

HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA – 134151

(website www.hssc.gov.in)

Short Tender Notice

Sealed tenders are invited from Corporation/Companies/Firms/ Societies/Agency of repute, registered and license holders for **Physical Screening Test (PST) using RFID or other superior or reliable Technology and Physical Measurement Test (PMT) for recruitment of Police Department, Haryana** for Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula. Detailed tender form and terms & conditions etc. can be downloaded from the website 'www.hssc.gov.in'. The tender must reach in the office of the undersigned upto 11.12.2015 till 3.00 PM.

Dated: 05.12.2015


Secretary
Haryana Staff Selection Commission,
Panchkula.


HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA – 134151
Website www.hssc.gov.in

SHORT TENDER NOTICE

For and on behalf of the Haryana Staff Selection Commission, short tender in Sealed covers is hereby invited on non-exclusive basis for the empanelment of Agencies for execution of the work given below, from Corporation/ Companies/ Firms/Societies/ Agency of repute, having sufficient work experience in Central Government, State Government/Semi Government/Board Corporation /Universities and Public Undertaking and any reputed/Private Institutions for the activity mentioned below. The rates should be quoted per candidate. The activity can be held anywhere in state of Haryana, Delhi and Chandigarh. The number of candidates may vary from thousands to lacs but there will not be minimum guaranteed numbers of Candidates and payment will be made on the basis of actual numbers of candidates for whom the service is actual given. The tender shall include Technical and Financial Proposal. The financial proposal for activity should be subscribed with the name of activity and technical & financial bid be given in separate sealed covers. Earnest Money should be enclosed with tender letter and not put in envelop. Rate of activity should be given in separate envelope.

Sr. No.	Activity	Description of the activity
1.	Physical Screening Test (PST) using RFID or other superior or reliable Technology and Physical Measurement Test (PMT)	<ul style="list-style-type: none">• Biometric Attendance with clear photograph along with attendance and thumb impression on Attendance sheet for every candidate before starting and at the end of race.• Physical Screening Test (PST) either using Chest number and RFID tags integrated together in BIB under Canopy system or Chest Number and RFID tags are separate using Mat system and error free Physical Measurement Test (PMT) through machines or any traditional methods.• Providing of Chest No. & RFID tags & Mechanical locking system for the chest display number• Test to be conducted by recording racing time by RFID system .• CCTV back-up for individual while racing.• On-site digitization of data of other events from scan-able sheets.• Preparation of results & uploading on Website

The tender for activity mentioned above should be addressed in favour of the Secretary, Haryana Staff Selection Commission, Panchkula and the agency may quote the rates for above mentioned activity per candidate excluding the taxes and including the taxes.

TREMS & CONDITIONS:-


1. The firm should submit their rates along with a demand draft of Rs.1,00,000/- (Rupees one lac only) for above mentioned activity in favour of Secretary, Haryana Staff Selection Commission, Panchkula as earnest money deposit. The firm shall submit the tender duly typed (in English) in the enclosed format attached with bidding documents.
2. Conditional offers and or offers without Bank Draft of earnest money will not be considered and there will be no relaxation in any case on any ground. The Commission reserves the right to reject any or all offers without assigning any reason. The negotiation at the time of opening of tenders can be considered, if required. Before allocating/assigning the work the technical, specifications and 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 tender of above mentioned activities. 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 Rs. 10,00,000/- (Rupees ten lacs only) in favour of Secretary, Haryana Staff Selection Commission, Panchkula in the form of Demand Draft which may be forfeited by Commission in the event of not carrying the work as per terms & conditions.
5. The firm should have their own infrastructure/ efficient staff, machinery etc. for handling the above mentioned activity.
6. In case of any litigation the jurisdiction will be at Panchkula. 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 proceeding of Arbitrator may be in English or Hindi.
7. 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.
8. The service provider, who shall succeed 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.
9. Tender will be opened in two stages i.e. first- Technical Bid & Second- Financial Bid. Technical Bid shall consist of complete demo of the activity for which tenderer is submitting tender and shall be considered first. Thereafter Technical Bid shall include the apparatus used, technical viability and also specify the number of candidates, number of centres and number of cities in Haryana for which the tenderer can give service and time taken for the activity to be performed. Financial Bid shall be opened only when technical bid is approved. Financial Bid shall be opened in the presence of tenderer or their duly authorized representatives.
10. The commission does not assure of 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 without any reason at any time.
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.
14. All tenders will be kept valid for acceptance for 90 days from the tender closing date.
15. Delivery of service of activity will be the essence of contract/agreement. In case of delay and not delivering the service, the Commission reserves the right to put 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 seven days 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 being in force.
17. Detailed terms and conditions of agreement shall be placed in the agreement of Agency.

