

# HARYANA STAFF SELECTION COMMISSION

BAYS NO. 67-70, SECTOR-2, PANCHKULA- -134115

(Website [www.hssc.gov.in](http://www.hssc.gov.in))



## E-Tender notice

for

**Providing Services for automated scrutiny Online & Offline of documents using software and submitting MIS report of all the authenticated/ unauthenticated candidates for the Haryana Staff Selection Commission.**

Email:- [secretary.hssc-hry@gov.in](mailto:secretary.hssc-hry@gov.in)

Dated : 17<sup>th</sup> April, 2023

Sd/-  
Secretary,  
Haryana Staff Selection Commission  
Bays No. 67-70 Sector-2, Panchkula

## IMPORTANT DATES/TIMELINE

**“For providing *services of automated scrutiny of documents Online & Offline using software* and submitting MIS report of all the authenticated/unauthenticated candidates for the Haryana Staff Selection Commission”**

**HARYANA STAFF SELECTION COMMISSION, PANCHKULA, HARYANA**

**During the year 2023-24**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Tender Notice No.	HSSC/e-tender/Scr/2023/05
2.	Online Bid Preparation & Submission (Bidder Stage) Start Date	19.04.2023 at 04.00 PM.
3.	Date of pre-bid meeting	09.05.2023 at 02.00 PM
4.	Online Bid Preparation & Submission (Bidder Stage) Expiry Date	18.05.2023 at 11.00 AM
5.	Date of Opening of Technical Bid/s	18.05.2023 3.00 PM
6.	Date & Time of opening of Financial Bid/s	After approval of Technical Bid agencies will be called for Demo and after approval/evaluation of Demo, date of opening of Financial bid will be fixed.
7.	Tender Document Fee	Rs. 2000/-
8.	E-service Fee	Rs. 1000 /-
9.	Earnest money deposit	Rs. 2,00,000 /-
10.	Rates to be kept valid for acceptance upto:	Six months from the date of agreement
11.	Total Annual Financial Turn Over (average three years)	Financial requirements 2,00,00,000 (Rs. two crore only)

Place: Panchkula  
Dated: 17<sup>th</sup> April, 2023

Sd/-  
Secretary  
Haryana Staff Selection Commission  
Panchkula

## **Haryana Staff Selection Commission**

Bays No. 67-70 Sector-2, Panchkula -134151

(Website [www.hssc.gov.in](http://www.hssc.gov.in))

**Subject:- E-Tender notice for providing services of automated scrutiny of documents Online & Offline using software and submit MIS report of all the Eligible/Ineligible candidates to the Haryana Staff Selection Commission.**

\*\*\*\*\*

For and on behalf of the Haryana Staff Selection Commission, Panchkula, E-tender is hereby invited for empanelment on non-exclusive basis for execution of **“providing services of automated scrutiny of documents (Online & Offline) using Software, Hardware and Manpower and submit MIS report of all the authenticated/unauthenticated candidates for the Haryana Staff Selection Commission”**. Any corporation/company/ firm/ society and agency of repute, having sufficient work experience of minimum five years for holding above-said activities in recruitment agencies of Central Government, State Government/Semi Government/Board/Corporation/Public Under-taking and recruitment agencies of the High Courts etc. (hereinafter referred to as agency), may give tender for the activity mentioned above. The number of candidates may vary from hundreds to lakhs and there will not be minimum numbers of candidates. The bidder should have certificate of minimum CMMI-Maturity level-3 or above and must have conducted single assignment of similar services with minimum data of 1,00,000 candidates processed in a single project. The tender shall include Technical and Financial Proposal. The financial proposal for above activity should be subscribed with the name of activity and Technical & Financial bid be given in separate sealed covers. Rate of activity per candidate should be given separately in separate column excluding GST for online and offline scrutiny and both shall be evaluated separately.

### **Eligibility:**

1. Agency should be engaged in providing similar services especially. Automated scrutiny to Central Government, State Government/Semi Government/Board/Corporation/Public Under-taking and recruitment agencies of the State, for verification of documents for atleast five years. Preference will be given to that agency which has worked in recruitment process or with recruitment agency.
2. The bidder must have conducted single assignment of similar services with minimum data of 1,00,000 candidate processed in a single project.

3. Annual Financial turnover to be atleast 2 crore each for last 2 financial years.

### **Process of scrutiny:**

There are two types of scrutiny to be conducted. Bid for online and offline scrutiny should be submitted separately and both shall be evaluated separately. An agency may choose to apply for either or both.

