

E-Tender for providing services of automated scrutiny of documents using software and MIS report of all the authenticated/unauthenticated candidates for Haryana Staff Selection Commission



**Haryana Staff Selection Commission,
BAYS No. 67-70, Sector 2, Panchkula – 134 151
Phone 0172-2566597**

Email: - secretary.hssc-hry@gov.in

Website: www.hssc.gov.in

Dated: 16.06.2021

IMPORTANT DATES/TIMELINE

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

HARYANA STAFF SELECTION COMMISSION, PANCHKULA, HARYANA

During the year 2021-22

Sr.No.	Particulars	Remarks
1.	Tender Notice No.	HSSC/e-tender-Scr/22/ 2021
2.	Online Bid Preparation & Submission (Bidder Stage) Start Date.	17.06.2021 at 05.00 PM
3.	Date of pre-bid meeting	29.06.2021 at 11.00 AM
4.	Online Bid Preparation & Submission (Bidder Stage) Expiry Date	08.07.2021 at 02.00 PM
5.	Date of Opening of Technical Bid/s	08.07.2021 at 02.30 PM
6.	Date & Time of opening of Financial Bid/s	09.07.2021 at 11.00 AM or as the Commission decides after approval of live Demo.
7.	Tender Document Fee	Rs. 2000/-
8.	e-service Fee	Rs. 1000 /-
9.	Earnest money deposit	Rs. 1,00,000 /-
10.	Rates to be kept valid for acceptance upto:	One Year from the date of agreement
11.	Total Annual Financial Turn Over (average three years)	Financial requirements 20,00,000 (twenty lac)

Place : Panchkula
Dated: 16.06.2021

Sd/-
Secretary,
Haryana Staff Selection Commission,
Panchkula.

Haryana Staff Selection Commission

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

(Website www.hssc.gov.in)

Subject:- E-Tender for providing services of automated scrutiny of documents using software and MIS report of all the authenticated/ unauthenticated candidates for the Haryana Staff Selection Commission.

For and on behalf of the Haryana Staff Selection Commission, Panchkula, E-tender is hereby invited for execution of “**providing services of automated scrutiny of documents using software and MIS report of all the authenticated/ unauthenticated candidates for the Haryana Staff Selection Commission**” from corporation/companies/ firms/ societies and agencies of repute, having sufficient work experience of minimum two years for holding above activities in Central Government, State Government/Semi Government/ Board/ Corporation/Universities/Public Under-taking/ Banks/ recruitment agencies, Universities and any reputed/Private Institutions for the activity mentioned below. The tenderer should have ESI, PF, PAN and GST No. which should be mentioned 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 number of candidates may vary from hundreds to lakhs and there will not be minimum guaranteed numbers of candidates. The tender shall include Technical and Financial Proposal. The financial proposal for above activity should be subscribed with the name of activity and technical & financial bid be given in separate sealed covers. Rate of activity should be given separately in separate column excluding GST.

Scope of Work:

1. To prepare an online interface, for taking candidates, data and documents online, if required by the Commission
2. Import the candidate's data and documentation collected from other applications into the documentation verification Module, if required.
3. i) Depute Verifiers as per directions from HSSC.
ii) Provide technical and functional support to verifiers of agency and approvers deputed by the HSSC.
iii) Verifiers will consist of team of technical staff to be provided by the Agency who will verify all the documents of all candidates as per the directions given by the Commission through software and submit the

report in prescribed format accordingly. Data verified by team of tenderer/agency will be considered by Approvers to be designated by the HSSC using the software. Any mismatch report w.r.t. report of verifiers and Approvers to be generated by the software.

4. In case of automated scrutiny, agency is required to install high speed scans systems and internet at the given site where candidates will come along with their documents. Verifiers from Agencies and approvers from HSSC will collectively scrutinize the documents using software. Agency will provide attendance sheet of candidates in given format and attendance will be marked online in module and in attendance sheet also.
5. Generate detailed reports on proformas mutually agreed as and when required detailing out the approval/rejection status.
6. Pass on the TO BE CONSIDERED data of the candidates to HSSC along with documents (based on documentation review status) for further pursual of HSSC.
7. The system shall ensure that the scrutiny is done without any error and in a fast manner. High speed Internet (4G) connectivity is to be provided by the Vendor/s itself.
8. Generation of Final MIS report of the authenticated/unauthenticated candidates in the format as prescribed by the Commission. The said report will be provided as and when required by the Commission in hard and soft copy. The said report should have features of specific details / column based searching and reporting.
9. In case of not obtaining proper data, wrong feeding of data, wrong report of verifiers provided by the agency or any mistake committed at the level of verifiers/agency, scrutiny of such candidates will again be done by the agency without any cost.
10. In case of court orders of re-scrutiny of documents of any number of candidates, agency will again re-scrutinize the documents of such candidates and submit its report to HSSC.

