

**HARYANA STAFF SELECTION COMMISSION**  
**BAYS NO. 67-70, SECTOR-2, PANCHKULA- -134115**  
(Website [www.hssc.gov.in](http://www.hssc.gov.in))



**TENDER DOCUMENT**

**E- TENDER REFERENCE NUMBER: E-tender/HSSC/2025/BIO/FR/**QR/IRIS/2483****

**For Providing Services of**

**“Online/Offline Biometric Thumb Impression/ Iris Scanning, QR Code  
scanning and Facial Recognition”**

**E-mail:- [secretary.hssc-hry@gov.in](mailto:secretary.hssc-hry@gov.in)**

**Dated:01.07.2025**

**-sd-**  
**Secretary,**  
**Haryana Staff Selection Commission**  
**Bays No. 67-70 Sector-2, Panchkula**

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## SECTION-I

### A. ABOUT HARYANA STAFF SELECTION COMMISSION (HSSC)

Haryana Staff Selection Commission (HSSC) deals with the recruitment of staff for various posts of Group C & D in the various Departments of the Government of Haryana and the subordinate offices.

### B. E-TENDER NOTICE

#### E-TENDER NOTICE

**“Requiring Service for providing Online/Offline Biometric Thumb Impression/Iris Scanning, QR Code scanning and Facial Recognition of the candidates during examinations of Haryana Staff Selection Commission.”**

For and on behalf of the Haryana Staff Selection Commission (“**HSSC/Commission**”), Panchkula, vide this present notice, E-tender is hereby invited for: -

- Empanelment of an Agency on “Non-Exclusive Basis” for the purpose of execution and **providing**
  - a) **Online/Offline Biometric Thumb Impression/Iris Scanning,**
  - b) **QR Code scanning and**
  - c) **Facial Recognition**

**of the candidates during examinations of Haryana Staff Selection Commission** during various examinations to be conducted by the Commission for various recruitments i.e., for performing and executing the **“Activity”** (as described herein below).
- This E-Tender is invited from any corporation/companies/firms and/or agencies of repute, who fulfill the eligibility criterion as stipulated hereunder, and are having sufficient work experience as also the logistics for the Activity including and not just limited to holding of examinations or recruitment activities or any other similar activities etc.
- The venue of any of the proposed examination(s) can be held anywhere in the State of Haryana and Chandigarh.

S. NO.	ACTIVITY	DESCRIPTION OF THE ACTIVITY OF TENDERER
1.	Provision of Online/Offline Biometric Thumb Impression/Iris Scanning, QR Code scanning and Facial Recognition of the candidates during examinations of Haryana Staff Selection Commission.	<ul style="list-style-type: none"> <li>• To provide services of Biometric Aadhaar data (finger print &amp; Iris), Biometric thumb impression, IRIS scanning, Facial Recognition, QR Code scanning.</li> <li>• Have their own independent &amp; sufficient infrastructure, efficient staff, equipment, machinery etc. for handling the above-mentioned Activity including the logistics involved</li> </ul>

		<p>thereto.</p> <ul style="list-style-type: none"> <li>• Biometric thumb impression/Iris scanning- by using scanning technology IRITECH Model-MK2120U/UL OR Mantra- Model MIS100V2 OR device approved from Standardization Testing and Quality Certification (STQC), Facial Recognition and QR Code scanning shall be done using automated software system with high speed technical equipments/scanners alongwith live streaming of attendance and match/mismatch data.</li> <li>• Agency will provide biometric verification devices at each examination centre on the day of examination @ one Biometric Finger Print Scanner per 30 candidates or as per requirement. Besides, this Agency will also provide one IRIS device for each examination centre. One extra IRIS device should be kept in reserve for particular exam centre. In case finger print fails or it is not possible to take the same due to any reason then IRIS recognition shall be compulsorily done. Arranging API from AUA/ASA shall be the responsibility of contractor, which would be as per the latest guidelines and approval issued by UIDAI Govt. of India/HSSC.</li> <li>• The rate of NS-2 (A) of Schedule -A for Aadhar authentication includes cost of providing above devices, software solution (Aadhar Server architecture modeling along with live attendance monitoring features), AUA/ASA integration workflow, software audit by Cert In auditor, Cloud data Centre and Disaster recovery for data redundancy along with 99.99 % uptime guarantee, Aadhar Biometric tablets/Laptop/Computers, SIM Card, Training &amp; Coordination, Logistics &amp; Transportation, internet connection, payment for ASA/KSA transactions, Hardware loss, Project management, Supply of manpower at least one operator per device, adequate</li> </ul>
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		<p>personnel in management team etc. and any other activity required for successful execution of work. Rates also include Aadhar authentication upto maximum 3 times per candidate per shift within the particular exam centre irrespective of no. of Biometric transaction per candidate.</p> <ul style="list-style-type: none"> <li>• For all shifts of Examination, the captured biometric data of all the candidates during that particular shift Biometric information collected at venue must be erased after a period defined in consultation with the HSSC and only after taking written permission from HSSC. A certificate to this effect must be furnished to the HSSC.</li> <li>• In all subsequent stages of examinations, biometric data of candidates, captured in any previous tiers/stage of examination will be verified by the successful bidder conducting subsequent examinations.</li> <li>• During subsequent stages, the Biometric (photo &amp; LTI) of the candidate will have to be matched with the biometric data collected during examination and in the midst of examination of all stages and types of examination by the successful bidder.</li> <li>• For all shifts of Examination, the captured biometric data of all the candidates during that particular shift will be authenticated with their respective Biometric Aadhaar data (finger print &amp; Iris). To ensure this, only UIDAI approved biometric devices are to be used. The default biometric is LTI (Left Thumb Impression) for male and RTI (Right Thumb Impression) for female, in case of an exception, the Agency has to record the finger whose impression has been recorded.</li> <li>• Soft copies of Bio-metric attendance with photo capturing datashould be provided to HSSC within 07 days after completion of written exam in the form and manner as may be prescribed by</li> </ul>
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		<p>HSSC, including by way of hard disk drive.</p> <ul style="list-style-type: none"> <li>HSSC will issue separate work orders for each examination to be conducted. Work orders will be issued only to the successful bidder with whom the contract shall be signed, according to the actual number of candidates registering for that particular examination and payment will be made as per the terms and conditions mentioned in the bid documents/contract.</li> </ul>
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### C. THE TENDER DOCUMENT

#### i. Bidders must read the complete ‘Tender Document’:

The Notice Inviting Tender is an integral part of the Tender Document and serves a limited purpose of invitation, and does not purport to contain all relevant details for submission of bids. ‘Tender Information Summary’ (“**TIS**”) appended to this notice gives a salient summary of the tender information. Any generic reference to the Notice inviting Tender shall also imply a reference to TIS as well. However, Bidders must go through the complete Tender Document for details before submission of their Bids.

As such the Tender Document comprises of the Notice Inviting Tender, TIS as well as all the sections detailed hereinafter.

#### ii. Availability of the Tender Document:

The Tender Document shall be published on the Portal, i.e., at URL

- HSSC website <http://www.hssc.gov.in>
- on the website <https://etenders.hry.nic.in>

It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in TIS. Unless otherwise stipulated in TIS, the Tender Document shall be available for download only after payment of requisite fee. Any query/ clarification regarding downloading Tender Documents and uploading Bids on the portal may be addressed to the Help Desk (contact details given in TIS).

### D. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THIS TENDER

Subject to the provisions in the Tender Document, participation in this Tender Process is open to all bidders who fulfil the 'Eligibility and Qualification Criteria'. Bidder should meet the following "Eligibility Criterion" on the date of its bid submission and should continue to meet these during the currency of contract, if awarded. Bidder shall be required to declare fulfilment of Eligibility Criteria in Form 1.2 (Eligibility/Qualification Declarations).