**Online Scrutiny.** Commission can ask the candidates shortlisted on the basis of marks in written examination to fill their online Scrutiny form and upload required documents within the stipulated time or can conduct the document scrutiny on the basis of documents uploaded with application form without calling the candidates for physical scrutiny. Here, agency will provide team of verifiers who will verify all the documents of candidates through software module as per directions given by HSSC. Verifiers will submit scrutiny report to approvers who will cross check the report of verifiers through software module. In case of mismatch of verifier and approver report, Commission will depute a team to again check the documents of candidates. This all process shall be done through software only. This process shall be conducted at the premises of the tenderer.

**Offline Scrutiny.** During this scrutiny, candidates can download and fill the scrutiny form offline or can fill their Scrutiny form online through the link (to be created by agency) provided within the stipulated time. Candidates have to bring their Scrutiny form along with all original documents and application form at the time of Scrutiny as per the schedule issued by Commission. Candidates shall be physically present along with all original documents at the date and time given by Commission. All Original documents corresponding to documents uploaded with application form will be checked by the team of verifiers and approvers through software module. Agency will provide computer system, internet, scanner and verifier team for this purpose. This process shall be conducted at the premises of HSSC or at a place provided by the Commission.

### **Scope of Work:**

#### **Online Scrutiny**

1. To prepare an online interface, for taking online data and documents of the candidates.
2. To import the data and documentation of the candidates from documents attached with applications to the documentation verification Module, if required.

3. To prepare guidelines as per essential qualifications and criteria for Socio-Economic marks and get it approved from the Commission. The evaluation agency shall have to ensure that they have some academician/ technical expert/ medical expert who shall help them regarding equivalency of degree/ diplomas and higher degree in the same field to establish the reasonability as per essential qualifications advertised for the post. The agency shall thereafter finalize the same in consultation with the Commission.
4. To explain the approved criteria to the verifiers of the agency.
5. i) Depute Verifiers and checkers as per directions from HSSC to complete the job in time bound manner.
  - ii) Provide all technical and functional support to approvers deputed by the HSSC.
  - iii) Verifiers will consist the team of technical staff provided by the Agency who will verify the documents of all the candidates as per the directions given by the Commission by using software and the report of the same will be submitted in prescribed format accordingly. Data will be verified by team of tenderer/agency called Checkers. The checked data will be considered and approved by approvers appointed by HSSC in the software. Any mismatch report w.r.t. report of verifiers/checkers and Approvers will be generated by the software.

### **Offline Scrutiny**

6. In case of offline scrutiny the candidate shall be called in person. The exercise shall be conducted at the premises of HSSC at Panchkula or any other place specified by HSSC :-
  1. To prepare guidelines as per essential qualifications and criteria for Socio-Economic marks and get it approved from the Commission. The evaluation agency shall have to ensure that they have some academician/ technical expert/ medical expert who shall help them regarding equivalency of degree/ diplomas and higher degree in the same field to establish the reasonability as per essential qualifications advertised for the post.
  2. To explain the approved criteria to the verifiers of the agency.
  3. i) Depute Verifiers as per directions from HSSC to complete the job in time bound manner.

ii) Agency shall capture the Biometric attendance alongwith the photo of the candidate and verify the data match/mismatch. Agency will provide the attendance sheet of candidates in given format and attendance will be marked online in module as well as in attendance sheet also. Colored print of the Attendance sheet shall be provided by the agency to the Commission

iii) In case of offline scrutiny, agency is required to install high speed scanner systems and internet at the given site wherein candidates will come along-with their original documents. The record shall be maintained candidate wise and category wise as well as date wise. Verifiers and Checkers from Agencies will collectively scrutinize the documents using software and thereafter the approvers of HSSC shall also give their report on the software for which the agency shall provide technical support.

iv) At the time of scrutiny, double screen should be provided so that candidate standing on other side may read and verify his/her contents filled up by the verifiers in the Performa. Candidate shall give an undertaking regarding submission of all his/her documents.

v) On completion of scrutiny process, agency will send text message/email on mobile number/email address respectively to the candidates as per requirement alongwith the copies of documents submitted by him/her.

