation Committee (TEC) will be opened in the presence of their representatives on a specified date and time to be intimated to the respective Bidders by Tender Process Section, and the same

will be evaluated by a duly constituted Finance Evaluation Committee (FEC). The place, date and time of the opening of the Commercial Bids shall be notified separately.

- The NEGOTIATION of rates may be held with the L1 bidder as per the CVC guidelines prevailing at that point of time.
- Lowest Quoting Bidder on totality (Complete Solution) will be selected as L1 bidder.
- Least cost commercial proposal on totality of the proposal of the technically eligible bidder will be designated as L1. In case there are two or more bidders having the same 'L1' price in the commercial bid than the Commission have its right to place order any of the bidder or bidders. The bidder will be selected as per purchase procedure of Govt. of Haryana.
- The comparison shall be of all-inclusive price of the goods and such price to include all costs as well as freight, duties etc.
- During evaluation of the bids, HSSC may, at its discretion, ask the Bidder for any clarification on its bid. The request for clarification and the response shall be in writing / email, and no change in the prices shall be sought, offered, or permitted during evaluation & after opening of commercial bids
- To get best solution at right price or acceptable premium, HSSC may assign weightage to different parameters of solutions offered and prices by adopting a transparent criterion before opening of commercial bids.
- Rest terms & conditions as per the purchase procedure governed by HSSC /SIT/ Directorate of Supplies & Disposals, Haryana regarding one time purchase.
- No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder(s). However, the Committee/its authorized representative and office of HSSC can make any enquiry/seek clarification from the bidders, which the bidders must furnish within the stipulated time else bid of such defaulting bidders will be rejected.

10.4 Right to Negotiation: The Competent Authority reserves the right for negotiation with the lowest bidder as per the prevailing purchase procedures/policy of the State. The negotiation, if required, shall be carried out with all the technically qualified bidder or the bidders who will be within the range of 5% from Lowest Bidder or from all the technically qualified bidder as per the procedure/policy of the State Govt./CVC at that point of time OR Competent Authority can invite all the technically qualified bidders to match the received lowest price. The tenderer also reserves the right to choose part or whole of the technically acceptable bids at individual costs quoted in the commercial bids. The Competent Authority reserves the right to split / divide the MRR preparation and scanning & digitization work among all the bidders as per their requirement.

10.5 Release of Order & Signing of Agreement:

- Order will be released by Secretary, HSSC.
- HSSC has the right to choose any subset of the tendered items for placement of supply orders.
- In general, single purchase order shall be given for all activities/purchases. However, in specific cases, subset of items may be ordered.
- Objection, if any, to the Purchase Order must be reported by the vendor within three (3) working days counted from the Date of Purchase Order for modifications, otherwise it is assumed that the vendor has accepted the Purchase Order in totality. This is applicable in case of electronic publishing/delivery of Purchase Order also. After receiving the Purchase Order, amendment if any, of the same Purchase Order is requested by the vendor or done by HSSC installation period will be calculated from the amendment date and not from the original Purchase Order date.
- On the receipt of the Purchase Orders, the Vendor(s) shall obtain all the necessary documents for the State Entry Permit in respective States wherever required by them, for complete, safe and timely delivery of the ordered products.
- Agreement: The successful tenderers are required to send the agreement (in specified format) in duplicate as the condition of the contract, tenders for accepted applicable in this case to the firm of issue of acceptance/adhoc/detailed orders by HSSC failing which no acceptance/supply order will be issued and a copy of the same shall be returned to the tenderers duly executed on behalf of HSSC by this office and second copy will be retained in this office for record.

- Keeping in view the project commitment, HSSC reserves the right to evolve a super-set of technically qualified accepted systems and subsystem, items of their brands and models for the entire range of systems covered in this tender so as to take care of the service delivery related aspects concerning the suitability of configuration needs matching the project requirements and priorities from time to time.
- In the event the vendor's company or the concerned division of the company is taken over/bought over by another company, all the obligations and execution responsibilities under the agreement with HSSC, should be passed on for compliance by the new company in the negotiation for their transfer.
- If the name of the product is changed for describing substantially the same in a renamed form; then all techno-fiscal benefits agreed with respect to the original product, shall be passed on to HSSC and the obligations with HSSC taken by the Vendor with respect to the product with the old name shall be passed on along with the product so renamed.
- The vendor should not assign or sublet the work to any other agency in any form. If found doing so, shall result in termination of contract and forfeiture of Security Deposit/EMD.
- HSSC may, at any time, terminate the rate contract by giving written notice to the vendor without any compensation, if the vendor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to HSSC.
- During the validity of the agreement including the extended period, if any, if the Vendor quotes, sells or exhibits written intention to sell any System or sub-system of the same or equivalent configuration to any other Commission/Organization at a price lower than the price fixed against this e-tender under similar terms and conditions, the vendor shall voluntarily pass on the price difference to HSSC. The effective date will be the date of quoting lower rates by the bidder in the bid/quote. In the event of lowering of government levies subsequent to the finalization of the agreement, the vendor shall automatically pass on the benefits to the HSSC.
- During the validity of the contract in case HSSC notices that the market rates have come down from the time the rates were finalized or selection of new system configuration based on market trends or for the reasons of technological changes, HSSC will ask the technically qualified bidders to re-quote the prices and the vendor(s) will be selected on the basis of procedure given earlier. The time difference between such re-quotes will be minimum 6 months except in case of the Union Budget. All those technically qualified bidders, whose EMD have been returned by HSSC during/after the evaluation of the tender, will have to submit the EMD of the same amount along with the revised price quotations.
- The bidder is expected to examine all the instructions, forms, terms & conditions and specifications in the indenting document. Further to furnish all the information required by the indenting document or submission of a bid in every respect will be at bidders risk and may result in rejection of the bid.

11. GENERAL TERMS AND CONDITIONS

- 11.1 Offer Acceptance: - Offers are to be submitted for complete solution/system along with required mentioned details of Hardware & Software. Offers received without the same shall be ignored.
- 11.2 FORMAT: - Any required details, which is not on the proper form and received late, may not be considered.
- 11.3 Contract: - The conditions of contract attached to the form be returned duly signed along with the schedule and in case of non-compliance the tender may be ignored.
- 11.4 Subcontracts: - No sub-contract shall be allowed. The bidder cannot sublet the job or part of job to others company for the said job.
- 11.5 Specification Conformity: - Tenders which are not strictly according to the specifications laid down in the schedule will not be considered. Unless a deviation from the specification / delivery period given in schedule is pointed out by the tenderers specifically, it will be presumed that offer conforms to the specifications, delivery period as laid down in the schedule.

- 11.6 Opening Date: - In case the date of opening falls on holiday, gazetted or subsequently declared, the tender will be opened on the next working day following the closed day.
- 11.7 Jurisdiction: - All disputes will be settled within the jurisdiction of Panchkula.
- 11.8 Partnership: - The tenderers must attach with their offers the partnership deed or constitution of the firm indicating the name of the proprietor.
- 11.9 Bindings: - HSSC does not bind himself to accept the lowest tender and reserve to himself the right to reject any or all tenders without assigning any reasons.
- 11.10 Prices quoted should be FOR destination inclusive of GST / any other tax prevailing as on date. including freight, insurance etc. are to be quoted in Indian Rupees only.
- 11.11 Delivery & Installation Period: - Supply, installation and its commissioning of the equipment as mentioned in the tender shall be completed as per Timelines for completion of job_mentioned in the tender document.
- 11.12 Risk and Cost Recovery: In the event of non-execution of the assigned job in time, the EMD/Security shall be forfeited. Further, if HSSC have to get the same or part of it done from any other bidder because of failure to complete the job in full or part by the successful bidder, the difference in payment shall be made from his EMD/Security deposit. The HSSC can also recover any other adjustment or default on the part of bidder from EMD / Security deposit.
- 11.13 EMD:
- Bidders shall submit an EMD as propped above along with their proposals.
 - EMD should remain valid for a period of 180 days from bid submission date.
 - EMD of all unsuccessful Bidders would be refunded by HSSC upon notification as unsuccessful bidder. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of Performance Bank Guarantee.
 - The EMD of successful bidder would be refunded after receipt of copy of PBG & confirmation from HSSC.
 - The EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
 - The bid/proposal submitted without EMD, mentioned above, will be summarily rejected.
 - The EMD may be forfeited, if a bidder withdraws its bid during the period of bid validity and in case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP.
- 11.14 Commercial Bid
- The commercial bid shall indicate the unit prices inclusive of all taxes & duties (wherever applicable) with FOR destination and total Bid Prices of the deliverables it proposes to deliver under the contract. All prices must be quoted in Indian rupees only.
 - Prices for upgrades, Subassemblies, Accessories should also be suitably quoted wherever necessary.
 - Price indicated on the Price Schedule shall be inclusive of all taxes / GST/ any other charges.
 - Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
 - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
 - All prices and other information like discounts (on volumes or otherwise) etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form. If there is discrepancy between the price / information quoted in words and figures, the price/information quoted in words will be treated as final.

