

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

TENDER NOTICE

For and on behalf of the Haryana Staff Selection Commission, Panchkula, tender in sealed covered is hereby invited on non-exclusive basis for the empanelment of agencies for execution of the work given below, from corporation/companies/firms/societies and agencies of repute, having sufficient work experience for holding examinations etc in Central Government, State Government/Semi Government/Board/ Corporation/ Universities/Public Undertaking/ recruitment agencies, Universities and any reputed/Private Institutions for the activity mentioned below. The tenderer should have ESI, PF, PAN and Service Tax No. which he should mention in the technical bid. If a tenderer does not mention these in his bid, he shall not be considered and shall be deemed to be ineligible. The examination can be held anywhere in the state of Haryana, Delhi and Chandigarh. The number of students may vary from hundreds to lacs but there will not be minimum guaranteed numbers of candidates. The tender shall include Technical and Financial Proposal. The financial proposal for each activity should be subscribed with the name of activity and technical & financial bid be given in separate sealed covers. Rate of each activity should be given in separate envelope. Detailed of activities are given below in table:-

Sr. No.	Activity	Description of the activity
1.	Biometric Attendance with Device and Manual Biometric on the Attendance Sheet & OMR etc with inkless Pad	Attendance Enrollment: <ul style="list-style-type: none">• Capturing the Biometric Thumb Impression of candidate and matching the demographic data with software solution and Aadhar Card.• Capturing HD Photograph of candidate with facility of matching.• Preparation and storage of Data.• Report in case of discrepancy during matching with earlier Data.• Storage of Data.• Transfer of data in new Hard Disc to the Commission within two days of examination duly authenticated.• Hardware and Software used should be indicated• Person capturing biometrics should not be less than 25 years of age or more than 40 years.• Inkless Pads are to be provided One pad for fifty candidates.• Attendance should be completed before start of examination.• Before completion of examination, attendance from each centre should be reported centre wise and District wise along with present percentage to the Nodal officer.• No employee shall carry mobile phone/ move in room

		<p>or galleries after start of examination and remain present in Centre Incharge's Room.</p> <ul style="list-style-type: none"> • Photo captured should be of size which is easily identifiable. • Report should be submitted in PDF/Excel/SQL format. • Reading/matching secure Bar Code at the time of entry in Examination Centre
2.	Provision of HD CCTV Cameras in the Examination Centre	<p>HD CCTV Cameras</p> <ul style="list-style-type: none"> • Timing in the cameras be set with the watch in each room of examination centre including in Centre Superintendent's Room • Provision of HD CCTV Cameras at the entry and Exit point of Examination Centre with continuity and zooming feature zooming feature. • HD CCTV cameras in each examination room and centre Superintendent room. One room accommodates generally 24 candidates. • Providing one wall clock in each room. • Quotation be given per HD CCTV Camera.
3.	Videography	<ul style="list-style-type: none"> • Videography for professional HD Camera • Videography of Candidates and opening & Closing of examination material, Centre Superintendent, Invigilator other examination staff in Examination Center and Examination Hall.
4.	Frisking of candidates at the Entry point of the Examination Centre	<ul style="list-style-type: none"> • To frisk the candidates/staff at the entry point of the examination centre by employing separate trained manpower/bouncers for male and female candidate along with HHMD by having separate enclosure for women candidates from the start of entry of staff to end of examination. • Company of HHMD be specified. • No person to be allowed entry without identifications including candidates, staff or flying Squad, inspection staff
5.	Mobile-cell Phone or electronics items Data Signal Jam in Examination Centre	<ul style="list-style-type: none"> • Jamming the Mobile Signals in written examination • To provide Jammers for Mobile-Cell Phone/Electronic Devices and Associated Accessories during the written examination in each room of examination centre • Jammers should have the capacity to Jam/block all type of signals and the jammer having upto date technology.

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 the above mentioned activities as mentioned in the corresponding Annexure for that activity.

TERMS & CONDITIONS:-

1. The firm should submit their rates along with earnest money in shape of 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 offer and or offers without Bank Draft of earnest money will not be considered and there will be no relaxation in any case on any reason. The negotiation at the time of opening of tender 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. 5,00,000/- (Rupees five lacs only) in favour of Secretary, Haryana Staff Selection Commission, Panchkula in the form of bank guarantee which may be forfeited by Commission in the event of not carrying the work as per term & conditions.
5. The firm should have their own infrastructure/efficient staff, machinery etc. for handling the above mentioned activity. The firm shall have to depute at least one manager in each district of examination and one team leader for maximum ten centers. The Manager shall be permanent employee and other person should be empanelled by the tenderer after verifying their antecedents. No person deputed shall be less than metric qualification.
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. The Technical Bid shall include the 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. Financial Bid shall be opened of only those tenderers whose 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 tender'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 after the agreement period. 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 or defective delivery, 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. The Commission in such eventualities may order blacklisting of the 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.
18. Staff deployed at Examination Centre by the agency should be in proper specific dress and carry Identity Cards.