Bidder must:

- (a) be a natural person, private entity, public entity (State-owned enterprise or institution);
- (b) should have sufficient work experience of minimum 2 years, calculated from preceding five years, in the field of Providing services of Online/Offline Biometric Thumb Impression, Iris Scanning, QR Code scanning and Facial Recognition of the candidates during examinations in Central Government/State Government/ Semi Government /Board/ Corporation/ Universities/ Public Undertaking/ Government Universities etc.
- (c) Should have UIDAI-compliant Biometric Application software, fully adhering to UIDAI guidelines for biometric data capture, encryption, transmission, authentication etc. and duly certified by CERT-In empaneled IT security auditor. The software must meet all mandatory security and performance standards prescribed by UIDAI. The application must capture the geo-tagged location of the candidate at the time of biometric authentication. The successful bidder should be in possession of UIDAI compliance audit certificate and CERT-In certificate at the time of giving of work order.
- (d) should have their own independent & sufficient infrastructure, efficient staff, equipment, machinery etc. for handling the above-mentioned Activity including the logistics involved thereto;
- (e) have valid requisite registrations including GSTIN, PAN, EPF, ESI (which shall also be required to be mentioned in the Technical Bid), other permissions and licenses, not just limited to labour licenses and other labour compliances, as applicable to the subject Activity
- (f) must be competent to contract and thereby 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 aforesaid reasons.
- (g) (Including their affiliates or subsidiaries or Contractors/ subcontractors for any part of the contract): Not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies/departments/commissions of Government of India from participation in Tender Processes, for:
  - offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or
  - offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or

- suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.
- (h) Not have a Conflict of Interest, which substantially affects fair competition. A Bidder shall not have a conflict of interest that may affect the Selection Process or the Solution delivery means bidder had an unfair advantage, including but not limited to
- (i). Having, or having had access to, confidential information in the preparation of its submission during the RFP process that was not available to other proponents.
  - (ii). Communication with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or
  - (iii). Engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process.

The prices quoted should be competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt should be made to induce any other bidder to submit or not to submit an offer for restricting competition. Cartelization is strictly prohibited and in case it is found that bid has been obtained by deploying any such method, the bid shall be liable to be cancelled / rejected or even terminated during the course of the Activity.

- (i) fulfil any other additional eligibility condition/criteria, if and when or as may be prescribed, in Tender Document.

#### **E. PURCHASE PREFERENCE POLICIES OF THE GOVERNMENT**

As detailed in the Tender Document, HSSC reserves its right to grant preferences to eligible Bidders under various Government Policies/ directives (policies relating to Make in India; MSME; Start-ups etc.).

#### **F. SUBMISSION OF BIDS:**

- 1) The Tenderer shall submit E- tender duly typed (in English) in prescribed format through the Designated Portal itself i.e., at {insert URL}<https://etenders.hry.nic.in>
- 2) Tender will be opened in two stages i.e.,

##### **A. 1<sup>st</sup> Stage: Technical Bid:**

- Technical Bid shall consist of a complete detail of the instruments/equipment proposed to be used for executing the Activity alongwith its logistic capabilities, qua which the tenderer is submitting the tender.
- The documents required under the Technical Bid must be duly signed by the authorized signatory of the bidder and submitted through the e-Tendering platform as part of the technical bid.



- The commercials of the bid should NOT be indicated in the Technical Proposal. The failure to comply shall lead to rejection of bids. Disclosing of quoted rates in any manner in the technical bid will result in summary rejection of the bid.

The following **checklist** outlines the mandatory documents to be uploaded:

1. Proof of Tender Fee and Earnest Money Deposit (EMD)
2. Copy of Power of Attorney/ Board Resolution in the name of the Authorized signatory
3. Particulars of Bidder (as per the format prescribed in the tender document)(**Form 1.1**)
4. Certificate of Incorporation.
5. Goods and Services Tax (GST) Registration certificate.
6. Permanent Account Number (PAN) card.
7. Valid Compliance Documents as per Eligibility/Qualification Criteria detailed herein. (**Form 1.2**)
8. Documentary Evidence as per Technical Qualification Criteria detailed hereunder.
9. Annexure-I: Letter of Undertaking (as per the tender format on bidder's letterhead).
10. Annexure-II (As per the tender format on bidder's letterhead)
11. Annexure-III (Declaration/Undertaking on Non-Judicial Stamp Paper of INR 100 as per specified format)
12. Annexure-IV: Bid Acceptance Letter (As per the tender format on bidder's letterhead)
13. Annexure-V (As per the tender format on bidder's letterhead)
14. Annexure-VI (As per the tender format on bidder's letterhead)
15. Average of the turnover of the firm (Form 1.3)
16. Average revenue from Examination related activity of the firm (Form 1.4)
17. Average revenue from Examination related activity of the firm (Form 1.4)
18. Detail of Number of Candidates (Form 1.5)
19. Detail of Experience Certificate (Form 1.6)
20. Work Completion Certificate (Specimen) (Annexure-VIII)

**The Financial Bid will be opened after approval of technical bid.**

The date of opening of financial bid shall be uploaded on the portal after opening of the technical bid.

**B. 2<sup>nd</sup> Stage: Financial Bid:**

- After acceptance of the technical bid, the Financial Bid shall be opened on the pre agreed time and date, which shall be intimated as aforesaid. Financial Bid will be finalized through e-tender system only and negotiations may be done by the Commission.
- Under the Financial Bid, the proposed Rate of Activity i.e., their rates proposed to be charged for the Activity [excluding GST] should be

given clearly in the designated column for the same. Rate of applicable GST shall also be separately mentioned.

- The bidder will submit its rates in BOQ (Bill of Quantity) as uploaded on the website <https://etenders.hry.nic.in> as prescribed in **Annexure-VII**. Disclosing of quoted rates in any manner in the technical bid will result in summary rejection of the bid. Quoting the rates apart from the prescribed format in the bid shall lead to disqualification of the bidder organization's participation.
- 3) Bids must be uploaded till the deadline for submission as mentioned in Tender Document itself.
  - 4) **This is clarified that to avoid any chances of manipulation in the data, the Commission shall not allocate the work of CCTV surveillance and biometric verification to the same agency.**
  - 5) The bid for above Activity should be addressed by the Tenderer in favour of the Secretary, Haryana Staff Selection Commission, Panchkula.
  - 6) The Tenderer should submit their Rate of Activity, along with payment of Earnest Money Deposit ("EMD") of Rs. 2,00,000/- (Rupees Two Lakhs only) as earnest money deposit for the abovementioned Activity in favour of Secretary, Haryana Staff Selection Commission, Panchkula. The EMD shall be payable via the payment mechanism specified on the official portal.
  - 7) 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. Only the negotiation initiated or in place at the time of opening of tender can be considered, if required or deemed fit by HSSC.
  - 8) Before allocating/assigning the Activity work, the technical specifications & viability as well as the credibility, efficiency and financial soundness etc. of the tenderer/bidder will be considered.
  - 9) All tenders will be kept valid for acceptance for 120 days from the tender closing date.
  - 10) No manual Bids shall be made available or accepted for submission. In the case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling in the required information.
  - 11) The number of students/candidates appearing in such examination/recruitment process may vary, and range between hundreds to lakhs and there will not be a minimum guaranteed number of candidates/students.
  - 12) Bids not complying with these provisions shall be rejected.

#### **G. EARNEST MONEY DEPOSIT (EMD)**

- 1) The Bidder shall submit, along with their Bids, EMD of INR 2,00,000/- (Rupees Two Lakhs Only) through Online Mode in favor of SECRETARY, HARYANA STAFF SELECTION COMMISSION. Scanned copy of Online Payment Receipt should be uploaded with technical bid.
- 2) EMD of all unsuccessful Bidders would be refunded by the Purchaser within 30 days of the Bidder being notified as being unsuccessful.
- 3) The EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
- 4) The bid submitted without EMD shall be summarily rejected.