- The HSSC will open the Commercial bids of only those bidders, which have been found to be technically qualified to undertake the job.
- The Commercial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and venue at their own cost.
- Least cost commercial proposal of the proposal of the technically eligible bidder will be designated as L1. In case there are two or more bidders having the same 'L1' price in the commercial bid than the HSSC have its right to place order any of the bidder or bidders.

11.15 Award of Contract / Award Criteria

- The Purchaser will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- The Purchaser reserves the right at the time of contract award to increase or decrease the sites (as per actual requirement).
- The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.
- Prior to the expiry of the period of bid validity, the Purchaser will notify the successful Bidder in writing by registered letter or by fax or mail that its bid has been accepted.
- The notification of award will constitute the formation of the Contract.
- Upon the successful Bidder's furnishing of performance bank security, the HSSC will promptly notify each unsuccessful Bidder and will discharge its bid security.
- Within fifteen (15) days of receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to the Commission.
- Initially, MRR will be completed within 90 days from the date of issuance of work order/ execution of agreement/ providing of space whichever is later.
- The Competent Authority reserves the right to split / divide the work among the technically qualified bidders as per their requirement.

11.16 Performance Security Money:-

- Selected bidder will have to furnish Performance security deposit @ 10% of the total contract value. EMD will be returned to the successful vendor on submission of performance bank guarantee. To unsuccessful bidders, the EMD shall be returned within 15 days after finalization of the tender. The successful bidder shall have to execute an agreement with the Commission within a period of 15 days from the date of allotment of work order and after submission of performance bank guarantee. The period of 15 days shall not be relaxed under any eventuality. Failure to sign the contract and submit PBG in time mentioned above shall constitute sufficient grounds for forfeiture of the EMD.
- PBG will be issued in the favour of the Secretary, HSSC Panchkula.
- The Performance Security of successful bidder Deposit without any interest accrued, shall be released only after the expiry of the contract period.
- The PBG shall be released immediately after expiry of contract period provided there is no breach of contract on the part of the Vendor.
- The EMD of successful bidder will be released only after receipt of PBG.
- No interest will be paid on the PBG & EMD.
- The PBG shall be valid for the total contract of three years and shall become refundable after the expiry of the contract period. In case of any further extension of agreement / contract period, the validity of the PBG shall be extended accordingly

- The proceedings of the performance security shall be payable to the HSSC as compensation for any loss resulting from the Supplier's failure to fulfill its obligations under the Contract.

11.17 Training and support

- For all the supplied components, the Supplier is required to train the Purchaser's designated technical and end-user personnel to enable them to effectively operate the installed equipments. The details of locations & programmers are as follows -
Training to selected Groups like Administrator - Min 2/3 Days
- The Successful bidder will also provide at least one copy each of technical and operation manual/ document during training.
- The vendor shall provide adequate / operational & configuration training to the purchaser designed person on the supplier items and other related accessories to end user Commission. Training shall be commenced immediately after installation & commissioning and the bidder must produce training certificate in writing before releasing of payment

11.18 Payment Schedule:

- Payment will be released by HSSC.
- Payment for Scanning, Digitization of Records, integration etc. will be released on monthly basis as per certification provided by the authorized officer. Bills may be raised by the successful Bidder at the end of each month so that the payment may be made after due verification of the work done by the successful Bidder during the month, subject to statutory and other deductions, penalties and damages recoverable under the contract.
- 95% Payment against Scanning, Bar coding, Digitization of Records, Integration etc. will be released on monthly basis and balance 5% payment will be released after completion of project/job.
- 75% Payment of Racks & GMB will be released as per actual installation and balance 25% payment will be released within one year or after completion of project/job; whichever is later after receiving approval of the nodal officer.
- Bidder will have to keep physical and digital records secure and safe in Commission premises.
- Payments under the contract will be made only in Indian currency.
- Payment shall be made after adjusting penalties (if any) as applicable.
- All payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the current Income-Tax Act.
- All the payment should be made against verification of details, receipt of delivery challans, installation report, verification and acceptance report, bills/invoice; equipment details; OEM warranty support details etc.

- 11.19 Acceptability Module: Each and every stage of work will be monitored, checked and verified by the verification official as soon as possible to ensure the required quality of work. If any job/work is not performed as per the norm of this bid / upto the satisfaction of committee, the bidder is requiring making correction/redo the work. However, HSSC shall also sent a committee of officers for quality check time to time on random basis.

11.20 Penalty Clause:

The bidder shall be liable for deduction of payment in case of delay/non-completion of assigned job in stipulated time from the date of issuance of data as per details given hereunder:-

SCANNING & DIGITIZATION:-

- No payment will be deducted for first 90 days from the date of issuance of work order / execution of agreement / providing of space whichever is later.
- After 90 days, in case of any delay in the execution of the work by the successful Bidder, it will be open to HSSC to impose a penalty @ 5% of the amount of work not performed during

- he relevant quarter. In such an event, the successful Bidder will also be required to complete the remaining work during the next quarter.
- iii) In case a document required by the Commission / Court / any other authority is available in digitized form but not retrieved in original from the record or the document retrieved does not match with the digitized original document, then a penalty which the commission decides depending upon the seriousness / gravity of the document shall be imposed.
 - iv) The retrieval of document shall be provided by the service provide immediately. In case the required document is not provided within maximum four hour then a penalty as deemed fit by the commission shall be imposed.
 - v) The bidder will also prepare Web based MIS utility for checking and will share the reports regarding MRR establishment, Scanning and Digitization of record on daily basis with HSSC The pendency of work is allowable upto maximum two quarters thereafter; HSSC reserves the right to take appropriate action upto the extent of cancelation of work order.
 - vi) The Data may be issued to the bidder daily / weekly / monthly / regularly basis and the bidder should have to complete the same in the same quarter or as per direction of Nodal Officer at site / Commission after receipt of written confirmation.
 - vii) Penalty for different delayed services

SR NO.	Service Type	Stipulated Time.	Penalty
1	Collection of documents from the respective Commission / branch after intimation for collection is issued to the selected bidder	5 days.	A penalty of 0.25% of the cost shall be charged per week of delay on prorata basis.
2	Proper physical storage of Commission documents after receipt by selected bidder.	60 days.	A penalty of 0.25% of the cost shall be charged per week of delay on prorata basis.
3	Conversion of Physical records into electronic / Digital format as per agreed quality standards, after receipt by selected bidder.	90 days.	A penalty of 0.5% of the cost shall be charged per week of delay on prorata basis.

NOTE: 1. It may be noted that one or more penalties may be imposed concurrently subject to maximum of 25% of contract price. Once the maximum has reached, Commission at its discretion may consider termination of the contract and forfeit Performance Security.

11.21 Indemnity

- i) The Company/Agency will indemnify HSSC of all legal obligations of its professionals deployed for the HSSC project.
- ii) HSSC and its Clients also stand absolved of any liability on account of death or injury sustained by the Agency staff during the performance of this empanelment and also for any damages or compensation due to any dispute between the agency and its staff.
- iii) HSSC will not be responsible for any violation of IPRs, labour law or any other law by the Company/Agency in the discharge of work assigned by HSSC.