Process of scrutiny:

There may be two types of scrutiny to be conducted:

Type- I. Commission can ask the candidates shortlisted on the basis of marks in written examination to fill their Scrutiny form online and upload required documents within the stipulated time or can conduct the document scrutiny

on the basis of documents uploaded with application form without calling the candidates for physical scrutiny. Here, agency will provide team of verifiers who will verify all the documents of candidates through software module as per directions given by HSSC. Verifiers will submit scrutiny report to approvers who will cross check the report of verifiers through software module. In case of mismatch of verifier and approver report, Commission will depute a team to again check the documents of candidates. This all process shall be done through software only. This process shall be conducted at the premises of the tenderer.

Type-2. During this scrutiny, candidates can download and fill the scrutiny form offline or can fill their Scrutiny form online through the link (to be created by agency) provided within the stipulated time. Candidates have to bring the filled Scrutiny form along with all original documents and application form at the time of Scrutiny as per the schedule issued by Commission. Candidates shall be physically present along with all original documents at the date and time given by Commission. All Original documents corresponding to documents uploaded with application form will be checked by the team of verifiers and approvers through software module. Agency will provide computer system, internet, scanner and verifier team for this purpose. This process shall be conducted at the premises of HSSC or at a place provided by the Commission.

Process of Tender

1. Tender process consists of two stages-
 - i) Technical Bid followed by Technical presentation/ live demo. Time required for automated scrutiny of 1 candidate and also 10000 candidates to be specified separately by the Vendor/s. Also time required for offline scrutiny including scanning and scrutiny using offline to be specified by Vendor.
 - ii) Should be engaged in providing similar services esp. automated scrutiny to Central Government, State Government/Semi Government/ Board/ Corporation/Universities/Public Under-taking/ Banks/ recruitment agencies, Universities and any reputed/ Private Institutions agencies for verification of documents atleast for 2 years. Preference will be given to those agencies which have worked in recruitment process or with recruitment agency.

- iii) Financial Bid : Annual Financial turnover to be atleast 20 Lakh for last 2 financial years.

The lowest bidder (L1) based on the rate quoted in total for all services will be chosen as specified by Vender/s in Annexure -II of their respective "Financial Bid".

The Vendor/s should submit both its Bids in separate format. Financial bid will be opened only after the Vendor/s qualifies the Technical Bid criteria and demonstrate its technical capability through live demo to the satisfaction of Committee.

Payment Terms

The payment will only be released after submission of the bills by the vendor/s and after completion of entire scrutiny process including Generation of MIS report. The said bill will have to be duly verified by the Scrutiny Branch and Confidential Branch that all MIS reports/ required report/ Data / deliverable have been submitted by the Vendor/s in correct format. The said branches of the Commission will also ensure that the given reports are correct and free from all errors.

Penalty

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

Confidentiality Clause

The Vendor/s will ensure that there is no leakage of any kind of Data provided by the Commission/ its authorized Agency / Candidates. The Vendor/s will hand over all the Data in soft copy as per requirement of Commission. The Vendor/s will not store/save/transmit/send/share any concerned Data in any format anywhere or with anyone; neither will it make any copy of said Data.

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

Legal :

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

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

Instructions:

The vendor/s should submit their rates along with EMD of Rs. 1,00,000/- (Rupees one lac only) through on-line atleast one day before last date of submission of bid. The firm whose tender is accepted shall also

be required to deposit a security amount of Rs. 2,00,000/- (Rupees two Lakh only) in favour of Secretary, Haryana Staff Selection Commission, Panchkula in the form of bank guarantee within fifteen days of acceptance of tender/ Letter of Intent (LOI), which may be forfeited by Commission in the event of not carrying the work as per terms & conditions of agreement. The Commission reserves the right to reject/cancel/withdraw the tender without giving any reason at any time. Other technical details of the agency are available on Commission's website i.e. www.hssc.gov.in. The e-tender for activity mentioned above should be addressed in favour of the Secretary, Haryana Staff Selection Commission, Panchkula.

