

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 in Central Government, State Government/Semi Government/Board/Corporation/Universities/ Public Undertaking and any reputed/Private Institutions for concerned activities. The tenderer should mention ESI, PF, PAN and Service Tax No. which he should mention in the technical bid. If a tenderer does not mention PAN and Service Tax No. in his bid, he shall not be considered and shall be deemed to be ineligible. The rates should be quoted per candidate. The PST/PMT can be held anywhere in state of Haryana, Delhi and Chandigarh. The number of students may vary from thousands to lacs but there will not be minimum guaranteed numbers of candidates. The tender shall include Technical and Financial Proposal. The financial proposal for the activity should be subscribed with the name of activity and technical & financial bid be given in separate sealed covers. Rate of the activity should be given in separate envelope. Detailed of activity are given below in table:-

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 of size 5 cm X 7 cm along with attendance and thumb impression for every candidate before starting and at the end of race/PMT. • 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 (Respiratory Movement Measuring Instrument (RMMI) and reliable measuring tape to record chest expansion of the candidates and Mechanical or digital stadiometer to measure height) • Separate rates may be quoted for traditional method and mechanical method through Stadiometer • Three mats i.e. at start, mid and finish points are must but if more than 3 are required then cost per mat with CCTV camera be also quoted. • Providing Chest Number & RFID tags & Mechanical locking system for the chest display

		<p>number and RFID Tags.</p> <ul style="list-style-type: none"> • Test to be conducted by recording racing time by RFID system and measurement through Machines/traditional methods. • HD CCTV back-up for individual while racing after every one K.M. both side view (per camera price be quoted) {Optional} • In addition to HD CCTV, if video recording is also be done, then per camera cost be also quoted. • On-site digitization of data of all events from scan-able sheets. • Preparation of results, authenticating the same with digital signatures and providing the same to candidate and getting it signed from the candidate. • Videography from professional HD Camera at all major places like registration, deregistration, Racing Track and verification counters. • Temporary offices shall have to be set up by the tenderer along with ensuring its security round the clock along the race track i.e. start, mid and finish point. • Tenderer shall be responsible for power backup. • The track may have to be separated by putting tins upto 7 feet on both sides by the tenderer. The tenderer should quote price for this separately. If tenderer cannot provide this facility, then he may mention the same.
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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 per candidate including the taxes.

TERMS & 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. The tenderer can visit the site before submitting the tender after fixing time with Secretary, HSSC, PKL.
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 for any reason. The negotiation at the time of opening of tender can be considered, if required, Before allocating/assigning the work the technical, specifications, quantity, viability, the credibility, efficiency and financial soundness etc. of the firm/bidder will be considered.



3. The commission reserves the sole right of accepting or rejecting the whole or any part of the tender of above mentioned activity. No claim for compensation or otherwise whatsoever will be entertained by the Commission for not allotting the work to an empanelled agency.
4. The firm whose tender will be accepted shall also be required to deposit a security amount of Rs. 10,00,000/- (Rupees the lac 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 or carrying out the same in faulty manner.
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 at site 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 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 only when technical bid is approved. Financial Bid shall be opened in the presence of tenderer or their duly authorized representatives on the date and time intimated at the time of opening of technical bid.
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 surety 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. 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 properly, 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 or the successful tenderer.
16. The contract/agreement will be governed by the applicable law in India for the time being in force.
17. Detailed terms and conditions of agreement shall be placed in the agreement of Agency.
18. Staff deployed at Examination Centre by the agency should be in proper specific dress and wear Identity Card.

The tender should be submitted by 16.02.2017 till 3.00 PM and the technical bid for the same shall be opened on 17.02.2017 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: 03.02.2017


Secretary
Haryana Staff Selection Commission
Panchkula


HARYANA STAFF SELECTION COMMISSION, PANCHKULA

DETAILED NOTICE INVITING TENDERS

Name of work	Conducting 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	16.02.2017 till 3.00 PM
Date of opening of tender-technical bid	17.02.2017 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.

HARYANA STAFF SELECTION COMMISSION, PANCKULA

Annexure-I

Technical Details for providing services 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.) (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.	

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.

(B) Details of Equipment

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.:

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.

Authorized Signatory

(with full name, Designation and stamp)

HARYANA STAFF SELECTION COMMISSION, PANCHKULA

Annexure-II

Financial Bid for Providing services of 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.

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.			
In case of 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 candidate actual present in figures		Rate per candidate actual present in words	
Including tax	Excluding tax	Including tax	Excluding tax
Rate per candidates per for admit card generated in figures		Rate per candidate for admit card generated in words	
Including tax	Excluding tax	Including tax	Excluding tax

- Rates for putting the tin on both sides of tracks.
- Rate for putting additional CCTV Camera
- Rate for putting per video camera.
- Rate for putting per additional mats along with CCTV camera.
- 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 PST/PMT site and the Agency will be fully responsible for safety and security of its equipments/infrastructure.
- The data captured 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.
- 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 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 the activity viz. Physical Screening Test (PST) using RFID or other superior or reliable Technology and Physical Measurement Test (PMT) for recruitment of Police Department 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 16.02.2017 till 3.00 PM.

Place: Panchkula
Dated: 03.02.2017


Secretary
Haryana Staff Selection Commission
Panchkula