11.22 Termination of Job

- a. **Termination for Insolvency:** HSSC may at any time terminate the work order / contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.
- b. **Termination for default:** Default is said to have occurred

- i. If the agency fails to deliver any or all of the services within the time period (s) specified in the work order or any extension thereof granted by Commission
- ii. If the agency fails to perform any other obligation(s) under the contract/work order.

If the agency, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from HSSC may terminate the contract/work order in whole or in part. In addition to above, HSSC may at its discretion also take the following actions.

HSSC may transfer upon such terms and in such manner, as it deems appropriate work order for similar service to other agency and the defaulting agency will be liable to compensate HSSC for any extra expenditure involved towards support service to complete the scope of work totally.

11.23 Risk Purchase: If the selected bidder is not able to fulfill its obligations under the contract, which includes non-completion of the work, HSSC reserves the right to select another bidder to accomplish the work. Any costs, damages etc. resulting out of the same shall have to be borne by the selected bidder.

11.24 Loss of Document: In case of loss or damage to the documents/ record retaining and digital copies, the bidder shall be liable for deduction of payment maximum of the 5% of the contract value as per discretion of HSSC.

11.25 Force Majeure:

- Notwithstanding the provisions of Clauses subcontract, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- For purposes of this Clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of GOD, wars, fires, floods, and epidemics etc.
- If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the HSSC in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- Force majeure clause will mean and be limited to the following in the execution of the contract / purchase orders placed by HSSC :-
 - War / hostilities.
 - Riot or Civil commotion
 - Earthquake, flood, tempest, lightning or other natural physical disaster.
 - Restriction imposed by the statutory authority, which prevent or delay the execution of the order by the statutory authority.
- The bidder will advise HSSC in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, HSSC reserve the right to cancel the order without any obligation to compensate the agency in any manner for what so ever reason.

11.26 Right to Use Defective Equipment: If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the equipment proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such equipment until rectification of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser’s operation.

11.27 Final Price Validity:

- Final Price shall remain valid for the minimum period of 3 years from the date of issuance of purchase order for repeat order.
- During the validity of this bid, Final Price or during the extended period, if any, if the bidder sells any system or sub-system of the same or equivalent configuration to any other Commission/ Organization in India at a price lower than the price fixed for the HSSC, the bidder shall automatically pass on the benefits to the HSSC.

11.28 Price Fall Clause:

- i. The prices charged for the Items/Services supplied under the contract by the successful bidder shall in no event exceed the lowest price at which the successful bidder sells the Goods or offers to sell Items of identical description to any persons/organizations including the HSSC, Commission of the Central or State Government or any Statutory undertaking of the central or State Government, as the case may be, till the signing of the contract.
- ii. If, at any time during the period the successful bidder reduces the sale price, sells, or offers to sell such goods to any person/ organization including HSSC or any Commission/ Organization of State or Central Government or any statutory Undertaking of the Central or State Government as the case may be, at a price lower than the price chargeable under the contract, the successful bidder shall forthwith notify such reduction, or sale or offer to sell to the purchaser and the price payable under the contract for the supply of material after the date of coming into force of such reduction or sale or offer to sell shall stand correspondingly reduced.

11.29 Inspection of the Items / Equipments: The inspection of the equipment shall be carried out by the Tender Committee HSSC and shall have the power to inspect/verify the equipment supplied as per the order before, during or after installation and to reject the same or any part or portion, if he or they be not satisfied that the same is not at par or according to the specifications submitted by the successful bidder.

11.30 Condition of Items Supplied:

- i. This is subject to the condition that the materials are securely packed by the successful bidder in sound containers and the consignment is accepted by the carriers without any adverse remarks as to the packing or the condition of the containers. In case of any adverse remarks, the responsibility for the losses in transit will rest with the successful bidder.
- ii. The successful bidder will not be entitled to charge or be paid for supplies broken, lost or damaged in transit. Such supplies shall be removed by the successful bidder at his own expense. The decision in this regard taken by HSSC shall be binding and final.

11.31 Forfeiture of Earnest Money/Performance security:-**A. Forfeiture of Earnest Money:-**

- i. If the Bidder withdraws his bid before the expiry of validity or after the acceptance of the bid, the Earnest Money Deposited by the bidder for their empanelment will be forfeited.
- ii. If the Bidder fails to comply with any of the terms, conditions or requirement of order and the technical specifications of the tender document, the Earnest Money deposited by the Bidder for their empanelment will be forfeited.
- iii. In case required performance security is not submitted by the bidder within 15 days from the date of issue of Work order, the Earnest Money deposited by the Bidder for their empanelment will be forfeited.
- iv. If the bidder withdraws the Bid for any reason whatsoever
- v. If the Bidder withdraws his bid before the expiry of validity or after the acceptance of the bid, the Earnest Money Deposited by the bidder will be forfeited.
- vi. If the Bidder fails to comply with any of the terms, conditions or requirement of order and the technical specifications of the tender document. The Earnest Money deposited by the Bidder will be forfeited.
- vii. In case successful bidder fails to comply with the delivery period as specified the earnest money deposit will be forfeited.

- viii. If the bidder whose Bid has been accepted, fails to execute the Agreement
- ix. If the bidder adopts unfair practices to influence the outcomes of the Bid process
- x. EMD of successful bidder will be released only after receipt of PBG.

B. Forfeiture of Performance Security (EMDs submitted for their empanelment and timely payments due with HSSC will be treated as performance security for this purchase):-

- i. The Corporation reserves the right of forfeiture of the performance guarantee in the event of the contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms & conditions of contract.
- ii. In case the successful bidder fails to submit the performance guarantee of the requisite amount within the stipulated period or extended period, letter of Award automatically will stand withdrawn and EMD of the contractor shall be forfeited.
- iii. In case successful bidder fails to comply with the delivery period as specified in the work order/contract, the Performance security deposited by the vendor will be forfeited.
- iv. In case the vendor fails to provide services during the warranty period as per the satisfaction of HSSC, the Performance security deposited by the vendor will be forfeited.
- v. In case the vendor failed to supply the ordered items as per the specification mentioned in the purchase order or ordered items are rejected during the inspection even after giving one or two extra chance for inspection, the Performance security deposited by the vendor will be forfeited.
- vi. Performance guarantee shall be returned after successful completion / testing / commissioning and handing over the project to the client up to the entire satisfaction of The Corporation / Client Performance guarantee shall be returned after successful completion / testing / commissioning and handing over the project to the client up to the entire satisfaction of The Corporation / Client.

11.32 Cancellation of Order:

- i. In the event of the successful bidder failing duly and properly to fulfill the order or committing breach of any of the terms and conditions of this order or repeatedly supplying goods liable to rejection hereunder or failing, declining, neglecting or delay to comply with any demand or requisition or otherwise not executing the same in accordance with terms of this contract or if the bidder or his agent or servants being guilty of fraud in respect of this contract or any of his partners or representatives found directing, giving, promising or offering any bribes, gratuity, gift loan, perquisite, reward or advantage pecuniary or otherwise to any person in the employment of Government in any way relating to such officers or person or persons, officer or employment or if the bidder or any of his partners become insolvent or apply for relief as insolvent debtor or commence any insolvency proceedings or make any composition with his/their creditors or attempts to do so, then without prejudice to HSSC 's rights and remedies otherwise HSSC shall be entitled to cancellation of order forth with and to blacklist the bidder and may claim back all or part of the money already paid to the bidder.
- ii. If during the currency of execution of order, the successful bidder becomes bankrupt or otherwise insolvent or is likely to become insolvent or bankrupt, HSSC may, at any time, cancel the order by giving written notice to the successful bidder.

11.33 Consequences of Cancellation of Order:

- i) Upon cancellation of order, the successful bidder shall deliver or cause to be delivered all works carried out for and on account of the indenting Commission and all data and records required from or on account of the Commission.
- ii) Cancellation of order shall not affect any continuing obligations of the successful bidder under the Contract Agreement, which, either expressly or by necessary implication, are to survive its expiry or termination such as confidentiality obligations of the successful bidder.
- iii) Upon cancellation of order for any reason whatsoever, the successful bidder shall return to the Commission any and all confidential information and any other property of the Commission.