The tender should be submitted by 07.02.2017 till 3.00 PM and the technical bid for the same shall be opened on 09.02.2017 at 11.00 AM. The agency shall have to show demo on same day after opening of technical bid and if bids are more then date and time shall be fixed on same day and next days. The Financial Bid will be opened after approval of technical bid. Date and time of opening of financial bid shall be intimated at the time of opening of technical bid. Further clarification, if any, needed may be taken from undersigned within 3 days of issue of tender notice.

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

Place: Panchkula
Dated: 24.01.2017


Secretary
Haryana Staff Selection Commission
Panchkula

DETAILED NOTICE INVITING TENDERS

Name of work	Providing <ol style="list-style-type: none">1. Biometric Attendance with Device and Manual Biometric on the Attendance Sheet & OMR etc with inkless Pad2. Provision of HD CCTV Cameras in the Examination Centre3. Videography4. Frisking of candidates at the Entry point of the Examination Centre5. Mobile-cell Phone or electronics items signal Data Jam in Examination Centre 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	07.02.2017 till 3.00 PM
Date of opening of tender-technical bid	09.02.2017 at 11.00 AM
Date of Demo	The agency shall have to show demo on same day after opening of technical bid and if bids are more then date and time shall be fixed on same day and next days.
Date of opening of tender-financial bid	The Financial Bid will be opened after approval of technical bid. Date and time of opening of financial bid shall be intimated at the time of opening of technical bid.
Place of opening of tender	O/o Secretary, Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula.

Technical Details for providing services for the Haryana Staff Selection Commission, Panchkula in examination centres 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.) (Attach proof)	
viii)	Service Tax Registration No. (attach photocopies of Income Tax clearance certificate)	
ix)	ESI Registration No. (Attach proof)	
x)	PF No. (Attach proof)	
xi)	Quality Certification No./License if any Detail of Issuing Authority Validity of Certificate	
xii)	Activities of the Organization	
xiii)	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 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 centers 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 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 Centers in one city where services can be provided in 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 Number:

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 for Providing services in Examination Centres of the Haryana Staff Selection Commission, Panchkula in identified cities of the state of Haryana, Delhi and Chandigarh- Biometric Attendance with device and Manual Biometric on the Attendance Sheet & OMR etc with inkless Pad.

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

Biometric Attendance with Device and Manual Biometric on the Attendance Sheet & OMR etc with inkless Pad in written examination as well as at the time of interview	
Rate per candidate actually present (single shift) in figure	Rate per candidate actually present (single shift) in words
Rate per candidate actually present (Double shift) in figure	Rate per candidate actually present (Double shift) in words
Rate per candidate for Admit Card generated (single shift) in figure	Rate per candidate for Admit Card generated (single shift) in words
Rate per candidate for Admit Card generated (double shift) in figure	Rate per candidate for Admit Card generated (double shift) in words

Note:- In case rates in words are different then rates in figures, then rates in words shall be considered.

- 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.
- The number of candidates at each examination centres varies from 200 to 400 approximately.
- Normally 24-50 candidates are sitting in a room (OR) more in a big hall.
- Amount should be indicated in words also.
- 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, insurance and security of its equipments/infrastructure.
- The data capture shall be matched with existing dated as per standards stored.
- Discrepancies, if any, shall be reported in writing after matching the data to the Commission.
- Staff deployed at Examination Centre by the agency should be in proper specific dress and wear Identity Card.
- The captured data shall be delivered to the HSSC within two days duly authenticated by the agency in Hard Disc, duly indexed and signed.

Certified that all the terms and conditions of the TENDER have been understood and are accepted by us.

Authorized Signatory
(With full name, designation and stamp)

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

Financial Bid for Providing services in Examination Centres of the Haryana Staff Selection Commission, Panchkula in identified cities of the state of Haryana, Delhi and Chandigarh- Mobile/Cell Phone or electronics items Data Signal Jam in examination Centre.

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

Rates for Cell Phone/communication devices Jammer services with Power Backup in examination hall, if any, needed,	
Rate per candidate actually present (single shift) in figure	Rate per candidate actually present (single shift) in words
Rate per candidate actually present (Double shift) in figure	Rate per candidate actually present (Double shift) in words
Rate per candidate for Admit Card generated (single shift) in figure	Rate per candidate for Admit Card generated (single shift) in words
Rate per candidate for Admit Card generated (double shift) in figure	Rate per candidate for Admit Card generated (double shift) in words

Note:- In case rates in words are different then rates in figures, then rates in words shall be considered.

