

Short Term Tender Notice

Sealed tenders are invited from reputed, registered and license holder corporations/companies/firms/agencies(hereafter referred as Vendor/s) for providing the services of entry and automated scrutiny of documents, Aadhar Based Biometric authentication, scanning of documents and MIS report of all the authenticated/unauthenticated candidates for the Haryana Staff Selection Commission(hereafter referred as Commission).

Scope of Work

1. Procurement, installation and maintenance of requisite number of Token Vending Machines for distribution of Tokens to the candidates and display of sequence on LED Screens and PA systems at the required places. Manpower and Machines as per requirement will be provided by the Vendor/s itself.
2. Procurement, installation and maintenance of Aadhar based Biometric authentication devices with reliable and fast connectivity (4G) by the Vendor/s. Devices and manpower to operate the machines will be provided by the vendor/s as per requirement of the Commission.
3. Procurement, installation and maintenance of good quality, high speed, high resolution, colored scanners for scanning of documents of candidates as per requirement and saving the record/data securely on Hard Disc. Man power and devices for each scanning machine will be provided by the Vendor/s as per requirement of the Commission.
4. Computer based automated Scrutiny of documents along with automated comparison with original documents already uploaded on the database of Commission. The Vendor/s is required to provide the software/programme for facilitation of automated/computerized scrutiny of the relevant information of the candidates. The said system/software should be fool proof, robust and dependable. The automated system/ process should be capable of retrieving data from server/ database; reading/comparing various formats to judge eligibility; specifying whether the candidate meets the eligibility criteria as prescribed or not. This automated scrutiny will be done as per requirement of the Commission.

The vendor will provide adequate manpower for the said process. The system shall ensure that the automated 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.

5. 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.

Note: Commission is at the liberty to engage the Vendor/s for any of the services listed above either individually or in totality as and when required.

Responsibility of the Haryana Staff Selection Commission

- (i) Commission will be responsible for providing sitting space to the Vendor/s.
- (ii) Electric power will be provided by the Commission to the Vendor/s.
- (iii) Provision of sitting furniture (Chairs/Tables) only.

Process

Tender process consists of two stages-

- i) Technical Bid followed by Technical presentation/ live demo. Scanning capability in terms of No. of scans/minute to be specified. Also, time required for scanning and automated scrutiny of 1 candidate and also 10000 candidates to be specified separately by the Vendor/s. Should be engaged in providing similar services esp. automated scrutiny to Govt. / Semi Govt. agencies for 2 years preferably for recruiting agency. Draft form of candidate is attached for reference .
- ii) Financial Bid: Annual Financial turnover to be atleast 10 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 Column 'F' of their respective "Financial Bid".

The Vendor/s should submit both its Bids in separate sealed covers. 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 scrutiny and authentication of candidates is 100% error free. No error will be tolerated.
- 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 and/or cancellation of tender and/or other necessary measures.
- iv. Failure to change/ replace devices/ technology/ manpower on directions of Commission will lead to heavy financial penalty.

Data Confidentiality

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 Hard and 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 litigation, the place of 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 proceedings of Arbitrator may be in English or Hindi.

- (ii) The contract/agreement will be governed by the laws applicable in India for the time being in force.
- (iii) Detailed terms and conditions of agreement shall be placed in the agreement of Agency.

Instructions

The vendor/s should submit their rates along with EMD of Rs. 50,000/- (Rupees fifty thousand only) through Demand Draft. The firm whose tender is accepted shall also be required to deposit a security amount of Rs. 1,00,000/- (Rupees one Lakh only) in favour of Secretary, Haryana Staff Selection Commission, Panchkula in the form of bank guarantee within 72 hours of acceptance of tender, 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.