- iv) HSSC may procure services similar to those undelivered, upon such terms and in such manner, as it deems appropriate, at the risk and responsibility of the successful bidder and the successful bidder shall be liable for any additional costs for such services.
- v) The successful bidder shall continue the performance of the order to the extent not terminated.
- vi) Upon cancellation of order for whatsoever, HSSC on behalf of and in consultation with COMMISSION shall have the right to perform the following penalties:-
 - a) Forfeiture of earnest money
 - b) Imposition of liquidated damage.
 - c) Black listing of the successful bidder.

11.34 Arbitration:

If any question or objection whatsoever shall arise, in any way connected with or arising out of this contract or the meaning or operation of any part thereof or the rights, duties or liabilities or either party than save in so far as the decision of any such matter is here in before provided for and has been so decided every such matter including whether its decision has been otherwise provided for and/or whether it has been finally decided accordingly in whether the contract should be terminated or has been rightly terminated in whole or part and as regards the rights and obligations of the parties as the result of such termination, shall be referred for arbitration to the Chairman HSSC or any other officer/official appointed by him/her and his/her decision shall be final and binding and where the matter involves a claim of the amount if any awarded in such arbitration shall be recoverable in respect of the matters so referred. All disputes will be settled within the jurisdiction of Panchkula.

11.35 Installation: The supplier shall furnish complete, well-fabricated and reliably operating and secure centralized systems as described in this document. Design and selection of equipment shall be consistent with the requirements of long-term trouble free operation with highest degree of reliability and maintainability. All equipment shall be constructed to operate safely without undue heating, vibration, wear, corrosion, electromagnetic interference or similar problems and all software shall be proven, tested and reliable.

11.36 Right to Use Defective Equipment: If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the equipment proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such equipment until rectification of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.

11.37 Perpetual Software License: The offered software license(s) will not have a termination date. All software licenses will be perpetual, surviving bankruptcy, sale, merger, or dissolution of any of the entities providing software to Commission. No Additional licenses fees will be payable by HSSC for meeting performance requirement / Minor modification / addition during contract period.

11.38 Systems Manuals and Licensed Software: The Supplier shall provide complete and legal documentation of hardware, all subsystems, system software and the other software. The Supplier shall also provide licensed software for all software products, whether developed by it or acquired from others. The supplier shall also indemnify the purchaser against any levies/penalties on account of any default in this regard.

11.39 Authenticity of submitted Documents/Information.

- i. The documents forming the Contract are to be taken as mutually explanatory of one another. If an ambiguity or discrepancy is found in the documents, the HSSC shall issue any necessary instructions and the priority of the documents shall be in accordance with the order as listed in the Appendix.
- ii. If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically by the bidder, the tender shall become invalid and cost of tender document and processing fee shall not be refunded.

- iii. If in case, any document, information & / or certificate submitted is found to be incorrect / false / fabricated, the HSSC at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD/ All dues.

The bidders must submit an Affidavit as placed at attached Annexure along with the technical bid.

11.40 Billing: - The bill shall be raised in the name of Secretary, HSSC and the payment shall be released by the commission after verification of Details.

11.41 Revised Commercial Bid: Tender Committee, HSSC have right to change the specifications / scope before opening of the commercial offers for the betterment for project. In case, the specifications / scope are changed then the bidders will have the right to submit the revised offer.

11.42 Negotiation Rights: HSSC reserves the right to call all or any selected parties for negotiations before issuing of work order.

11.43 Purchase Process: Purchase of specific quantity of stores shall be generally determined based on the rates quoted by the L₁ bidder if the quoted rates are found to be reasonable by the indenting Commission and negotiations, if any, held with the lowest bidder. However, the negotiations could be held upto L₃ bidder or all the technically qualified bidders, if the difference between L₁ quoted rate and those quoted by L₂ & L₃ is within 10% of the L₁ quoted rate. In cases where the L₁ bidder refuses to further reduce his offered price and the L₂ or L₃ bidders come forward to offer a price which is better than the prices offered by L₁ bidder, the bidder whose price is accepted becomes the L₁ bidder. However, in such a situation, the original L₁ bidder may be given one more opportunity to improve upon the discovered price. In case the original L₁ bidder further improves upon the price discovered during the negotiations, he would be treated as the L₁ bidder.

The negotiation, if required, shall be carried out with the technically qualified lowest bidder or the bidders who will be within the range of 10% from Lowest Bidder or from all the technically qualified bidder as per the procedure/policy of the State Govt./CVC at that point of time OR Competent Authority can invite all the technically qualified bidders to match the received lowest price. The tenderer also reserves the right to choose part or whole of the technically acceptable bids at individual costs quoted in the commercial bids. The Competent Authority reserves the right to split / divide the MRRC and scanning & digitization work among all the bidders as per their requirement

The Competent Authority reserves the right to split / divide the MRR and scanning & digitization work among all the bidders as per their requirement.

11.44 Applicable Law

- The agency shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.
- All disputes in this connection shall be settled in Panchkula jurisdiction.
- HSSC reserves the right to cancel this tender or modify the requirement, at any stage of Tender process cycle.
- HSSC also reserves the right to modify/relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.
- HSSC in view of projects requirement may reject any tender(s), in which any prescribed condition(s) is/are found incomplete in any respect and at any processing state.
- The vendor should provide with every System manual and related User manual, irrespective of the fact that more than one system may be meant for any location.

11.45 **Signing of Contract:** Upon issuance of work order, the successful bidder shall sign the contract agreement with the HSSC within fifteen (15) days.

11.46 The HSSC does not bind himself to accept the lowest tender and reserve to himself the right to reject any or all tenders without assigning any reasons.

11.47 **Supplier Integrity:** The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.

11.48 **Preventative Maintenance:** During the contract period half-yearly preventative maintenance is mandatory, even if no complaint is lodged by the HSSC. The certificate will be released after verifying preventative call reports for satisfactory working of the supplied items.

11.49 Miscellaneous:

- It will be imperative on each bidder to fully acquaint itself of all the local conditions and factors that would have effect on the performance of the work and its cost.
- In the event, the bidder's company or concerned division of the company is taken over/bought over by another company, all the obligations under the agreement with the Purchaser shall be passed on to the new company/division for compliance by the new company.
- If the name of the product is changed for describing substantially the same product in a renamed form, then all techno-financial benefits agreed with respect to the original product shall be passed on to the Purchaser and the obligations of the bidder towards the Purchaser in respect to the product with old name shall be passed on to the product so renamed.
- During the validity of this bid or during the extended period, if any, if the bidder sells any system or sub-system of the same or equivalent configuration to any other Commission/Organization in India at a price lower than the price fixed for the Purchaser, the bidder shall automatically pass on the benefits to the Purchaser.
- Bidder shall certify that they have no dispute with any previous purchaser & if some such dispute is pending, the details thereof be furnished.
- In case any bidder wishes to propose higher specifications of Hardware/System software, additional price along with details may be mentioned separately in Technical as well as commercial Bids with proper justifications. However, final decision will be taken by Joint Technical Committee of HSSC for the additional higher specifications beyond the scope of this RFP.
- In the event, the bidder's company or concerned division of the company is taken over/bought over by another company, all the obligations under the agreement with the HSSC shall be passed on to the new company/division for compliance by the new company.
- It will be imperative on each bidder to fully acquaint itself of all the local conditions and factors that would have effect on the performance of the work and its cost.
- If the Supplier, having been notified, fails to remedy the defect(s), within a reasonable period, the HSSC may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
- Any undesirable changes made in formats & annexure mentioned in the bid will result in rejection of such bids.
- Canvassing in any form shall be liable for disqualification.

.....

➤ **Format to respond the tender**

Pre-Qualification bid Format-1

(To be submitted on the Letter head of the bidder)

To,

Chairman
Haryana Staff Selection Commission, Panchkula
Bays No 67-70, Sector-2, Panchkula
Haryana

Dear Sir,

Tender ID: e-Tender/HSSC/2020-21/MRR/18

Sub: _____.