4. To generate daily detail reports on performa mutually agreed.
5. To generate report on completion of job as per performa mutually agreed detailing out the approval/rejection status.
6. Pass on the TO BE CONSIDERED/Disputed cases data of the candidates to HSSC alongwith documents (based on documentation review status) for further perusal and final decision of HSSC.
7. The agencies shall ensure that the scrutiny shall be conducted on same pattern without any error and in a fast manner strictly as per the guidelines approved by the Commission.
8. Hardware with UPS/Software/Manpower, Electrical connections, High speed Internet (4G) connectivity shall also be provided by the Agency on its own. The rooms alongwith furniture, electricity meter/generator shall be provided by the Commission at its own costs.

9. The Final MIS report of the eligible/ineligible candidates will be generated for essential qualifications and marks for socio-economic criteria in the format as prescribed by the Commission under signature of the agency. The said report will be provided on daily basis to the Commission in soft copy. The said report should have features of specific details / column based searching and reporting.
10. In case of not obtaining proper data, wrong feeding of data, wrong report of verifiers provided by the agency or any mistake committed at the level of verifiers/checkers/agency, scrutiny of such candidates will again be done by the agency without any cost.
11. In case directions/orders passed by Court for re-scrutiny of documents of candidates (if any number), due to lapse on the part of agency, agency will again re-scrutinize the documents of such candidates and submit its report to HSSC without any cost.

### **Process of Tender**

1. Tender will be opened in three stages i.e. first-Technical Bid & Second-Demo and thirdly - Financial Bid. Technical Bid shall consist of Technical evaluation of documents as per the tender, Demo shall include complete demo of the activity along with software and instruments used, for which agency is submitting tender. After the agency is found eligible in technical bid it will be given chance to give Demo. Demo shall include the demonstration of apparatus used, technical viability and also specify the number of candidates, number of centers and number of cities in Haryana for which the tenderer can give service and time taken for the activity to be performed. After acceptance of technical bid and Demo the Financial Bid shall be opened.

### **Financial Bid:**

The agency shall submit the financial bids in two parts on the basis of per candidate for online scrutiny and offline scrutiny separately excluding GST. The lowest bidder (L1) based on the rate quoted in total for all services will be chosen as specified by Vender/s in Annexure -II of their respective "Financial Bid". The bidder may opt to give rate for Part-I or Part-II or both and L-I in Part and Part-II shall be separately considered and same shall be negotiable.

Financial Bid will be finalized through e-tender system only and negotiations may be done by the Commission.

**TERMS & CONDITIONS:-**

1. The firm should submit their rates along with Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees two lakh only) as earnest money deposit for above mentioned activity through online mode atleast one day before last date of submission of bid in favour of Secretary, Haryana Staff Selection Commission, Panchkula.
2. Conditional offer and/or offers without earnest money deposit (EMD) will not be considered and there will be no relaxation in any case for any reason. The negotiation at the time of opening of tender can be considered, if required. Before allocating/ assigning the work the technical, specifications, viability, the credibility, efficiency and financial soundness etc. of the firm/bidder will be considered.
3. The Commission reserves the sole right of accepting the whole or any part of the E-tender of above mentioned activity. No claim for compensation or otherwise whatsoever will be entertained by the Commission.
4. The firm whose tender will be accepted shall also be required to deposit a security amount of minimum Rs. 10,00,000/- (Rupees Ten lakh only) for above activity in favour of Secretary, Haryana Staff Selection Commission, Panchkula in the form of bank guarantee within fifteen days of acceptance of tender/ Letter of Intent (LOI), which may be forfeited by Commission in the event of not carrying the work as per terms & conditions of agreement. The agreement shall have to be executed after the deposit of security amount. 10% of the bill amount shall be retained towards performance security while making the payment. Non-submission of security amount within prescribed period mentioned above shall lead to forfeiture of earnest money
5. The firm should have their own infrastructure/efficient staff, equipments etc. for handling the above mentioned activity and intimate the total capacity of instruments available with them along with its details i.e. name of Company, capacity, other technical details and per day capacity.
6. Agency will have to follow the labour laws as applicable and Commission is not responsible for any violation thereof. In case of any Court case



arising due to violation of any condition/labour law, the Commission is not responsible for that and agency to handle the dispute at its own level.