Place : Panchkula
Dated : 30-10-2018


Secretary,
Haryana Staff Selection Commission,
Panchkula


Note : Kindly refer following Annexures:

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|--------------------|------------------------------|
| Annexure-1. | Important Dates and timeline |
| Annexure-2. | Technical Bid |
| Annexure-3. | Financial Bid |
| Annexure-4. | Draft Application Form |

**IMPORTANT DATES/TIMELINE
“FOR PROVIDING THE SERVICES OF DIFFERENT CATEGORIES”
HARYANA STAFF SELECTION COMMISSION, PANCHKULA, HARYANA**

During the year 2018-19

Sr.No.	Particulars	Date	Remarks
1.	Tender Notice No. 01/06	30.10.2018	
2.	Pre Bid Meeting	02.11.2018	At HSSC Office, Bays No. 67-70, Sector-2, Panchkula At : 10.00 AM
3.	EMD Deposit (Rs 50,000) (In form of DD)	12.11.2018	In the name of Secretary, Haryana Staff Selection Commission, Panchkula Upto 5.00 PM
4.	Last date of submission of Sealed Cover Tender to office of Secretary, HSSC.	12.11.2018	Upto 05.00 PM
5.	Date of Opening of Technical Bid/s and technical presentation	13.11.2018	At HSSC Office, Bays No. 67-70, Sector-2, Panchkula At : 10.00 AM
6.	Date & Time of opening of Financial Bid/s	13.11.2018	After submission of Live presentation/ Demo by the Agencies/ firms
7.	Security Deposit (Rs 1,00,000 within 72 hours of acceptance of tender)		

TECHNICAL BID

Proforma for technical details of the vendor/s for providing the services of automated scrutiny of documents, Aadhar Based Biometric authentication, scanning of documents and MIS report of all the authenticated/unauthenticated candidates:

i	<ul style="list-style-type: none">• Name and address of the Agency/firm• Name of Owner• Mobile no.• Address• Email ID
ii	<ul style="list-style-type: none">• Contact Person Name with Designation• Mobile 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)</p>
vii	Income Tax no. <ul style="list-style-type: none">• Pan No.• Tin No.• GST No.• Service tax Registration No.• Attach photocopies of 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
x	<ul style="list-style-type: none"> • Experience in providing services esp. automated scrutiny to Govt. / Semi Govt. agencies (required min. 2 years) preferably for recruiting Agency. (Kindly attach supporting documents)
xi	<p>Company/Agency Details</p> <ul style="list-style-type: none"> • Bank Name & Address • IFSC • Account No. • 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 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 Vendor

(Name in block letter)

With seal

FINANCIAL BID

<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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The bidders shall quote the prices in financial bid per candidate who are present at the time of scrutiny or whose automated scrutiny has to be done without calling the candidate in person:

Column A	Column B	Column C	Column D	Column E	Column F
Token Vending Machine etc. (per candidate)	Scanning of documents (per page)	Automated Scrutiny of documents alongwith automated comparison with original documents from databse. (per candidate)	Aadhar Based Biometric (per candidate)	Final MIS report (Per Report)	Total Rates (per candidate)) [If all the services from Col. A to Col. E are utilized]

Signature of the Vendor

(Name in block letter)

With seal.



हरियाणा कर्मचारी चयन आयोग Haryana Staff Selection Commission

Version No. : 1.0
LoginID



आवेदक का पूरा नाम/ Applicant's Name			
पिता का नाम/ Father's Name			
माता का नाम/ Mother's Name			
लिंग/ Gender		जन्म तिथि/ Date of Birth:	वैवाहिक स्थिति/ Marital Status
राष्ट्रीयता/ Nationality:		धर्म/ Religion:	
क्षेत्र/ Area:		आधार नंबर/ Aadhar No:	
शरीर पर दर्शनीय पहचान निशान/ Visible Identity Mark On Body:			

:: Applied Post

S.N.	Adv. No.	Post Name	Payment Status	Post Application Id
1.				

व्यवहार का पता और संपर्क विवरण / Correspondence Address & Contact Details	
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:: आरक्षण/ Reservation

श्रेणी/ Category :

जाति/ Caste:

शारीरिक रूप से विकलांग/ Physically Handicapped :

आरक्षण/ Reservation :

खेल विवरण/ Sports Type Details :

क्या आप हरियाणा राज्य के निवासी हैं?/ Are you a domicile of Haryana state:

क्या आपको मैट्रिक कक्षा तक हिंदी या संस्कृत का ज्ञान है?/ Do you have Knowledge of Hindi/Sanskrit upto Matric Standard?:

एनसीसी प्रमाण पत्र ?/ Whether passed NCC Certificate?:

:: अन्य आवश्यक विवरण/ Other Essential Details

Did you apply previously for the advertisement ?:

Height (In Centimeter) :

Chest-Unexpanded (In Centimeter)

Chest-Expanded (In Centimeter) :

:: शैक्षिक योग्यता विवरण/ Qualifying Examination

शिक्षा/ Education	विश्वविद्यालय/बोर्ड का नाम University/Board Name	उत्तीर्ण होने का दिन, महीना एवं साल Passing Day, Month & Year	प्राप्त हुए अंक Marks Obtained	अधिकतम अंक Total Marks	प्रतिशत Percentage
Class 10th (Mandatory)- Class 10th (General)					
12th/10+2- 12th/10+2 (Science- PCM)					

Printed on:

:: Socio Economic criteria ::

1. Any person from among the applicant's father, mother, spouse, brothers, sons is, was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana or any other State Government or Government of India:

2. Is applicant a Widow ? :

3. Is applicant an Orphan & Is the applicant the first or the second child and his father had died before attaining the age of 42 years.:

4. Is applicant an Orphan & Is the applicant the first or the second child and his father had died before the applicant had attained the age of 15 years. :

5. If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class. :

घोषणा-

1. मैंने इस भर्ती के लिए कोई ओर आवेदन पत्र नहीं भेजा है मुझे मालूम है कि यदि मैं इस नियम का उल्लंघन करता / करती हूँ तो कर्मचारी चयन आयोग द्वारा मेरा आवेदन रद्द कर दिया जाएगा।
2. मैंने विज्ञप्ति में दी गई सभी शर्तों को ध्यानपूर्वक पढ़ लिया है और एतद द्वारा मैं इस पद के लिए पात्र हू तथा उनका पालन करने का वचन देता / देती हूँ।
3. मैं यह भी घोषणा करता / करती हूँ की मैं इस भर्ती के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता तथा पात्रता संबंधित सभी शर्तों को पूरा करता / करती हूँ।
4. मैं यह भी घोषणा करता / करती हूँ की मुझे आज तक हरियाणा राज्य की किसी भी एजेंसी / चयन समिति द्वारा किसी भी परीक्षा / साक्षात्कार में प्रस्तुत होने से नहीं रोका गया है तथा किसी भी विधि न्यायालय द्वारा दोषी नहीं पाया गया है।
5. अन्य पिछड़ा वर्ग से संबंधित अभ्यर्थी के लिए- मैं यह घोषणा करता हू की मैं उस समुदाय से संबंधित हू जिसे राज्य सरकार आदेशों के अनुसार राज्य सरकार द्वारा सेवाओं में आरक्षण के प्रायोजन हेतु पिछड़ा वर्ग माना गया है। यह भी घोषणा की जाती है की मैं राज्य सरकार, द्वारा विभिन्न संशोधन जो की नोटिस में उल्लेखित है, उसके तहत उल्लिखित व्यक्तियों / वर्गों (क्रीमीलेयर) से संबंधित नहीं हूँ. मैं यह भी घोषणा करता / करती हू की मेरे पास अन्य पिछड़ा वर्ग का प्रमाण पत्र है।
6. भूतपूर्व सैनिकों के लिए मैं घोषणा करता / करती हू की मैं विज्ञापन के अनुसार भूतपूर्व सैनिक संबंधित पात्रता की सभी शर्तों को पूरा करता / करती हूँ।
7. मैं एतद द्वारा घोषणा करता / करती हू की इस आवेदन पत्र में दिए गए सभी विवरण मेरी अधिकतम जानकारी और विश्वास के अनुसार सत्य, पूर्ण एवं सही है। मैं समझता / समझती हूँ की कोई सूचना छुपाई हुई / झूठी या असत्य पाई जाने पर या अपात्रता का पता लगने पर मेरा अभ्यर्तिता / नियुक्ति निरस्त के जा सकती है।
8. मैं यह भी घोषणा करता / करती हू की आरक्षण नीति के तहत हरियाणा सरकार द्वारा निर्धारित आरक्षित वर्ग में केवल एक ही कैंटेगरी में आवेदन दिया है

Place :

Date :

Signature of the Candidate :