- 1) Having examined the Tender document, I/We [name of the bidder (s)], the undersigned, herewith submit our response to your Tender Notification dated _____ for selection of vendor for the rate contract of supply installation and commissioning of items _____ in full conformity with the said tender document no _____.
- 2) I/We have read the provisions of the Tender document and confirm that these are acceptable to us. Hence, we are hereby submitting our Bid.
- 3) I/We agree to abide by this Tender, consisting of this letter, financial bid and all attachments, for a period of 180 days from the closing date fixed for submission of bid as stipulated in the Tender document / opening date of PQ cum Technical bid.
- 4) I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption, in force in India.
- 5) I/We understand that HSSC is not bound to accept/annul any bid received in response to this Tender.
- 6) In case I/We are engaged by HSSC as service provider, I/We shall provide all assistance/cooperation required by HSSC appointed auditing agencies officials for performing their auditing and inspection functions. I/We understand that our non-cooperation for the same shall be grounds for termination of service.
- 7) In case I/We are engaged as a vendor, we agree to abide by all the terms & conditions of the Contract and Guidelines issued by HSSC from time to time.
- 8) I/ We have submitted requisite fee and EMD as per procedure laid in the Tender. All other required documents (details given in summary table below) as per the stated Qualification Criteria
- 9) Our Entity's profile is as under:-

S#	Required details	Remarks
1.	Legal Name of Entity	
2.	Type of Business	<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Other
3.	Company Identification No. (CIN)	
4.	Company Registration No.	
5.	Company Registration Date	
6.	Company Registration Certificate Issuing Authority	

7.	Business Address: City District State Zip code Telephone Nos.: Contact email:	
8.	Registered Address of the Company: Address: City District State Zip code Contact Person: Telephone Nos.: Contact email: Company Website URL	
9.	EPF and ESIC registration of the firm	
10.	PAN No. of bidder GSTN No. of bidder	
11.	Has the firm transacted business under any other previous names? If yes, under which name business transacted	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Ownership of the Company/Firm: <ul style="list-style-type: none"> • Whether Company owned or controlled by parent Company? • If yes, complete the following: Legal name of the parent company Full address of parent company City District State Zip/Pin 	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Relationship with the parent company	<input type="checkbox"/> Subsidiary <input type="checkbox"/> Division
14.	Date of ownership	
15.	Shareholding pattern of Parent Company:	
	<ul style="list-style-type: none"> • Percentage of shares held by the parent company • Other majority shareholders in the Indian Company 	
	<ul style="list-style-type: none"> • Details of Board of Directors 	
16.	Name of Bid and Contract Signing Authority - I Name Designation Contact No. Email: Power Of Attorney or resolution of Board of Directors through which authorized as signatory Authority - II Name Designation Contact No. Email: Power Of Attorney or resolution of Board of Directors	

	through which authorized as signatory.	
17.	<ul style="list-style-type: none"> Memorandum of Association and Articles of Association of the company Bye Laws and certificates of registration (in case of registered firm) 	
18.	Whether MOA of Bidding Company allows entering into the bid of respective services? If yes, indicate the relevant clause.	

Our Entity's Financial Details is give as under:-

1.	Authorized Capital of the Indian Company	
2.	Paid up Capital of the Company	
3.	Turnover of the Indian company for last three years	
4.	Net worth of the Indian company for last 3 F.Y.	
5.	Profit of the Indian company for last three years	
6.	Customer references	
7.	Past 1-3 year supply record	
8.	Quality certificates received, if any	
9.	Customer approval letters if any	
10.	Awards and recognition received , if any	
11.	After sales support mechanism	

Bank Details for Payment:-

1.	Bank Name & Address	
2.	Account No.	
3.	IFSC Code	

Our entity's Legal Details

1.	In the past five years prior to the date of this application, has this entity or any principal of the entity has been deemed to be in default on any contract, or been forcefully terminated from any contract? If yes, state the names of the entity, relationship to firm and the circumstances.(Submit affidavit)	<input type="checkbox"/> Yes <input type="checkbox"/> No.
2.	Whether an undertaking (Affidavit) submitted that the bidder has not been blacklisted/debarred by any central/state Government Commission/organization	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Whether an undertaking submitted to the effect that there has been no litigation with any Government Commission/organization on account of similar services	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Whether the entity has undergone legal proceedings in the past three years.If yes, Submit details	<input type="checkbox"/> Yes <input type="checkbox"/> No

Turnover: Bidder				
S#	Particulars	1 st F.Y.	2 nd F.Y.	3 rd F.Y.
	Year =	2017-18	2018-19	2019-20
1	Turnover in Crores =			
	Net Worth in Crores =			
	CA Certificate Attached =	Page No.		
	Audited Balance Sheet Attached =	Page No.		

Yours Sincerely,

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____

(Affix the Official Seal of the Bidding Company)

Note: All the required details must be filed by the bidder otherwise e-bid is not be considered for further evaluation

Technical bid Format-2

Technical Details (for MRR)

S#	Description	Detailed Information with offered make & model to be furnished by the Bidder on a separate sheet (Y/N)		
		Offered Make	Offered Model	Technical Compliance from OEM along with Datasheet (page no.)
1	ICT infrastructure proposed by Bidder as per laid scope & Specifications			
2	Rack as per specifications			
3	GMB as per specifications			
4	LAN Components as per specifications			
5	CCTV Components as per specifications			
6	Digital Indicator			
7	Biometric / RFID Card based authentication / Access Control System			
8	Any other Items, proposed by Bidder for smooth storages, Retrieval of documents, establishment & Operations of MRR			

Technical Details (for Scanning & Digitization)

S#	Description	Detailed Information to be furnished by the Bidder on a separate sheet (Y/N)
1	Details of the Computers, Hardware, Equipment, the Bidder intends to install for scanning.	
	Details of the Server including its make/model and specifications, the bidder intends to install for storage of scanned data.	
2	Details of the Scanners (make, model, scanning/digitization speed, duty cycle and other features) the Bidder intends to install for scanning.	
3	Details of Networking proposed to be established by the Bidder.	
4	Number of technical persons proposed to be engaged by the Bidder for scanning/digitization/storage/integrated retrieval with details of their educational qualifications, experience, functions, etc.	
5	Number of non-technical persons proposed to be engaged by the Bidder with details of their educational qualifications, experience, functions, etc.	
6	The amount of space/area required by the Bidder for execution of the scanning/digitizing/storage/integrated retrieval.	
7	Proposed output per day in terms of number of pages to be scanned/digitized, indexed, stored and retrieved.	
8	Details of the software(s) the Bidder proposes to use for Bar coding the case files, scanning/digitizing, indexing, storage and integrated retrieval thereof.	
9	Detailed methodology with stage wise information about the processes, procedures and methods proposed to be employed by the Bidder for providing a complete solution of the entire project with work flow chart.	
10	Risk analysis and its management for the project.	
11	Maintenance and technical support services the Bidder intends to provide.	
12	Process for handing over the scanned/digitized data to the COMMISSION including data generated during the bar coding process.	

Note: Hardware specifications for each piece of Hardware proposed to be used for scanning/digitizing/storage/integrated retrieval of documents / files to be provided on separate sheets.

Commercial Bid Format

To,

Chairman
Haryana Staff Selection Commission, Panchkula
Bays No 67-70, Sector-2, Panchkula
Haryana

I/We hereby tender for the _____ and provision of services during the warranty period, as per the specifications given in this Tender document within the time specified and in accordance with the specifications and instructions. Mentioned below are the rates quoted in the prescribed format are FOR destination inclusive of all taxes:

We hereby offer the rate as under:-

Commercial Bid Format

➤ Part A:- Setting up of Modern Record Room (MRR)

S#	Particulars / Items	Infra structure	Qty (approx.)	Unit Rate in INR exclusive of GST	GST as applicable	Amount (Unit + GST)	Total
1	Galvanised Metal Box or equivalent material box with proper locking	7000 boxes	7000 Boxes				
2	Heavy Duty Rack for Storage of Galvanised Metal Box	700 Racks	700 Racks				
Cost of Box & Rack inclusive of GST =							
Total (1 & 2) =							
Total Amount in Words: _____							

Part B: - Scanning / Digitization of Records

Particulars	Rate per page in INR (Simplex / One Side)	GST as applicable	Approx. Nos. of pages	Total cost (in Rs.)
Scanning / digitization of documents upto A3 size, including cost of indexing fields upto 10 indexing fields and including customized retrieval software			1.50 crores	

Total Bid Value in Rs. = A+B

➤ Part C:- Retrieval Charges / AMC

Particulars	Basic Rate in Rs.	GST as applicable	Total cost (in Rs.)
Recurring Storage, maintenance of infrastructure and retrieval cost per month (including deployment of two trained manpower) after one year warranty period.			