Dated: 16.06.2021

Sd/-
Secretary,
Haryana Staff Selection Commission,
Panchkula.

Note : Kindly refer following Annexures:

Annexure-1. Technical Bid

Annexure-2. Financial Bid

DETAILED NOTICE INVITING TENDERS

Name of work	For providing services of automated scrutiny of documents using software and MIS report of all the authenticated/unauthenticated candidates for the Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula.
Period of Agreement	One year or extendable upto further one year with mutual consent
Earnest Money	Rs. 1,00,000/- (Rupees one lac only)
Last Date of Receipt of e-tender	08.07.2021 upto 02.00 PM
Date of pre-bid meeting	29.06.2021 at 11.00 AM (For solution of any query, tenderer can visit in person at HSSC office in pre-bid meeting.)
Date of opening of e-tender-technical bid	08.07.2021 at 2.30 PM.
Date of Demo	The agency shall have to show demo on same day after opening of technical bid and if bids are more than three, date and time for demo shall be fixed on same day or next day.
Date of opening of e-tender-financial bid	The Financial Bid will be opened after approval of technical bid and demo. Date and time of opening of financial bid shall be intimated at the time of opening of technical bid.
Place of opening of e-tender	O/o Secretary, Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula.

Annexure-1.

TECHNICAL BID

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

i	<ul style="list-style-type: none">Name and address of the Agency/firmName of OwnerMobile no.AddressEmail ID
ii	<ul style="list-style-type: none">Contact Person Name with DesignationMobile No.Email ID.
iii	<ul style="list-style-type: none">Month and year of establishment
iv	<ul style="list-style-type: none">Type of Firm/Agency/Organization (Proprietary/Private/Public/Govt.)
v	<ul style="list-style-type: none">Copy of Registration, if applicable
vi	<ul style="list-style-type: none">Total Annual Financial Turnover (min 10 lakh for last 2 FYs). <p>(Attach photocopy of Audited Balance Sheet & Profit & loss Account for last three financial years, ATR and GST returns).</p>
vii	Income Tax no. <ul style="list-style-type: none">PIN No.TIN No.GST No.Service tax Registration No.Attach photocopies of PAN/TAN and GST No./Income Tax clearance certificate
viii	<ul style="list-style-type: none">Quality Certification No./License if any Detail of Issuing Authority Validity of Certificate.
ix	<ul style="list-style-type: none">Activities of the Organization

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

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

Sr. No.	Name & address of organization and contact details of authorities where services have been rendered.	Nature of work	Cost of the Project	Duration for completion of Project	No. of person involved in the Project assignment in one time.

Note:-

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

3. Professional support available:

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

Sr. No.	Name of Employee	Designation	Experience

B) Hardware Details:-

Sr. No.	Name of Equipment	Model Number	Make	Quantity

C) Other Information:-

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

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

If yes, please provide the details.

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

if yes, please provide the details.

5. Details of EMD (please attach details of on-line payment with this annexure of Rs.1,00,000/- for the said activity.

Amount:

Account Number:

Date of payment made :

Drawn on Bank:

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

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

Contact Person:

Telephone No.:

Email ID:

Mobile No.:

Authorized Signatory
(with full name, Designation and stamp)

Annexure-II.

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

<ul style="list-style-type: none">• Name and address of the Agency/firm• Name of Owner• Mobile no.• Address• Email ID• Month and year of establishment• Type of Firm/Agency/Organization (Proprietary/Private/Public/Govt.)
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PART-1. The bidders shall quote the prices in financial bid per candidate whose automated scrutiny has to be done without calling the candidate in person:

	Description	Rates
Column A	Automated Scrutiny of documents alongwith automated comparison with original documents from databse. (per candidate)	
Column B	Final MIS report (Per Report)	
Column F	Total Rates (per candidate)) [If all the services from Col. A and B are utilized]	
Column G	GST, if any, (in percentage)	

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

	Description	Rates
Column A	Scanning of documents	
Column B	Scrutiny of Documents by Comparising the documents from database with original documents produced by the Candidate	
Column C	Attendance Sheet generation	
Column D	Final MIS report (Per Report)	
Column F	Total Rates (per candidate)) [If all the services from Col. A and D are utilized]	
Column G	GST, if any, (in percentag e)	

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

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

Authorized Signatory
(with full name, designation and stamp)