- 5) The EMD of successful bidder shall be adjusted in the Security Deposit Amount of Rs. 10,00,000/- (Rupees Ten Lakh Only) payable by the successful bidder in the form of a bank guarantee and the said security amount shall be returned upon the determination of the Final Definitive Contract subject to conditions mentioned hereinbelow, more specifically under Section-III(A)(i) hereinbelow.
- 6) The EMD may be forfeited in the event of:
  - a. A Bidder withdrawing its bid during the period of bid validity
  - b. A successful Bidder fails to sign the subsequent contract in accordance with this RFP
  - c. The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFP.

#### **H. DISCLAIMERS AND RIGHTS OF HSSC**

- i. The issue of the Tender Document does not imply that HSSC is bound to select bid(s), and it reserves the right without assigning any reason to:
  - reject any or all of the Bids, or
  - cancel the tender process; or
  - abandon the procurement of the services for execution of Activity; or
  - issue another tender for identical or similar Activity
- ii. No claim for compensation or otherwise except for the refund of EMD (*in terms of present Tender Document*) whatsoever for rejection of the E-tender will be entertained by the Commission.
- iii. The Commission does not assure any minimum quantum of work/Activity during the tenure of the Final Definitive contract/agreement to be entered with the successful tenderer.
- iv. That the present retendering is being effectuated with the idea that actual competitiveness remains alive as amongst the bidder(s) since in the earlier tender due to certain reasons, only one party could clear the eligibility criterion. And as per the specific terms and conditions of the E-Tender, work of CCTV surveillance and biometric verification is not to be allocated to same agency for security reasons.

**Note:** For further details, please refer to appended TIS and the complete Tender Document.

### APPENDIX TO NIT: TENDER INFORMATION SUMMARY

Tender Document No. E-tender/HSSC/2025/BIO/FR/QR/IRIS/.....

<b><i>Tender Information Summary (TIS)</i></b> <b><i>Applicable for the year 2025-2026</i></b>			
<b>Tender Inviting Authority</b>	Secretary, Haryana Staff Selection Commission	<b>Address</b>	<i>BAYS NO. 67-70, SECTOR-2, PANCHKULA- 134151</i>
<b>Tender Notice</b>	E-tender/HSSC/2025/BIO/FR/QR/IRIS/ ..... dated 01.07.2025		
<b>Estimated Project Cost</b>	<b>7,50,00,000/- (Rs. Seven Crore Fifty Lakh Only)</b>		
<b><i>Critical Dates&amp; Schedule</i></b>			
<b>Publish/Issuance Date</b>	<i>01.07.2025</i>	<b>Bid Validity (Days from the date of Tender Opening)</b>	<i>120 DAYS</i>
<b>Document Download Start Date &amp; Time</b>	<i>02.07.2025 FROM 9:00 AM</i>	<b>Document Download End Date &amp; Time</b>	<i>09.07.2025 UPTO 05:00 PM</i>
<b>Online Bid Preparation &amp; Submission (Bidder Stage) Start Date &amp; Time</b>	<i>02.07.2025 FROM 4:00 PM</i>	<b>Online Bid Preparation &amp; Submission (Bidder Stage) Closing Date &amp; Time</b>	<i>09.07.2025 UPTO 05:00 PM</i>
<b>Tender Opening (Technical Bid) Date &amp; Time</b>	<i>10.07.2025 11:00 AM</i>	<b>Tender Opening (Financial bid) Date &amp; Time</b>	<b><i>To be intimated later</i></b>
<b><i>Obtaining the Tender Document and Contact Person</i></b>			
<b>Tender Document Fee (INR)</b>	Rs. 2000/-		
<b>E-service Fee (INR)</b>	Rs. 1000/-		
<b>Earnest Money Deposit Amount (INR)</b>	Rs. 2,00,000/-		
<b>Office/ Contact Person/ email for clarifications</b>	Deputy Secretary, HSSC Contact: 0172-2586501, 94173-14324 Email: <a href="mailto:jitendersingla71@gmail.com">jitendersingla71@gmail.com</a>		

## **SECTION-II**

### **A. DISCLAIMERS**

#### **a) Right to Reject any or all Bids**

The Commission reserves its right to accept or reject any or all Bids, abandon/ cancel the Tender process, and issue another tender for the same or similar “Activity” at any time before the award of the contract. It would have no liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for such action(s).

#### **b) Regarding Purpose of the Tender Document**

The Tender Document is neither an agreement nor an offer to prospective Bidder(s) or any other party hereunder. The purpose of the Tender Document is to provide the Bidder(s) with information to assist them in participation in this Tender Process.

#### **c) Regarding Documents/ guidelines**

The Tender Document, ensuing communications, and Contracts shall determine the legal and commercial relationship between the bidders/ contractors and the Commission. No other Government or Commission’s document/ guidelines/ Manuals including its Procurement Manual (for internal and official use of its officers), notwithstanding any mention thereof in the Tender Document, shall have any locus-standi in such a relationship. Therefore, such documents/ guidelines/ Manuals shall not be admissible in any legal or dispute resolution or grievance redressal proceedings.

#### **d) Regarding Information Provided**

Information contained in the Tender Document or subsequently provided to the Bidder(s) is on the terms and conditions set out in the Tender Document or subject to which that was provided. Similar terms apply to information provided verbally or in documentary or any other form, directly or indirectly, by the Commission or any of its employees or associated agencies.

#### **e) Regarding Tender Document:**

The Tender Document does not purport to contain all the information Bidder(s) may require. It may not address the needs of all Bidders. They should conduct due diligence, investigation, and analysis, check the information's accuracy, reliability, and completeness, and obtain independent advice from appropriate sources. Information provided in the Tender Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpreting the law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Commission, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Commission, its employees and other associated agencies make no representation or warranty for the accuracy, adequacy, correctness, completeness or reliability, assessment, assumption, statement, or information in the Tender Document. They have no legal liability, whether resulting from negligence or otherwise, for any loss, damages, cost, or expense that may arise from/ incurred/ suffered howsoever caused to any person, including any Bidder, on such account.

## **B. PAYMENTS**

### **a) General**

Unless otherwise stipulated, the usual payment term is 100% on delivery and performance of Activity at the respective Centers in accordance with the Work Orders as shall be issued by the Commission and upon submission of the recordings in the prescribed manner and format.

### **b) No Advance Payments**

Unless otherwise stipulated, no advance payment of any type (Mobilization, secured advances etc.), shall be made by the Commission. If so, provided the conditions for such advances shall be as per conditions stipulated therefor.

### **c) Cancellation or Postponement**

In the event of cancellation prior to examination or postponement of the examination due to any circumstance or situation or condition whatsoever, the Tenderer shall be entitled to payment in the following manner:

<b>Cancellation or Postponement</b>	<b>Payment to be received by Tenderer</b>
On the same day as the examination	The Tenderer will receive 100% of the total work order value.
1 day prior to Date of Exam	The Tenderer will receive 70% of the total work order value.
2 days prior to date of exam	The Tenderer will receive 50% of the total work order value.
On or before 3 days prior to date of exam	No payment will be made to Tenderer

The public notice regarding cancellation of examination as uploaded on the website of the Commission shall be considered sufficient and no separate intimation shall be given to the tenderer.

## **C. PREPARATION OF BIDS**

### **a) The BID**

#### **i. Payment of EMD:**

The Bidder / Tenderer shall be eligible to file the Bid only after compliance of condition relating to EMD as detailed hereinabove.