- 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.
- The number of candidates at each examination centres varies from 200 to 400 approximately.
- Normally 24-50 candidates are sitting in a room (OR) more in a big hall.
- Staff deployed at Examination Centre by the agency should be in proper specific dress and wear Identity Card.
- 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.

Certified that all the terms and conditions of the TENDER have been understood are accepted by us.

Authorized Signatory
(With full name, designation and stamp)

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

Financial Bid for Providing services in Examination Centres of the Haryana Staff Selection Commission, Panchkula in identified cities of the state of Haryana, Delhi and Chandigarh:- Videography.

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

Rates of Videography for professional HD Camera	
Rate per Center Single Shift in figures	Rate per Center Single shift in words
Rate per Center Double shift in figures	Rate per Center Double shift in words

Note:- In case rates in words are different then rates in figures, then rates in words shall be considered.

- 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.
 - The number of candidates at each examination centres varies from 200 to 400 approximately.
 - Normally 24 -50 candidates are sitting in a room (OR) more in a big hall.
 - 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, insurance and security of its equipments/infrastructure.
 - The data capture shall be matched with existing dated as per standards stored.
 - Discrepancies, if any, shall be reported in writing after matching the data to the Commission, then to the Police.
 - Staff deployed at Examination Centre by the agency should be in proper specific dress and wear Identity Card.
 - The captured data shall be delivered to the HSSC within two days duly authenticated by the agency in Hard Disc, duly indexed and signed.
 - Video should not be captured by any other device like mobile phone, handy cam etc.
 - It should be captured by professional HD Camera's only with high resolution.
- Certified that all the terms and conditions of the TENDER have been understood are accepted by us.

Authorized Signatory
(With full name, designation and stamp)

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

Financial Bid for Providing services in Examination Centres of the Haryana Staff Selection Commission, Panchkula in identified cities of the state of Haryana, Delhi and Chandigarh- Provision of HD CCTV Cameras at entry point of the Examination Centre.

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

Rates of HD CCTV Cameras with manpower	
Rate per HD CCTV Camera (Single Shift) in figures	Rate per HD CCTV Camera (Single shift) in words
Rate per HD CCTV Camera (Double shift) in figures	Rate per HD CCTV Camera (Double shift) in words

Note:- In case rates in words are different then rates in figures, then rates in words shall be considered.

- 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.
- The number of candidates at each examination centres varies from 200 to 400 approximately.
- Normally 24 candidates are sitting in a room (OR).
- 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, insurance and security of its equipments/infrastructure.
- The data capture shall be matched with existing dated as per standards stored.
- Discrepancies, if any, shall be reported in writing after matching the data to the Commission.
- Staff deployed at Examination Centre by the agency should be in proper specific dress and wear Identity Card.
- The captured data shall be delivered to the HSSC within two days duly authenticated by the agency in Hard Disc, duly indexed and signed.
- Feature of zoom in/out for particular object.

Certified that all the terms and conditions of the TENDER have been understood are accepted by us.

Authorized Signatory
(With full name, designation and stamp)

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

Financial Bid for Providing services in Examination Centres of the Haryana Staff Selection Commission, Panchkula in identified cities of the state of Haryana, Delhi and Chandigarh- Frisking of candidates at the entry point of the Examination Centre.

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

Rates for expert/trained Manpower with special uniform (two males & two females as per requirement) with Hand Held Metal Detector (HHMD) and women enclosure	
Rate per Center Single Shift (in figures)	Rate per Center Single shift (in words)
Rate per Center Double Shift (in figures)	Rate per Center Double shift (in words)

Note:- In case rates in words are different then rates in figures, then rates in words shall be considered.

- 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.
- The number of candidates at each examination centres varies from 200 to 400 approximately.
- Staff deployed at Examination Centre by the agency should be in proper specific dress and wear Identity Card.
- 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.

Certified that all the terms and conditions of the TENDER have been understood are accepted by us.


Authorized Signatory
(With full name, designation and stamp)

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

HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA-134151
(website www.hssc.gov.in)

Sealed tenders are invited from Corporation/companies/firms/Societies/Agency of repute, registered and license holders for all or any of the activities viz. (i) Biometric Attendance with Device and Manual Biometric on the Attendance Sheet & OMR etc with inkless Pad (ii) Provision of HD CCTV Cameras in the Examination Centre (iii) Videography (iv) Frisking of candidates at the Entry point of the Examination Centre (V) Mobile-cell Phone or electronics items Jammer in Examination Centre for Haryana Staff Selection Commission, Panchkula. Detailed tender form can be downloaded from the website www.hssc.gov.in. The tender must reach in the office of the undersigned upto 07.02.2017 till 3.00 PM.

Place: Panchkula
Dated: 24.01.2017


Secretary
Haryana Staff Selection Commission
Panchkula