7. If any FIR is lodged for the activity in question, then the agency shall fully cooperate with the Commission as well as with the investigating agency at his own expense along with all legal expense to be recovered from Agency.
8. The firms shall execute the agreement within a week after allotment of Tender/ Work. The firm which will succeed shall have to set a local branch office in (Chandigarh or Panchkula) for execution of the work at the time of examination and work allotment within 15 days.
9. The successful service provider will not disclose the confidentiality of activity (examination process) and anything related thereto, to anyone except only after the proper approval of the Commission and a non-disclosure undertaking shall have to be submitted to the Commission on the stamp papers.
10. The Commission does not assure the minimum quantum of work during the tenure of contract/agreement to the successful tenderer.
11. The Commission reserves the right to reject/cancel/withdraw the tender at any time without any reason.
12. Any request to adjust earnest money deposit out of tenderer's running bills or pending payments with commission will not be considered.
13. Earnest money deposit will not carry any interest. The EMD deposited by unsuccessful bidder/tender will be refunded as soon as possible. EMD of successful tenderer will be refunded after successful tenderer finishes the agreement successfully i.e. after agreement period.
14. All tenders will be kept valid for acceptance for 90 days from the closing date of the tender.
15. Delivery of proper timely service of activity will be the essence of contract/agreement. In case of delay and not delivering the service as per agreement, the Commission reserves the right to impose penalty or cancel the contract/agreement wholly or partially and make alternative arrangement at the risk and cost of the service provider with a notice of three day to the firm. The Commission in certain eventualities may order blacklisting of the successful tenderer.
16. The contract/agreement will be governed by the applicable law in India for the time being in force.

17. Detailed terms and conditions of agreement shall be placed in the agreement of Agency.
18. Staff deployed at scrutiny Centre by the agency should be in proper specific dress and carry Identity Cards issued by the Commission

### **Payment Terms**

The payment will only be released after submission of the bills as per approved rates by the agency and after completion of entire scrutiny process including Generation of MIS report in the proforma as agreed upon in consultation with Commission. The said bill shall have to be duly verified by the Scrutiny Branch and Confidential Branch that all MIS reports/ required report/ Data/ deliverable have been submitted by the Agency in correct format. The said branches of the Commission will also ensure that the given reports are correct and free from all errors.

### **Penalty**

- i. The Agency will have to ensure that the data obtained is error free and scrutiny and authentication of candidates is also error free.
- ii. The Agency should ensure that all devices and Data provided by the Agency should function properly and in case of any malfunctioning, the same shall be replaced by the Agency on its own cost immediately.
- iii. The Agency will promptly / immediately change any Manpower as and when required by the Commission. In case of any such lapse by omission/commission of the Agency may lead to heavy financial penalty as commission decides and/or cancellation of tender and/or other necessary measures.
- iv. Providing wrong data/feeding wrong data, not obtaining proper data and failure to change/ replace devices/ technology/ manpower on directions of Commission will lead to a heavy financial penalty upto 50 times of rates of scrutiny.

### **Confidentiality Clause**

The agency will ensure that there is no leakage of any kind of Data provided by the Commission/ its authorized Agency / Candidates. The agency will hand over all the Data in soft copy as per the requirement of the Commission. The agency will not store/save/transmit/send/share any

concerned Data in any format anywhere or with anyone; neither will it make any copy of said Data.

- (ii) In case of any leakage/ storage/ violation of above provisions criminal proceedings will be initiated against tender/s.
- (iii) The *agency who succeeds in getting tender will not disclose the confidentiality* of activity (examination process) and anything related thereof to anyone except only after the proper approval of the Commission and a non-disclosure undertaking shall have to be submitted to the Commission on the stamp papers.

**Legal :**

In case of any dispute arising under the contract/agreement, the same shall be referred to the sole arbitrator appointed by Chairman, Haryana Staff Selection Commission. He/she may be the employee of Haryana Staff Selection Commission and the award of the Arbitrator shall be final and binding on the parties to the contract/agreement. The venue of Arbitration will be Panchkula and the proceedings of Arbitrator may be in English or Hindi.

- (i) The contract/agreement will be governed by the laws applicable in India for the time being in force.
- (ii) Detailed terms and conditions of agreement shall be placed in the agreement of Agency.
- (iii) In case of any litigation, the place of jurisdiction will be at Panchkula.

The Commission reserves the right to reject/cancel/withdraw the tender without giving any reason at any time. Other technical details of the agency are available on Commission's website i.e. The e-tender for activity mentioned above should be addressed in favour of the Secretary, Haryana Staff Selection Commission, Panchkula.