**ii. Language of the bid**

The bid submitted by Bidder and all subsequent correspondence and documents relating to the bid exchanged between Bidder and the Commission shall be written in English or the Official Language. However, the language of any printed literature furnished by Bidder in connection with its bid may be written in any other language provided a translation accompanies the same in the bid language. For purposes of interpretation of the bid, translation in the language of the bid shall prevail.

**iii. Acquaintance with Local Conditions and Factors**

The Bidder, at his own cost, responsibility, and risk, is encouraged to visit, examine, and familiarise himself with all the site/ local conditions and factors. The Bidder acknowledges that before the submission of the bid, he has, after a complete and careful examination, made an independent evaluation of the local conditions, infrastructure, logistics, communications, the legal, environmental, and any other conditions or factors, which would have any effect on the performance of the contract. Bidders shall themselves be responsible for compliance with Rules, Regulations, Laws and Acts in force from time to time at relevant places. On such matters, the Commission shall have no responsibility and shall not entertain any request from the bidders in these regards.

**iv. Cost of Bidding**

The Bidder(s) shall bear all direct or consequential costs, losses and expenditure associated with or relating to the preparation, submission, and subsequent processing of their Bids, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations, or presentations which the Commission may require, or any other costs incurred in connection with or relating to their Bids. All such costs, losses and expenses shall remain with the Bidder(s), and the Commission shall not be liable in any manner whatsoever for the same or any other costs, losses and expenses incurred by a Bidder(s) for participation in the Tender Process, regardless of the conduct or outcome of the Tender process.

**v. Interpretation of Provisions of the Tender Document**

The provisions in the Tender Document must be interpreted in the context in which these appear. Any interpretation of these provisions far removed from such context or other contrived or between-the-lines interpretation is unacceptable. Any query may be raised to the Commission in the manner as written hereinabove, if so permitted.

**vi. Quote Quantities/ Prices in both Numerals and Words**

Although the software on the Portal may convert quantities/ rates/ amounts in numerical digits in Bids to words, the bidders are advised to ensure that there is no ambiguity in this regard

**vii. Alternate Bids not Allowed.**

Conditional offers, alternative offers, multiple bids by a bidder shall not be considered. The Portal shall permit only one bid to be uploaded.

**b) Bid Validity**

- i. Unless specified to the contrary in the TIS, Bids shall remain valid for a period not less than 120 days from the deadline for the bid submissions stipulated in TIS. A bid valid for a shorter period shall be rejected as nonresponsive.
- ii. In case the day upto which the bids are to remain valid falls on/ subsequently declared a holiday or closed day for the Commission, the bid validity shall automatically be deemed to be extended upto the next working day.
- iii. In exceptional circumstances, before the expiry of the original time limit, the Commission may request the bidders to extend the validity period for a specified additional period. The request and the bidders' responses shall be made in writing or electronically. A bidder may agree to or reject the request. A bidder who has agreed to the Commission's request for extension of bid validity, in no case, he shall be permitted to modify his bid.

**c) Non-Compliance of Instructions and rules set forth in this Tender Document**

Bids are liable to be rejected as nonresponsive if a Bidder:

- i. fails to provide and/ or comply with the required information, instructions etc., incorporated in the Tender Document or gives evasive information/ reply against any such stipulations.
- ii. furnishes wrong and/ or misleading data, statement(s) etc. In such a situation, bid shall be rejected as nonresponsive

**d) Modification, Resubmission and Withdrawal of Bids**

Modification & Resubmission

- i. Once submitted on the portal, Bidder cannot view or modify his bid since it is locked by encryption. However, resubmission of the bid by the bidders for any number of times superseding earlier bid(s) before the date and time of submission is allowed. Resubmission of a bid shall require uploading of all documents, including financial bid afresh. The system shall consider only the last bid submitted.

Withdrawal

- i. The bidder may withdraw his bid before the bid submission deadline, and it shall be marked as withdrawn.
- ii. No bid should be withdrawn after the deadline for the bid submission and before the expiry of the bid validity period. If a Bidder withdraws the bid during this period, the Commission shall be within its right to forfeit the Earnest Money Deposit (EMD) in addition to other punitive actions provided in the Tender Document for such misdemeanor.

**D. EVALUATION OF BIDS****1. General Norms**

- a) Evaluation based only on declared criteria.



The evaluation shall be based upon scrutiny and examination of all relevant data and details submitted by Bidder in its/ his bid and other allied information deemed appropriate by Commission. Evaluation of bids shall be based only on the criteria/ conditions included in the Tender Document.

**b) Infirmary/ Irregularity/ Non-Conformity/ Deviations - Substantive or Minor**

- i. An infirmity/ irregularity or non-conformity/ exception/ deviation/ reservation/ omission from the requirements of the Tender Document shall be considered as a substantive deviation as per the following norm, and the rest shall be considered as Minor deviation:
  - which affects in any substantive way the scope, quality, or performance standards of the Services;
  - which limits in any substantive way, inconsistent with the Tender Document, the Commission's rights or the Bidder's obligations under the contract; or
  - Whose rectification would unfairly affect the competitive position of other Bidders presenting substantively responsive Bids.
- ii. The decision of the Commission shall be final in this regard. Bids with substantive deviations shall be rejected as nonresponsive.
- iii. Variations and deviations and other offered benefits above the scope/ quantum of Services stipulated in the Tender Documents shall not influence evaluation Bids. If the bid is otherwise successful, such benefits shall be availed by the Commission, and these would become part of the contract.
- iv. The Commission reserves the right to accept or reject bids with any minor deviations. Wherever necessary; the Commission shall convey its observation as per sub-clause below, on such 'minor' issues to Bidder by registered/ speed post/ electronically etc. asking Bidder to respond by a specified date. If Bidder does not reply by the specified date or gives an evasive reply without clarifying the point at issue in clear terms, that bid shall be liable to be rejected as nonresponsive.

**c) Clarification of Bids sought by Commission**

During the evaluation of Technical or Financial Bids, the Commission may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date (or, if not specified, 7 days from the date of receipt of such request). The request for clarification shall be submitted in writing or electronically, and no change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder and the bidder shall otherwise, not contact the Commission for any unnecessary, undue, unwarranted and illegitimate reason. Any effort by a Bidder to influence the Commission during the processing of bids, evaluation, bid comparison or award decisions shall be construed as a violation, and bid shall be liable to be rejected as nonresponsive in addition to other punitive actions for such violations.

## **2. Preliminary Examination of Bids - Determining Responsiveness**

A substantively responsive bid is complete and conforms to the Tender Document's essential terms, conditions, and requirements, without substantive deviation, reservation, or infirmity. Only substantively responsive bids shall be considered for further evaluation. Unless otherwise stipulated herein, the following are some of the crucial aspects for which a bid shall be rejected as nonresponsive:

- i. The bid is not in the prescribed format or is not submitted as per the stipulations in the Tender Document.
- ii. EMD has not been deposited.
- iii. Bidder is not eligible to participate in the bid as per laid down eligibility criteria;
- iv. The "Activity" offered are not eligible as per the provision of this tender.
- v. Bidder has quoted conditional bids or more than one bid or alternative bids unless permitted explicitly in the TIS
- vi. The bid validity is shorter than the required period.
- vii. The bid departs from the essential requirements stipulated in the bidding document;
- viii. Non-submission or submission of illegible scanned copies of stipulated documents/ declarations

## **3. Technical Evaluation**

Only substantively responsive bids shall be evaluated for technical evaluation. In evaluating the technical bid, conformity to the eligibility/ qualification criteria, technical specifications and other conditions in the Tender Document is ascertained. Additional factors incorporated in the Tender Document shall also be considered in the manner indicated therein. Bids with substantive technical deviations shall be rejected as nonresponsive. Commission reserves its right to consider and allow minor deviations in technical and Commercial Conditions.