The tender should be submitted by 11.12.2015 till 3.00 PM and the technical bid for the same shall be opened on 12.12.2015 at 10.00 AM. The agency shall have to show demo on same day after opening of technical bid. The Financial Bid will be opened after approval of technical bid same day i.e. on 12.12.2015 or next day i.e. 13.12.2015.

Note: - The above notice is also available on the website www.hssc.gov.in

Place: Panchkula
Dated: 05.12.2015


Secretary
Haryana Staff Selection Commission,
Panchkula.

DETAILED NOTICE INVITING TENDERS

Name of work	Providing 1. Physical Screening Test (PST) using RFID or other superior or reliable Technology and Physical Measurement Test (PMT). For the Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula. Pin-134151
Period of Agreement	One year or extendable upto three years with mutual consent
Earnest Money	Rs. 1,00,000/-
Last Date of Receipt of tender	11.12.2015 3.00 PM
Date of opening of tender-technical bid	12.12.2015 10.00 AM
Date of Demo	12.12.2015 after opening of technical bid
Date of opening of tender-financial bid	After approval of technical bid same day i.e. 12.12.2015 or next day i.e. 13.12.2015
Place of opening of tender	O/o Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula.

Technical Details for providing services in Centres of the Haryana Staff Selection Commission, Panchkula in identified cities in State of Haryana, Delhi and Chandigarh.

1. ABOUT THE FIRM:

i)	Name and address of the Agency/firm	
ii)	Contact Person with Designation & Phone No. Mobile No. Email ID.	
iii)	Month and year of establishment	
iv)	Type of Firm/Agency/Organization (Proprietary/Private/Public/Govt.)	
v)	Copy of Registration, if applicable	
vi)	Total Annual Financial Turnover : (attach photocopy of Audited Balance Sheet & Profit & loss Account for last three financial years)	
vii)	Income Tax No. (PAN No./TIN No.) Service Tax Registration No. (attach photocopies of Income Tax clearance certificate)	
viii)	Quality Certification No./ License if any Details of Issuing Authority Validity of Certificate	
ix)	Activities of the Organization	
x)	Since when engaged in providing services in concerned field.	

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

Signature of the Bidder

(Name in block letter)
With seal

2. **Past experience for providing services in concerned activities:-**

Sr. No.	Name & address of organization and contact details	Nature of work	Cost of the Project	Duration for completion of Project	No. of centres involved in Project assignment

Note:-

- i. Attach 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 the employee	Designation	Experience

B) **Hardware Details :-**

Sr. No.	Name of Equipment	Model Number	Make	Quantity

C)

- (a) Number of apparatus available with agency.
- (b) Number of stations in Haryana where services can be provided in one day.
- (c) Number of Centres in one city where services can be provided at one time.
- (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.

ii) **Whether any court cases/Legal Proceeding is pending against the Tenderers :**

if Yes, please provide the details.

5. **Details of Demand Draft (please attach draft with this annexure of Rs. 1,00,000/- for activity.**

Amount:

Demand draft Numer:

Date of Issue :

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)

Financial Bid Providing services in Physical Examination Centres of the Haryana Staff Selection Commission, Panchkula in identified cities of the state of Haryana, Delhi and Chandigarh- Physical Screening Test (PST) using RFID or other superior or reliable Technology and Physical Measurement Test (PMT) for recruitment of Police Department, Haryana

Note:- To be sealed separately. Please refer the scope of work and other terms and conditions with regard eligibility conditions mentioned in the tender documents while quoting the rates.

RATES FOR THE WORK INDICATED IN THE TENDER FORM

Physical Screening Test (PST) using RFID or other superior or reliable Technology and Physical Measurement Test (PMT) for recruitment of Police Department, Haryana							
In case Chest number and RFID tags integrated together in BIB under Canopy System				In case of Chest number and RFID tags are separate using Mat System			
Rate Per Candidates Per Shift in figures		Rate Per Candidates Per Shift in words		Rate Per Candidates Per Shift in figures		Rate Per Candidates Per Shift in words	
Including tax	Excluding tax	including tax	Excluding tax	including tax	Excluding tax	including tax	Excluding tax

- Income tax will be deducted by the Haryana Staff Selection Commission as per the provision of Income tax Act/Rules in force. Vat/service tax, 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.
- Commission will not be responsible for loss/damage of any equipment installed at the examination centres and the Agency will be fully responsible for safety and security of its equipments/infrastructure.
- The data capture shall be matched with existing data as per standards stored.
- Discrepancies, if any, shall be reported in writing after matching the data to the Commission, then to Police.
- The captured data shall be delivered to the HSSC within two days duly authenticated by the Agency in Hard Disc as well as DVDs, duly indexed and signed.

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

Authorized Signatory
(with full name, designation and stamp)

Contact Person :-
Telephone No.:-
Mobile No:-
Email ID