Note:

The above rates will be valid for three years.

- a) L1 bidder will be declared on total bid value (A+B) cost.
- b) Please do not mention Base price & GST in one column.
- c) All the above quantities are only for calculation of L1 service provider/bidder and actual quantity may vary depending upon the actual requirement of the Commission.
- d) The bidder with least total (Part A + Part B) cost will be declared as L1 bidder. After award of the contract the actual payments will be made to the vendor on pro rata basis as per the rates quoted by the bidder on unit basis.
- e) We agree to execute the work of establishment & operations of Modern Record Room, Scanning & Digitization Records of HSSC as per defined scope of work of the tender.
- f) The prices quoted will be valid till the completion of project.
- g) We agree to abide by our rates upto three years from the date fixed for opening of the Tenders and that we shall remain bound by a communication of acceptance within that time.
- h) We hereby certify that we have read and understood the terms and conditions of the tender and the conditions of the Contract applicable to the tender and we do hereby undertake to execute as per these terms and conditions.
- i) Certified that the Bidder is:
A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor.

OR

A partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

OR

A company and the person signing the tender is the constituted attorney

- j) We do hereby undertake that until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the Contract shall constitute a binding Contract between us.

NOTE: Delete whatever is not applicable as per eligibility criteria. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.

Yours Sincerely,

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____

(Affix the Official Seal of the Bidding Company)

Bidding Document Acknowledgement Form
(To be enclosed with technical bid)

To,
Chairman
Haryana Staff Selection Commission, Panchkula
Bays No 67-70, Sector-2, Panchkula
Haryana

Tender ID: e-Tender/HSSC/2020-21/MRR/18

I/We hereby acknowledge we have downloaded a complete set of Bidding Document enclosed to the "Invitation for Bid" pertaining to tender Notification dated _____ along with corrigendum, if any, for the selection of vendor for E-Tender for _____.

I/We have noted that the closing date for submission of e- bid on 18.01.2021 till 02:00 P.M & receipt of hard copy of technical bid by HSSC is 18.01.2021 till 02.30 P.M.

I/We guarantee that the contents of the above said Bidding Documents will be kept confidential within our organization and text of the said documents shall remain the property of HSSC and that the said documents are to be used only for the purpose intended by HSSC.

Authorized Signatory (ies)[In full and initials]: _____
Name and Title of Signatory (ies): _____
Name of Bidding Company/Firm: _____
Address: _____ (Affix the Official Seal of the Bidding Company)

AFFIDAVIT

Self-Declaration on not being blacklisted to be submitted by bidder on non-judicial stamp paper of Rs. 10/- (Rupees Ten only to be duly attested by Notary Public) (To be enclosed with Technical bid)

From

To
Chairman
Haryana Staff Selection Commission, Panchkula
Bays No 67-70, Sector-2, Panchkula
Haryana

I, _____ son of Sh. _____ resident of _____ do hereby solemnly affirm and declare as under:-

That we M/s _____ hereby confirm that we M/s _____ has never been blacklisted by any State Government/ Central Government/ Public Sector Undertakings and further confirm that our EMD/SD/Performance bank guarantee has never been forfeited by any State Government / Central Government / Public Sector Undertakings due to our non-performance, non-compliance with the tender conditions etc.

That we M/s _____ hereby declare that all the particulars furnished by us in this Tender are true to the best of my/our knowledge and I/We understand and accept that if at any stage, the information furnished is found to be incorrect or false, I/We am/ are liable for disqualification from this tender and also are liable for any penal action that may arise due to the above.

That we M/s _____ certify that no refurbished components are used in the manufacturing and supply of Quoted Items and its related accessories / tendered items.

That in case of violation of any of the conditions above, We M/s _____ understand that We M/s _____ are liable to be blacklisted by HSSC for a period of three years from participating any tender published by Haryana Government.

DEPONENT

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and nothing has been concealed therein.

DEPONENT

Verification:

I, _____, the Proprietor/ Authorized signatory of M/s. _____ do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified atthis.....day of

DEPONENT

Annexure-3

(Authenticity of submitted documents/information's)
AFFIDAVIT
(To be submitted by bidder on non-judicial stamp paper of Rs. 50/-
(Rupees Fifty only to be duly attested by Notary Public)

Affidavit of Mr. _____ S/o _____ R/o _____
_____, the deponent above named do hereby solemnly affirm and
declare as under:-

1. That I am the Proprietor/Authorized signatory of M/s _____ Having its Head Office/Regd. Office at _____
2. That the information/documents/Experience certificates submitted by M/s _____ along with the tender for _____ (Name of work) _____ to the Corporation are genuine and true and nothing has been concealed.
3. I shall have no objection in case the Corporation verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case the Corporation demand so for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues.
5. I shall have no objection in case HSSC verifies any or all Bank Guarantee(s) under any of the clause(s) of work order including those issued towards EMD and Performance Security from the Zonal Branch /office issuing Bank and I/We shall have no right or claim on my submitted EMD before the HSSC receives said verification.
6. That the Performance Security issued against the Work Order issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, the HSSC shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.
7. That I hereby confirm and declare that my/our firm/company M/s.....has never black listed/debarred/ de-listed or put on holiday by any Institutional agencies/ State Government/Central Government/Board/ Corporation/Bank/ Public Sector Undertaking.
8. That I hereby confirm and declare that my/our firm/company M/s..... has never been convicted or have any cases pending including cases relating to cheating/fraudulent activities, etc., in the Court of Law, filed by any PSU / Bank/ State Government / Central Government / Financial institution / autonomous body
9. That I hereby confirm and declare that my/our firm/company M/s..... has never defaulted in execution of any contract, work order, Letter of Intent issued / awarded by any PSU / Bank / institution / State Government / Central Government / Financial institution and has no suit for recovery filed by any govt. organization against us for violation of terms and conditions of tenders.

10. That I hereby confirm and declare that my/our firm/company M/s..... has an unblemished past track record and our company was never declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any of the above mentioned organizations of Government of India or State Government or autonomous bodies of the Government for any reasons whatsoever.
11. That I hereby confirm and declare that my/our firm/company M/s..... has not refused any work and our LOI / LOA has never been cancelled due to non compliance of any terms of RFP / Tender document and /or our EMD has never been forfeited by any Government Department / Undertaking / PSU for any reasons whatever.
12. That I hereby confirm and declare that my/our firm/company M/s..... no incidence of damage to the records of any of our customers at any of our facilities, presently owned / managed by us, has taken place in the past due to fire, Termite or Rain.
13. That I hereby confirm that my/our firm/company M/s.....have not been convicted of any non-bailable offence, by any of the courts.
14. That I hereby confirm that my/our firm/company M/s.....have not been convicted, or reasonably suspected of committing or conniving at the commission of any offence under any of the laws applicable in the country.
15. That I hereby confirm and declare that none of my/ our group/ sister concern/ associate company is participating/ submitting this tender.
16. That I hereby confirm and declare that my/our firm/company M/s.....We have paid all rents, royalties and all public demands such as income-tax, sales tax, GST and all other taxes and revenues payable to the Government of India or to the Government of any State or to any local authority and that at present there are no arrears of such rents, royalties, taxes and revenues due and outstanding and that no attachments or warrants have been served on us in respect of sales-tax, income-tax, GST, Govt. Revenues and other taxes.
17. That I hereby confirm and declare that my/our firm/company M/s..... that there has been no litigation with any Government Commission/organization on account of similar services.
18. That I hereby confirm and declare that my/our firm/company M/s..... has not undergone any legal proceedings of whatever kind in the past years.
19. That we shall not be sub-contracting any work under the present tender, if we are selected as the successful bidder and that the work would be accomplished by the employees hired by us.
20. That we undertake to deliver the source code of the DMS software which would be provided by us to the tendering authority for the digitization services.
21. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD/Performance Security/ All dues. May take any appropriate legal action against me.