The scrutiny of the bids shall be undertaken by HSSC. The technical bids of all bidding agencies whose offer is accompanied by valid EMD of requisite amount will be opened in the presence of the representatives of the bidding agencies. First the technical bid will be scrutinized and will be evaluated criteria wise. The evaluation criteria for which relevant documents/proof have not been attached will not be awarded any score and for the rest of the evaluation criteria, the score shall be allotted as per the scoring matrix given in subsequent paragraphs of this document. The Technical score (Ts) for the bids shall be worked out accordingly.

## **4. Declaration of Technically Suitable Bidders and Opening of Financial Bids**

Bids that succeed in the above technical bid evaluation shall be considered suitable, and financial evaluation shall be done only of such Bids. The list of such technically suitable bidders and a date/time and venue for the opening of their financial bids shall be declared on the Portal.

## **5. Evaluation of Financial Bids and Ranking of Bids**

Before allocating/assigning the Activity work, the technical specifications & viability as well as the credibility, efficiency and financial soundness etc. of the tenderer/bidder will be considered.

Ranking of Financial Bids shall be in the following manner:

- i.* Unless otherwise stipulated, evaluation of the financial bids shall be on the price criteria only. Financial Bids of all technically suitable bids are evaluated and ranked to determine the lowest priced bidder.
- ii.* Unless otherwise stipulated, the comparison of the responsive Bids shall be on total outgo from the Commissions' pocket, to be paid to the contractor or any third party, including all elements of costs as per the terms of the proposed contract, duly delivered, commissioned, etc. as the case may be, including any taxes, duties, levies etc.
- iii.* If any bidder offers conditional discounts/ rebates in his bid or suo-motu discounts and rebates after the tender opening, such rebates/ discounts shall not be considered for ranking the offer.
- iv.* As per policies of the Government, from time to time, the Commission reserves its option to give purchase preferences to eligible categories of Bidders as indicated in the Tender Document.
- v.* The offers shall be evaluated based on the rate quoted by each bidder exclusive of GST and the same shall be used for determining the inter-se ranking. The Commission shall not be responsible for any misclassification of HSN Number if quoted by the bidder.
- vi.* Ambiguous Financial bid: If the financial bid is ambiguous and leads to two equally valid total price amounts, it shall be rejected as nonresponsive.

### **SECTION-III**

#### **A. SUCCESSFUL BIDDER- RESPONSIBILITIES & OBLIGATIONS**

- i. The Tenderer whose tender will be accepted ("**Successful Bidder/Tenderer**") shall also be required to deposit an interest free Minimum-Security Deposit Amount of Rs. 10,00,000/- (Rupees Ten Lakh Only) for above Activity in favour of Secretary, Haryana Staff Selection Commission, Panchkula in the form of a bank guarantee. This security amount may be forfeited by the Commission in the event of the Tenderer not carrying out the Activity and the decided scope of work or in case of any default / deficiency on part of the Tenderer as per the terms & conditions of the agreement, as shall be entered into between the Tenderer and the Commission.
- ii. The Successful Tenderer shall be responsible to carry out Pre-audit(s) of all examination venues/recruitment centers.
- iii. The venue of such examination centre shall be made available to the Tenderer at least three days prior to the date of examination.
- iv. The Successful Bidder shall have to depute at least one coordinator/manager in each district of examination/recruitment and one team leader for maximum ten centers. Both shall be someone who is already a permanent employee of the Tenderer's Firm/Agency. No person deputed shall have less than 12th class qualification. The district-wise details of coordinators and team leaders with centre numbers shall be shared with Commission at least 10 days before the exam/recruitment process and they shall start coordination with team of HSSC at least 3 days before the exam/recruitment activity.
- v. Successful Tenderer shall also provide centre wise details of the persons employed/engaged in executing the Activity, and the details of such persons should mandatorily include their Aadhaar Card No., Mobile No., Permanent Address, role etc. to the Commission in advance, as and when demanded by the Commission to establish the identity of the said persons. Commission can also ask the Successful Bidder Agency/ Firm to change the staff members in case of any exigency, or if deemed necessary by the Commission. The Tenderer Agency will also provide the hard/soft copy of the above details to the Commission along with the Bill.
- vi. Sub-standard/poor quality of work in terms of infrastructure/technical manpower as well as equipments shall not be acceptable and the same shall be dealt with in accordance with the terms of the Final Definitive Tender Agreement as shall be executed between the Tenderer and the Commission.
- vii. The Successful Bidder Agency shall abide by the labour laws as applicable and the Commission shall not be responsible for any violation thereof, and the Bidder shall be solely and entirely responsible and liable for any claims or disputes arising qua its functionality and the employees of the Bidder Agency. In case, any Court case or litigation arises due to any violation of any such conditions, norms, rules or laws, including but not limited to labour laws, the Commission shall not be responsible for any such disputes and shall stand indemnified and be held harmless by the Agency, who shall be solely responsible and obligated to handle the dispute at its own level, in all manners whatsoever, i.e., legal as well as the monetary costs associated thereto.
- viii. If any FIR is lodged, where the fault lies with the Bidder, then the Bidder shall fully cooperate with the Commission as well as with the investigating agency at

- its own expense and in such a situation, all the legal expenses shall be borne by the Successful Bidder Agency
- ix. In case of any litigation involving the present parties hereto, or arising out of this Tender and all ancillary, related and consequential agreements and arrangements, the jurisdiction shall lie with the Courts at Panchkula. However, it is clarified here that in case of any dispute arising under the final definitive contract/agreement as shall be entered between the Commission and the Successful Bidder, the same shall, at the first instance be referred to the sole arbitrator, which shall be mutually appointed by the Parties and the award of the Arbitrator shall be final and binding on the parties to the said contract/agreement. The venue of Arbitration will be Panchkula and the proceeding of Arbitrator may be in English or Hindi.
  - x. The Successful Bidder, shall not disclose the confidential information and maintain confidentiality of the Activity (examination/Recruitment process) and anything related thereto and may disclose only such information or details as are specifically required under the mandate of any applicable law or if a court direction has been issued in the said respect, or only after the proper approval of the Commission and a non-disclosure undertaking shall have to be submitted to the Commission on stamp papers and duly notarized.
  - xi. Delivery of proper service of Activity by the Successful Bidder shall be the essence of this Arrangement and shall also stand imbibed in the Final Definitive contract/agreement, as shall be executed between the Commission and the Successful Bidder. In case of delay in executing the Activity, as defined hereunder or delay in providing the services as shall be detailed in the Final Definitive Agreement, and/or non-delivery of the services as per agreement, or in case of any default or non-compliance of the terms and conditions laid down hereunder and/or the Final Agreement, the Commission reserves the right to penalize the Successful Bidder or cancel the contract/agreement wholly or partially and make alternative arrangements at the risk and cost of the Bidder with a notice of three days to the Bidder Agency. The Commission, in certain eventualities, may even order blacklisting of the successful tenderer, including and not just limited to cartelization.
  - xii. Staff deployed by the Successful Bidder at the Examination Centre(s) should be in a proper uniform, as shall be specifically designated for maintaining uniformity as well as for the purpose of identification and they shall carry Identity Cards issued by the Agency/Firm under intimation to the Commission.
  - xiii. The Successful Bidder shall be solely responsible for safety and insurance of all its equipment deployed/installed at the examination centers.

#### **B. INSTRUCTIONS QUA THE SERVICE**

- i. The successful bidder shall be informed about the details of the quantum of work and venue in advance adequately.
- ii. All kind of work related to subject assignment and as mentioned in the scope of work and Terms & conditions of Tender Document will also be applicable to the successful bidder.
- iii. HSSC shall ensure & declare the dates of examination centers well in time & the same will be intimated to the successful bidder within reasonable time for installation of required infrastructure.