Place: Panchkula  
Dated: 17<sup>th</sup> April, 2023

Secretary  
Haryana Staff Selection Commission  
Panchkula

**Note : Kindly refer following Annexures:**

- Annexure-1.**                      Technical Bid
- Annexure-2.**                      Financial Bid

## Annexure-1.

### TECHNICAL BID

**Proforma for technical details of the agency for providing services of automated scrutiny of documents using software and MIS report of all the authenticated/unauthenticated candidates for the Haryana Staff Selection Commission:**

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

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

2. Past experience for providing services in scrutiny of documents for concerned activity:-

Sr. No.	Name & address of organization and contact details of authorities where services have been rendered.	Nature of work	Cost of the Project	Duration for completion of Project	No. of candidate involved in the Project assignment in one time.	Page No. on which experience/ Performance Certificate attached

Note:-

- i. Attach Experience/performance certificates from the organization to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.
- ii. Use separate sheet if space not adequate for writing. Please provide information in the sequence only.

3. Professional support available:

A) Manpower: - Number of person available at different level on regular roll, their experience in relevant field.

Sr. No.	Name of Employee	Designation	Experience

B) Hardware Details:-

Sr. No.	Name of Equipment	Model Number	Make	Quantity

**C)Other Information:-**

- (a) Number of Computers, scanners available with agency.
- (b) Number of Verifiers available.
- (b) Number of stations in Haryana where services can be provided in one day.
- (d) Number of Candidates in one Centre for which services can be provided.
- (e) Total Number of candidates which have been covered by the Agency at one time in a particular day.

4. i) Have you ever been debarred/blacklisted by Central Government, State Government/Semi Government/Board Corporation and Public Undertaking and agencies.

If yes, please provide the details.

If no, a self declaration/undertaking in this regard may be enclosed

- ii) Whether any court cases/Legal Proceeding is pending against the Tenderer:

if yes, please provide the details.

If no, a self declaration/undertaking in this regard may be enclosed.

5. Details of EMD (please attach details of on-line payment with this annexure of Rs.2,00,000/- for the said activity.

Amount:

Account Number:

Date of payment made :

Drawn on Bank:

6. List of documents to be submitted along with the Technical Proposal.  
(i) As mentioned in tender and Annexure-I

Certified that all the terms and conditions of the Tender are accepted by us.

Contact Person:

Telephone No.:

Email ID:

Mobile No.:

Authorized Signatory  
(with full name, Designation and stamp)

## Annexure-II.

### Financial Bid for providing services of automated scrutiny of documents using software and MIS report of all the authenticated/unauthenticated candidates for the Haryana Staff Selection Commission.

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

**PART-1. The bidders shall quote the prices in financial bid per candidate whose automated scrutiny has to be done without calling the candidate in person:**

	Description	Rates
Column A	Automated Scrutiny of documents alongwith automated comparison with original documents from databse. (per candidate)	
Column B	GST, if any, (in percentage)	

- Income tax will be deducted by the Haryana Staff Selection Commission as per the provision of Income tax Act/Rules in force. Vat/GST, if any, shall be paid extra by the Haryana Staff Selection Commission.
- The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower. If any.
- Amount should be indicated in words also.
- The data capture shall be matched with existing data and discrepancies, if any, shall be reported in writing after matching the data to the Commission.
- The captured data shall be delivered to the HSSC within two days duly authenticated by the Agency in softcopy, duly indexed and signed.

Certified that the terms and conditions of this TENDER are accepted by us.

Authorized Signatory  
(with full name, designation and stamp)

**PART-2. The bidders shall quote the prices in financial bid per candidate whose automated scrutiny has to be done by calling the candidate in person:**

	<b>Description</b>	<b>Rates</b>
Column A	Scanning of documents	
Column B	Scrutiny of Documents by Comparising the documents from database with original documents produced by the Candidate (with Biometric attendance)	
Column C	Scrutiny of Documents by Comparising the documents from database with original documents produced by the Candidate (without Biometric attendance)	
Column D	Attendance Sheet generation	
Column E	Total Rates(per candidate) [If all the services from Col. A, B and D are utilized]	
Column F	Total Rates(per candidate) [If all the services from Col. A, C and D are utilized]	
Column G	GST, if any, (in percentage)	

- Income tax will be deducted by the Haryana Staff Selection Commission as per the provision of Income tax Act/Rules in force. Vat/GST, if any, shall be paid extra by the Haryana Staff Selection Commission.
- The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower. If any.
- Amount should be indicated in words also.
- The data capture shall be matched with existing data and discrepancies, if any, shall be reported in writing after matching the data to the Commission.
- The captured data shall be delivered to the HSSC within two days duly authenticated by the Agency in softcopy, duly indexed and signed.

Certified that the terms and conditions of this TENDER are accepted by us.

Authorized Signatory  
(with full name, designation and stamp)