Deponent

Verification:

I,, the Proprietor/ Authorized signatory of M/s..... do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified atthis.....day of

Deponent

Statutory Undertaking

(To be enclosed with Technical bid)

Date: _____

Chairman
Haryana Staff Selection Commission, Panchkula
Bays No 67-70, Sector-2, Panchkula
Haryana

I/We (Name of the Bidder) having registered office at (Address of the registered office) and local office at (Address of the local office), hereby declare and confirm that-

- 1) The contents of the Tender have been carefully gone through and we undertake to fully comply with the terms & conditions specified in the tender document including addendum, if any thereof.
- 2) I/We are not engaged into litigation as of date with any Government Commission/ PSU/ Autonomous body on account of similar services for indulging in corrupt or fraudulent practices. We also confirm that we are not determined non-performing by any of the entities specified above.
- 3) Neither the Bidder nor any of its Directors are the subject of criminal or civil proceedings that could be expected to adversely affect its business or its ability to Bid in the present tender.
- 4) We understand that the technical Bid, if found incomplete in any respect and/or if found with conditional compliance or not accompanied with the requisite Bid Security/ Earnest Money Deposit, shall be summarily rejected.
- 5) We understand that if at any time, any averments made or information furnished as part of this Bid is found incorrect, then its Bid and the contract if awarded on the basis of such Bid shall be cancelled.
- 6) We offer to execute the work in accordance with the Terms of Reference and Conditions of Contract of this Tender.
- 7) The information provided in the technical proposal (including the attachments) is true, accurate and complete to the best of my knowledge & belief.

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Technical Compliance

(To be enclosed with Technical bid)

Date: _____

Chairman
Haryana Staff Selection Commission, Panchkula
Bays No 67-70, Sector-2, Panchkula
Haryana

I/We (Name of the Bidder) having registered office at (Address of the registered office) and local office at (Address of the local office), hereby declare and confirm that the specifications of the items offered match/exceed the ones quantified as minimum requirements in the Tender document.

As per specifications mentioned in tender document from OEM & SI along with item wise bill of material with part code details.

S#	Item	Particulars Details	Offered Qty.	Technical Compliance (Yes / No)	Datasheet (Yes / No)	Remarks (if any)

Yours faithfully,

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____

(Affix the Official Seal of the Bidding Company)

CERTIFICATE OF CONFORMITY / NO DEVIATION

{to be filled & submitted by the bidder on their letterhead }

(To be enclosed with Technical bid)

Date: _____

Chairman
Haryana Staff Selection Commission, Panchkula
Bays No 67-70, Sector-2, Panchkula
Haryana

This is to certify that, the specifications of Hardware & Software which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: -
Authorised Signatory: -
Seal of the Organization: -
Date:
Place:

**Certificate of Dealership/Authorization Letter/Warranty
(To be provided by the OEMs of devices as mentioned in this tender document on their
Letterhead) to be enclosed with Technical bid**

Date: _____

From

To

Chairman
Haryana Staff Selection Commission, Panchkula
Bays No 67-70, Sector-2, Panchkula
Haryana

Ref.: Tender No. ID: e-Tender/HSSC/2020-21/MRR/18

This is to certify that I/We am/are the Original Equipment Manufacturer in respect of the products listed below:

1. _____
2. _____
3. _____

I/We confirm that

- <Name of Bidder> have due authorization from us to provide product(s) listed below and related services of warranty, support, licensing and maintenance.
- We endorse the warranty, support and licensing terms provided/supplied by <Bidder> through us as per the requirement of this tender.
- We further undertake that we as an OEM of the below mentioned equipment will discharge all warranty & support responsibilities during the warranty period directly or through any service provider/SI on the cost of bidder/SI for the period indicated in the contract, in case the bidder fails to do the same for any reason.
- We also certify that the below mentioned product being supplied by the <Bidder> meets the minimum specifications given in the tender document.
- Compute BoM is attached as Annexure____.
- Technical Compliance is attached as Annexure____
- Spare Parts Warehouse is attached as Annexure____.
- List of support centers in India is attached as Annexure____.
- The authorization will remain valid till <Date of renewal of dealership>

Sr. No.	Product Name
1	<Fill Product name and Model number >
2	...

Thanking You,

Yours faithfully,

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Note: The nomenclature of the language of the MAF should not be changed.

Undertaking for honoring warranty

Authorized Undertaking from the Bidder to be enclosed with Technical bid
(Letter on the Bidder letterhead)

Date: _____

Chairman
Haryana Staff Selection Commission, Panchkula
Bays No 67-70, Sector-2, Panchkula
Haryana

Sub: Undertaking for honoring warranty for the period indicated in the contract

This bears reference to our quotation Ref. _____ Dated _____

We warrant that,

- 1) All Products supplied by us shall be brand new (purchased within 2 months of the date of supply), free from all defects and faults in material, workmanship and manufacture. They shall be of the highest grade and quality and shall be consistent with the established industry standards.
- 2) We shall provide the documentary proof for warranty and proof of purchase at the time of deployment of infrastructure
- 3) None of the components and sub-components are declared “End-of-Sale/support” by the respective OEM in next three years as on date of submission of Bid.
- 4) If the infrastructure supplied by us is not-supported by the OEM during the period of contract for any reason, we will replace the product with a suitable higher alternate for which support is provided by the OEM at no additional cost to HSSC /Indenting Commission and without impacting the performance or timelines of this engagement
- 5) We would provide on-site maintenance of the installed system for a period of 3 years from the date of execution of agreement / commissioning of the system within the price quoted by us in the Commercial Bid.

Yours faithfully,

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

CONTRACT FORM

THIS AGREEMENT made on the _____ day of _____, 2021_____ between _____ (*Name of purchaser*) of _____ (*Country of Purchaser*) hereinafter “the Purchaser” of the one part an _____ (*Name of Supplier*) of _____ (*City and Country of Supplier*) hereinafter called “the Supplier” of the other part:

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz.,

_____ (*Brief Description of Goods and Services*) and has accepted a bid by the Supplier for the supply of those goods and services in the sum of _____ (*Contract Price in Words and Figures*) hereinafter called “the Contract Price in Words and Figures” hereinafter called “the Contract Price.”

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz. :
 - 2.1 the Bid Form and the Price Schedule submitted by the Bidder;
 - 2.2 terms and conditions of the bid
 - 2.3 the Purchaser’s Notification of Award
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. Particulars of the goods and services which shall be supplied / provided by the Supplier are as enlisted in the enclosed annexure :

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
Said _____ (For the Purchaser)
in the presence of _____

Signed, Sealed and Delivered by the
said _____ (For the Supplier)
in the presence of _____

Performance Bank Guarantee

(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To
Name and Address of the Purchaser/Indenter

Dear Sir,

In consideration of <<Name and Address of the Purchaser/Indenter>> (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s. having Principal Office at (Hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply of _____ by issue of Purchase Order No..... Dated issued by <<Commission Name>> for and on behalf of the OWNER/PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/equipments as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the OWNER/PURCHASER, _____ having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs. _____ (Rupees _____) to the OWNER/PURCHASER on demand at any time up to _____ without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The OWNER/ PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things. The Bank also agree that the OWNER/PUCHASER at its option shall be entitled to enforce this Guarantee against

the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. _____ (Rupees _____) and it shall remain in force up to and including _____ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.

Dated at _____ on this _____ day of _____ 2021.

Signed and delivered by

For and on Behalf of

Name of the Bank and Branch and
Its official Address

Pre-Bid Queries Format in Excel

All Pre-Bid queries have to be submitted in writing / email at email IDs mentioned at Page No.:4 (Email Address for communication) with a request letter address to Managing Director, HSSC in the format given below on the letter head of the Company/OEM.