- iv. For all shifts of any Examination, the captured biometric data of all the candidates during that particular shift will be authenticated with their respective Biometric Aadhaar data (finger print & Iris). To ensure this, only UIDAI approved biometric devices are to be used. The default biometric is LTI (Left Thumb Impression) for male and RTI (Right Thumb Impression) for female, in case of an exception, the Agency has to record the finger whose impression has been recorded.
- v. Biometric thumb impression/Iris scanning- by using scanning technology IRITECH Model- MK2120U/UL OR Mantra- Model MIS100V2 OR device approved from Standardization Testing and Quality Certification (STQC), Facial Recognition and QR Code scanning shall be done using automated software system with high speed technical equipments/scanners alongwith live streaming of attendance and match/mismatch data.
- vi. Agency will provide biometric verification devices at each examination centre on the day of examination @ one Biometric Finger Print Scanner per 30 candidates or as per requirement. Besides, this Agency will also provide one IRIS device for each examination centre. One extra IRIS device should be kept in reserve for particular exam centre. In case finger print fails or it is not possible to take the same due to any reason then IRIS recognition shall be compulsorily done. Arranging API from AUA/ASA shall be the responsibility of contractor, which would be as per the latest guidelines and approval issued by UIDAI Govt. of India.
- vii. The rate of NS-2 (A) of Schedule -A for Aadhaar authentication includes cost of providing above devices , software solution (Aadhaar Server architecture modeling along with live attendance monitoring features), AUA/ASA integration workflow, software audit by Cert In auditor, Cloud data Centre and Disaster recovery for data redundancy along with 99.99 % uptime guarantee, Aadhaar Biometric Tablets/Laptop/Computers, SIM card, Training & Coordination, Logistics & Transportation, Internet connection, payment for ASA/KSA transactions, Hardware loss, Project Management, Supply of Manpower at least One operator per device, adequate personnel in management team etc. and any other activity required for successful execution of work. Rates also include Aadhaar authentication up to maximum 3 times per candidate per shift within the particular exam centre irrespective of no. of Biometric transaction per candidate.
- viii. All the devices proposed for desired services should be thoroughly tested for uninterrupted network connectivity, proper working etc. atleast two hours before the time at which actual Aadhaar authentication of the candidates starts. invariably at onsite only. Also, it should be tested and confirmed for uninterrupted network connectivity and working at least before 2 hours from the time at which actual Aadhaar authentication of candidates starts.
- ix. The successful bidder shall submit detailed methodology for Aadhaar authentication within 20 days after award of tender for consideration of Nodal Officer of HSSC. Methodology should have provisions to effectively check the impersonation in examination.
- x. Agency/Tenderer shall provide these services during written examination, physical tests, skill tests, scrutiny of documents or any other stage as per requirement of Commission.
- xi. Tenderer/Agency should have the capacity of deploying equipment's at Examination Centers PAN Haryana and Chandigarh.

- xii. Tenderer/Agency has to submit report of attendance after cross checking the count with Centre Superintendent and mismatch/match data for all appeared candidates to Commission within two hours after start of examination.
- xiii. Bidder has to ensure the security and safety of the data.
- xiv. The successful bidder shall ensure that there is no shortage of required equipments during conduct of above activities in the written examinations and Physical tests as per requirement of the Commission. Extra equipments in centers would be kept available in case of emergency. The successful bidder shall arrange its own electrician, labour and other person at site to fix the infrastructure at all time when the above process is being conducted.
- xv. Since every time the assignment will be time bound, the tenderer shall give proper attention for successful completion of examination process and the service shall be available for successful implementation and completion of assignment.

### **C. FINAL DEFINITIVE AGREEMENT**

#### **1) Execution**

- The Successful Bidder shall execute the Final Definitive agreement within fifteen working days after allotment of Tender/ Work.
- The firm/bidder which will succeed shall have to set up a local branch office in (Chandigarh or Panchkula) for execution of the work/Activity within 15 days of signing of the Final Definitive Agreement.
- The Final Definitive contract/agreement will be governed by the laws applicable in India for the time being in force.
- The detailed terms and conditions of the final arrangement between the Commission and the Successful Bidder shall be duly incorporated in the Final Definitive Agreement of Agency.
- The term of the Contract shall be one year, extendable at the option of both the parties.

#### **2) Essence**

The delivery of proper service of Activity by the Successful Bidder shall be the essence of this Arrangement and shall also stand imbibed in the Final Definitive contract/agreement, as shall be executed between the Commission and the Successful Bidder. In case of delay in executing the Activity, as defined hereunder or delay in providing the services as shall be detailed in the Final Definitive Agreement, and/or non-delivery of the services as per agreement, or in case of any default or non-compliance of the terms and conditions laid down hereunder and/or the Final Agreement, the Commission reserves the right to penalize the Successful Bidder or cancel the contract/agreement wholly or partially and make alternative arrangements at the risk and cost of the Bidder with a notice of three days to the Bidder Agency. The Commission, in certain eventualities, may even order blacklisting of the successful tenderer.

#### **3) Obligation to Maintain Eligibility and Qualifications**

The Final Definitive contract/agreement has been awarded to the Successful Bidder based on specific eligibility and qualification criteria. The Successful Bidder is

contractually bound to maintain such eligibility and qualifications during the execution of the contract. Any change which would vitiate the basis on which the contract was awarded to the Successful Bidder should be pro-actively brought to the notice of the Commission within 7 days of it coming to the Successful Bidder's knowledge.

#### **4) Indemnity**

- a. The Successful Bidder and/or its Personnel shall indemnify and hold harmless, free of costs, the Commission and its employees and officers from and against all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which may arise in respect of the Services Provided/Execution of Activity by the Successful Bidder under this Contract.
- b. The Successful Bidder shall indemnify and keep harmless the Commission from and against, all actions, suit proceedings, losses, costs, damages, charges, claims, and demands of every nature and description brought or recovered against the Successful Bidder because of any act or omission or default or negligence of the Successful Bidder or its personnel despite all reasonable and proper precautions may have been taken, during the execution of the Services.

#### **5) Proprietary Data**

- a. All documents and other information provided by HSSC or submitted by the Tenderer to HSSC shall remain or become the property of HSSC. Tenderer is to treat all information as strictly confidential. All information collected, analyzed, designed, developed, processed or in whatever manner provided by the Tenderer to HSSC in relation to this project shall be the property of HSSC.
- b. All Knowledge/Data which come to their notice as part of engagement shall not be used outside without permission of HSSC.
- c. The Correspondence both Physical and Electronic shall be in the name of Secretary, HSSC.
- d. Dedicated official Mail ID mentioned in bid shall alone be used for all correspondence associated with the engagement.
- e. The Bidder shall not promote their Company in these correspondences and shall not disclose their identity in any manner.
- f. In case of termination of the contract or a new Tenderer is engaged by HSSC then it would be responsibility of the previous Tenderer to hand over all data collected by the Tenderer as directed by HSSC.

#### **D. PENALTY**

- i. If deficiency is observed in the services provided by the Successful Bidder Agency, then no payment shall be made for that particular shift for that centre and additionally a penalty of the same amount shall be imposed per defaulting venue per shift.
- ii. In case of delay and not delivering the service as per agreement, the commission, solely at its discretion, shall be entitled, and it shall be lawful on his part, to treat it as a breach of contract and avail any or all remedies thereunder. In such case, the Commission reserves the right to penalize 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 days to the firm/agency. The Commission in certain eventualities may order blacklisting of the successful tenderer.

- iii.* In case of any attempt to bypass the lawful and mandated object and process of conduct of examination, by the Bidder Agency or its personnel, shall entail legal consequences for the Bidder Agency and/or its personnel.

**Form 1.1****PARTICULARS OF BIDDER**

(To be attached with the Technical Bid)

1.	Name and Address of the Bidder		
2.	Incorporation status of the firm (Public limited / private limited, etc.)		
3.	Date of establishment		
4.	Details of Contact Person Name and Designation Mobile No. Email Id.		
5.	CIN Number		
6.	Total Annual Financial Turnover (Attach photocopies of Audited Balance Sheet and Profit & Loss Account and (for the FY 2025-26, self-declaratory and attested tentative statements)	FY 2022-23	
		FY 2023-24	
		FY 2024-25	
		FY 2025-26	
7.	PAN No.		
	GST No.		
8.			

**Note:** It is hereby clarified that the participants/tenderers shall undertake and assure that as soon as the statement of account and balance sheets get audited for the FY 2025-26, the tenderers shall provide the same to HSSC.

Signature: .....

Date: .....

Name of Bidder: .....

**Form 1.2****ELIGIBILITY/ QUALIFICATION CRITERIA****Scoring Matrix, Technical Bid and Financial Bid Evaluation**

The following table details the technical evaluation criteria along with the allocated score for each one of the criteria to arrive at the Technical Score of the bidder, The total maximum score of technical bids is 100.

**Note:**All the evaluation criteria are reckoned for the period of three previous financial years (2022-23, 2023-24, 2024-25) and current financial year (2025-26) up to the closing date for submission of this tender.

**Note:**

1. The Bidding Agency should be a single entity (shall include any legal entity wherein a merger, takeover might have happened and even when there is a change of name following due process shall also be considered as single entity) fulfilling the eligibility criteria mentioned in this document and should be in existence for at least 5 years as on the closing date for submission of Bid. The Bidding Agency should participate as a single entity, no consortium or group companies will be allowed. The supporting valid document regarding the same must be attached by the bidder.
2. The Bidder shall not be under a ban or blacklisted for any reason, by any Government entity in India as on the last date of submission of the Bid.
3. Suppression of information/facts would lead to Summary disqualification of the bid submitted. Consortium in any form is not allowed in this bid.

Sr . N o.	Criteria	Documents required	Max. Marks	Marks allocated
1	Average Turnover of the Bidder during past any two years out of past three financial years , i.e., 2022-23, 2023-24, 2024-25 and current financial year (2025-26) up to the closing date for submission of this tender – a) Between [INR 10 Cr to 20 Cr) — 10 Marks b) Above [INR 20 Cr to 30 Cr) — 20 Marks c) Above INR 30 Cr — 25 Marks	Audited Balance Sheet for respective years and for the FY 2025-26, self-declaratory and attested tentative statements. For FY 2024-25 and 2025-26, CA certified certificate shall be considered, if audited balance sheet not available.  <b>Note:</b> It is hereby clarified that the participants/tenderers shall undertake and assure that as soon as the statement of account and balance sheets get audited for the FY 2025-26, the tenderers shall provide the same to HSSC.	25	
2	Average revenue from examination related activity in Central Government, State	1. Payment certificate/s from the concerned department / client.	15	

	Government/Semi Government/ PSU/ Board/Corporation/Universities/ Public Undertaking/ recruitment agencies, Universities in Rupees during past any two years out of past three financial years and current financial year (2025-26) up to the closing date for submission of this tender - a) Between INR 5 Cr to 10 Cr – 10 Marks b) Above INR 10 Cr – 15 Marks	OR 2.Audited balance sheet along with CA certified certificate duly mentioning the revenue from examination related activity for respective FY. For FY 2024-25 and 2025-26, CA certified certificate shall be considered, if audited balance sheet not available.		
3	Single Shift Volume- Max number of candidates scheduled in a single shift/session of an exam in Central Government, State Government/Semi Government/PSU/Board/Corporation/Universities/Public Undertaking/ recruitment agencies, Universities in last three financial years and current financial year up to closing date for submission of tender: a) Single Shift Exam with candidates between [20 K to 50K) — 10 Marks b) Single Shift Exam with candidates between [50 K, 100K) — 15 Marks c) Single Shift Exam with candidates between [100 K - 200 K) — 20 Marks	Certificate from client as per Sample certificate attached vide Annexure -VIII	20	
4.	No of Years of experience in Exam related activities in Central Government, State Government/Semi Government/PSU/Board/Corporation/Universities/Public Undertaking/ recruitment agencies, Universities in last 4 financial years: ➤ 5 marks for each financial year.	Completion certificate from the client. OR Work order from the client along with payment proof duly certified by Chartered Accountant.	20	
5	Experience in number of Exams cumulatively in in Central Government, State Government/Semi	Completion certificate from client. OR Work order from the client	20	

	Government/PSU/Board/Corporation/Universities/Public Undertaking/ recruitment agencies, Universities in three financial years out of in last three financial years and current financial year up to closing date for submission of tender: a) Experience between [3 Exams to 5 Exams]— 15 Marks b) Experience more than 5 Exams —20 Marks	along with payment proof duly certified by Chartered Accountant.		
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**Note:**

**1. The terms “Exam” and “Examination related activities”, as applicable, for criteria mentioned vide Sr. No. 2, 3, 4 and 5, shall include activities related to conduct of Biometric activity only.**

**2. Minimum marks to qualify for opening of financial bid are 50 out of 100.**

**Signature of the bidder**

**Name:**

**Designation:**

**Seal:**

**Date:**

**FORM-1.3****AVERAGE TURNOVER OF THE FIRM****Name of the Firm:-****Table-A:**

Sr. NO.	Particular	Turnover (In crores)	Page No. of document attached
1	Financial Year	2022-23	
		2023-24	
		2024-25	
		2025-26 (till the closing date of Tender)	
2	Audited Balance Sheet for respective years and for the FY 2025-26, self-declaratory and attested tentative statements. For FY 2024-25 and 2025-26, CA certified certificate shall be considered, if audited balance sheet not available. <b>Note:</b> It is hereby clarified that the participants/tenderers shall undertake and assure that as soon as the statement of account and balance sheets get audited for the FY 2025-26, the tenderers shall provide the same to HSSC.		

Name of the Bidder,  
 Authorized Signatory,  
 Seal of the Organisation.  
 Date:-

Client Name/Seal  
 alongwith signature of  
 the Authorized Person

**FORM-1.4****AVERAGE REVENUE FROM EXAMINATION RELATED ACTIVITY**Table-B

Sr. No.	Particular		Turnover (in Crore) from Examination related work	Page No. of document attached
1	Financial Year	2022-23		
		2023-24		
		2024-25		
		2025-26 (till the closing date of Tender)		
2	1. Payment certificate/s from the concerned department / client. OR 2. Audited balance sheet along with CA certified certificate duly mentioning the revenue from examination related activity for respective FY. For FY 2024- 25 and 2025-26, CA certified certificate shall be considered, if audited balance sheet not available.			