Tender No: - _____

Firm: - _____

Subject: - _____

Tender Fee Details: - _____ (if tender document already purchased)

S#	Page No.	Part No.	Section No.	Clause / Point No.	Subject	Clarification Sought	Suggestions / Remarks (if any)
1							
2							
3							
4							
5							

No queries will be entertained after this allotted time frame in any format. If Committee feels, suitable corrigendum will be uploaded on the website of Govt. of Haryana eProcurement Portal i.e. <http://etenders.hry.nic.in> for the information of all prospective bidders. All the bidders are requested to please check Govt. of Haryana eProcurement Portal i.e. <http://etenders.hry.nic.in> regularly for details. No separate intimation shall be issued.

Checklist to be enclosed with Pre-Qualification cum Technical bid

We M/s _____ has enclosed documentary evidence as per checklist for fulfilling the Eligibility in the PQ & Technical Bid and other requirement laid in the tender document.

S#	Clause	Document Required
I.	The consortium with a limit of two parties (prime Bidder and consortium Partner) will be allowed. The Prime Bidder/Partner of consortium would be required to fulfill the eligibility criteria either separately or jointly.	Proof like consortium agreement to be attached.
II.	The Bidder should be a separately registered legal entity, irrespective of its affiliation with other Group entities, if any, participating in the tender.	Proof of registration of company be attached.
III.	The bidder must be registered in India under the Indian Companies Act, 1956 / Partnership Act 1932 / Sole Proprietorship (with GST Registration Certificate) firm and should be in existence in India for at least the last 3 years, as on date of submission of bid.	The bidders shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms / GST Registration Certificate for Sole Proprietorship Firms.
IV.	The Bidder should have single work order of at least 5 Cr. documents which includes scanning & Digitization along with creation of modern Record room for any of the state Government/ Central Govt. department / Public Sector Undertaking.	A copy of work order needs to be submitted along with the technical bid.
V.	<p>The Bidder must have successfully executed similar purchase orders in last 3 F.Y (17-18, 18-19 & 19-20) in any Central / State Government Institutions / PSU Banks etc. as per below details.</p> <p>c. One Project for Storing and Managing of Physical Record of more than 1 Lac Cubic Feet Area OR Two Projects for Storing and Managing of Physical Record of more than 50 thousand Cubic Feet Area each.</p> <p>d. One Project for scanning & digitization of at least 5 cr. documents at single or multiple locations.</p> <p>In case of on-going projects, bidder can submit satisfactory reports along with year wise volume for the last 3 or more years from the User/ Commission as well as the work order along with Completion Certificate/Client Certificate/ Project Citation/ Satisfactory Execution and Payment Receipts etc. for experience.</p>	<p>Work Order along-with Completion Certificate/ Client Certificate/ Project citations/Define of satisfactory execution & payment received etc.</p> <p>Certificate of satisfactory performance from the clients to be enclosed.</p> <p>Proof about storage area of 1lac cubic or as the case may be attached with the Bid.</p>

VI.	The Bidder should have an average turnover of Rs. 10 crores from scanning work / Record Management Services or other similar IT services only during last 3 financial years (17-18 ,18-19 & 19-20).	Average Annual Turnover is only from the services from scanning work / Record Management Services or other similar IT services duly certified by CA mentioning CIN No. which will be verified by the department through online. Financial Statements also be attached for last 3 FY years.
VII.	The Bidders(s) should have positive net worth (measured as paid-up capital plus free reserves) and should be a profit making company before & after tax in each of the last 3 audited financial years (17-18 ,18-19 & 19-20).	Certificate duly signed by Company Secretary of the Bidder confirming the positive net-worth for the last three financial years.
VIII.	The Bidder(s) should have currently valid GST Registration Certificate and PAN No.	Copies of GST Registration Certificate, Service Tax Certificate and PAN No.
IX.	The bidder must have ISO 9001:2008 Quality certification, ISO/IEC 20000-1:2018 for IT Service Management. ISO 27001:2013 for Data information Security. Preference will be given to the Bidder having CMMI level 5 certification.	Self - attested copies of Certificate must be attached
X.	The Bidder must possess OHSAS 18001:2007 for occupational Health and Safety Management system and ISO 14001:2015 for Environmental Management system. These are necessitated to assess and reassure the Bidders capability to handle / dispose of the unusable sensitive materials like computers, peripherals, and also ensuring the health of its employees.	A copy each of valid certificates should be attached with the Technical Bid.
XI.	The bidder should have certification/ affiliation/ Membership from Professional Records & Information Services Management (PRISM) for record management.	Self attested photocopy of the registration duly valid as on bid submission date must be furnished with the Technical Bid.
XII.	The Signatory signing the Bid on behalf of the Bidder should be duly authorized by the Board of Directors of the Bidding Company / all partners of the firm.	Certificate from the Company Secretary / all partner of the bidding company / firm certifying that the Bid signatory is authorized by the Board of Directors of the Company / partners to do so, with acceptance of board resolution, resolutions number and date to sign the Bid on their behalf.
XIII.	The bidder, during execution/managing of any project, should not have done any damage to any document due to FIRE, Termite or rain/whatsoever in the past.	An affidavit duly notarized to this effect as self-declaration must be submitted by the bidder in its technical bid.

XIV.	The bidder should not have been blacklisted /debarred / never been convicted / defaulted in execution / returned back any contract / order unexecuted/ having no record of poor performance such as abandoned work having inordinately delayed completion or having faced financial failures etc., for providing such services to any State / Central Government/ Commission or Board. The bidder should not have any litigation pending with central / any state government, Commission/Board before any Court in India.	An affidavit duly notarized to this effect must be submitted by the bidder in its technical bid.
XV.	The bidder(s) must also submit an affidavit duly notarized that all information given in its tender is correct in all respects and if found to be incorrect or false at any stage then the Commission has authority to blacklist, debar, reject and can take legal action against the bidder.	Submit an affidavit duly notarized
XVI.	Bidder should have a minimum of 50 professionals working in the firm, in the areas of Software development, System integration, IT infrastructure maintenance, digitization or other IT related work.	Certificate from the HR department of the Firm.
XVII.	The DMS software must be from an Indian Software / IT Company and code should be able to complete the CERT-In certification. The DMS software should have the ability to support Annual Maintenance Contract (AMC) and installation requirement. The DMS software should have installation in three different clients and at least 50 lac pages uploaded in total in any of these three projects as on tender closing date in India with Satisfactory report from the client. DMS software along with all types of security features including latest firewall setup shall be provided by the bidder.	Proof be attached.
XVIII.	Bidder must have minimum 50 + users using the DMS application/software.	Proof to be attached
XIX.	The selected bidder will ensure compliance with the guidelines issued by the Haryana Labour Department (generally refer to as Labour Laws) as well as payment of prevailing minimum wages to the manpower to be engaged during the execution of the work. The selected bidder	An affidavit to this effect must be submitted by the prospective bidders along with the technical bid.

	will be required to give proof in this regard as and when required by the Government/Labour Department, etc.	
XX.	The bidders should have their own office in Panchkula/Chandigarh for day to day liaisoning with the concerned offices considering the work to be done in Panchkula/Chandigarh.	Bidders shall provide adequate documentary proof in this regard along with the technical bid.
XXI.	The Bidder must submit credit worthiness certificate on the letter head of the bank which should be equivalent to the amount of tender value/proposed contract assuring financial assistance for executing the job smoothly and without any financial hurdle	Certificate from bank to be attached.
XXII.	The Bidder must have minimum net worth of rupees 5 Crore and that borrowal account of the Bidder should not be NPA as on 31.03.2020.	Proof to be attached.

Bidders shall provide adequate documentary proof in this regard along with the technical bid.				
1.	PQ Bid Format	Format 1		
2.	Technical Bid Format	Format 2		
3.	Acknowledgement Form	Annexure-1		
4.	Affidavit on not being blacklisted	Annexure 2		
5.	Affidavit on submission of documents	Annexure 3		
6.	Statutory undertaking	Annexure 4		
7.	Technical Compliance	Annexure 5		
8.	Certificate of Conformity / No Deviation	Annexure 6		
9.	Certificate of Dealership/ Authorization Letter/Warranty	Annexure 7		
10.	Undertaking for honoring warranty	Annexure 8		
11.	Sealed & Signed Copy of Tender Document	To be enclosed with Pre- Qualification cum Technical Bid		
12.	Any other documents to meet out the criteria	Submitted with bid.		

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)