Name of the Bidder,  
 Authorized Signatory,  
 Seal of the Organisation.  
 Date:-

Client Name/Seal  
 alongwith signature of  
 the Authorized Person

**FORM-1.5****DETAIL OF NUMBER OF CANDIDATES**Table-C

Sr. NO.	Particular	Max. No. (Count) of Candidates scheduled in a single Shift. (Certificate from client as per Sample certificate attached vide <b>ANNEXURE -VIII</b> )	Page No. of document attached
1	Maximum Number of Candidates scheduled in a Single Shift/Session of a recruitment exam for Govt. Jobs, in any of last three F.Y. i.e., 2022-23, 2023-24, 2024-25 & 2025-26	2022-23	
		2023-24	
		2024-25	
		2025-26	
2	Name of the Exam & Department		
3	Completion/ Verification Certificate from the concerned Deptt. attached <b>(Yes/No)</b>		

Name of the Bidder,  
 Authorized Signatory,  
 Seal of the Organisation.  
 Date:

Client Name/Seal  
 alongwith signature of  
 the Authorized Person



**FORM-1.6****DETAIL OF EXPERIENCE CERTIFICATE**Table-D

Sr. NO.	Particular	No. of Exams conducted	Page No. of document attached
1	No of Years of experience in Exam related activities in in Central Government, State Government/Semi Government/PSU/Board/Corporation /Universities/Public Undertaking/ recruitment agencies, Universities in last 4 financial years:(Completion certificate from the client. <b>OR</b> Work order from the client along with payment proof duly certified by Chartered Accountant.	2022-23	
		2023-24	
		2024-25	
		2025-26	
2	Name of the Exam & Department		
3	Completion certificate from the client. <b>OR</b> Work order from the client along with payment proof duly certified by Chartered Accountant. <b>(Yes/No)</b>		

Name of the Bidder,  
 Authorized Signatory,  
 Seal of the Organisation.  
 Date:-

Client Name/Seal  
 alongwith signature of  
 the Authorized Person

**ANNEXURE-I**  
**LETTER OF UNDERTAKING**  
**(ON THE LETTER HEAD OF THE BIDDER)**

To

The Secretary

HARYANA STAFF SELECTION COMMISSION

Panchkula

Sir,

This bears reference to dated \_\_/\_\_/2025. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid document.

We hereby certify that no terms and conditions have been restricted by us in the Financial Bid.

We agree that we shall not prevent HSSC from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

The above document is executed on \_\_/\_\_/2025 and we accept that if anything out of the information provided by us is found wrong, our bid/ work order shall be liable for rejection.

Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

**ANNEXURE-II****DECLARATION**

I \_\_\_\_\_, s/o/d/o Shri \_\_\_\_\_, hereby declare that none of the relatives of any employee of our organization is employed in HARYANA STAFF SELECTION COMMISSION (HSSC), Panchkula. In case at any stage as on day of bidding, it is found that the information given by me is false/incorrect, HSSC shall have the absolute right to take any action as deemed fit without any prior intimation to me.

Dated:

Authorized Signature,

Designation:

Organization:

Mobile Number:

(With Stamp)

**ANNEXURE-III**  
**SELF-DECLARATION – NON-BLACKLISTING**  
**(On Non-Judicial Stamp Paper of INR 100)**

To  
The Secretary  
HARYANA STAFF SELECTION COMMISSION  
Panchkula

Sir,

In response to the Bid dated \_\_\_\_\_ 2025, I/we hereby declare that presently our Company/Organization \_\_\_\_\_ does not stand blacklisted by any Govt. Organization/ Board/ Council/ University/ Commission and any other Government/ PSU / Government undertaking organization as on day of tender bidding.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD/PBG may be forfeited in full and the bid if any, to the extent accepted may be cancelled.

Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

**ANNEXURE-IV**  
**BID ACCEPTANCE LETTER**

Date: \_\_\_\_\_

To,

The Secretary

HARYANA STAFF SELECTION COMMISSION

Panchkula

Sir / Madam,

**Subject:** Acceptance of Terms & Conditions of Bid. Bid Reference No: \_\_\_\_\_

**Name of Bid / Work:** \_\_\_\_\_

We have downloaded / obtained the bid document(s) for the above mentioned 'Bid/Work' from the web site(s) namely \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).

We hereby certify that we have read the entire terms and conditions of the bid documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by HSSC has also been taken into consideration, while submitting this acceptance letter. We hereby unconditionally accept the bid conditions of above-mentioned bid document(s) / corrigendum(s) in its totality / entirety.

We do hereby declare that our organization doesn't stand blacklisted by any Govt. Commission/Public sector undertaking as on day of tender bidding.

We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your Commission/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Annexure-V**  
**(To be provided by Bidder on Company Letter head)**

We \_\_\_\_\_ (Name & Address of the Bidder organization) have in response to your bid no. & Date. \_\_\_\_\_ submitted a technical & financial bid for the said bid. As required, we hereby certify as under: -

1. That all the terms and conditions of the bid are acceptable to us,
2. That we have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years,
3. That we fully understand the Scope of Work specified in the bid and is strictly in accordance with the Scope of work,
4. That we shall maintain data security and confidentiality and shall not divulge any details, whatsoever, pertaining to the project to anybody without the prior permission of HSSC

(Authorized Signatory)

Name & Address of the Bidder organization:

Phone No. of Authorized Signatory:

**Annexure-VI**

**DECLARATION / UNDERTAKING**

**(On Company Letter Head)**

I/We/M/s \_\_\_\_\_ represented by its Authorized Signatory having its Registered Office at \_\_\_\_\_ do declare that I/ We have carefully read all the conditions of RFP Ref. No. \_\_\_\_\_ for provide for examination to be conducted by the HSSC, and accept all conditions of RFP.

1. I/we declare that I/we shall not have a Conflict of Interest that affects the Bidding Process.
2. I/we declare that I am/we are not a member of another bidding entity.
3. I/We declare that when HSSC ask me/us for additional information, I/we will arrange discussions with mine/our professional, technical faculties to verify claims made in bid documentation. If I/we fail to submit the additional supporting documents, the bid shall be rejected.
4. I/We declare that the information, certified copies of the documents supplied with the Bid and undertakings given / certificates attached are true and correct to the best of his/their knowledge and belief.
5. I/We declare that the bidder is not ineligible in accordance with Section-I (D) of the Tender Document/RFP.
6. I/We declare that resolution of Board/ authorized signatory is attached for bid submission.
7. I/We agree that the HSSC has rights of forfeiting the Bid Security and/or taking any suitable administrative action if any information furnished by us proved to be false at the time of inspection and not complying with the tender conditions.

Signature and Seal of the Bidder

Name & Address in capital letters with Designation

**ANNEXURE-VII****Financial Bid****(To be submitted by the bidder on its letter head)**

**To,  
Secretary,  
HARYANA STAFF SELECTION COMMISSION  
BAYS NO. 67-70, SECTOR-2,  
PANCHKULA**

**Subject: Tender No.** **E-Tender/HSSC/2025/Bio/QR/FR/**.....-for providing services of Online/  
Offline Biometric Thumb Impression/ Iris Scanning, QR Code scanning and Facial  
Recognition of the candidates in written examinations of HSSC.

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 inclusive of all taxes:

Sr.N o.	Item Description	Rate per candidate Without Taxes (INR)
1.	Online/ Offline Biometric Thumb Impression/ Iris Scanning, QR Code scanning and Facial Recognition	

Note:- 1. GST as applicable shall be paid separately. No amount other than GST shall be paid under any  
circumstances.

2. HSSC reserves the right to increase/decrease the requirements at any stage. However, the  
payment of the Active/passive component will be released as per actual site requirement.



**ANNEXTURE-VIII****WORK COMPLETION CERTIFICATE (SPECIMEN)**

(ON THE LETTER HEAD OF CONCERNED DEPARTMENT/INSTITUTION)

TO WHOM IT MAY CONCERN

This is to certify that M/s \_\_\_\_\_ has completed the work assigned i.e., the services of \_\_\_\_\_, provided in this Organisation/Department on dated \_\_\_\_\_ to \_\_\_\_\_ at the Examination Centers/Venues in a single shift \_\_\_\_\_ (Exam start time) to \_\_\_\_\_ (Exam end time) conducted by the (Name of Department) \_\_\_\_\_ in FY/Session \_\_\_\_\_.

**Examination details:-**

1. Total Number of the Examination Centers/Venues. \_\_\_\_\_
2. Total Number of candidates appeared \_\_\_\_\_
3. Date of Examination \_\_\_\_\_
4. Timing of Examination \_\_\_\_\_

Department/Organisation/  
Institutions Name/Seal  
alongwith signature of  
the Competent Authority.