

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

TENDER NOTICE

For and on behalf of the Haryana Staff Selection Commission, tenders in Sealed covers are hereby invited on non-exclusive basis for the empanelment of Agencies for execution of the work (all or any) 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 activities mentioned below. The rates should be quoted per candidate. The examination 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 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 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.

Sr. No.	Activity	Description of the activity
1.	Biometric Attendance with device and Manual Biometric on the Attendance Sheet & OMR etc.	<p>1. Attendance Enrollment:</p> <ul style="list-style-type: none"> • Capturing the Biometric Thumb impression of candidate and matching the demographic data with software solution. • Clearly visible 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 Hard Disc/DVD to the Commission within two days duly authenticated.
2.	Provision of CCTV Cameras in the Examination Centre	<p>. CCTV Cameras</p> <ul style="list-style-type: none"> • Provision of CCTV Cameras at the Entry and Exit point of Examination Centre.
3.	Videography	Videography of Candidates , 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 at the entry point of the examination centre by employing separate trained manpower for male and female candidate along with HHMD and DFMD by having separate enclosure for women candidates.

5.	Baggage /Mobile Management for candidates	<ul style="list-style-type: none"> To set up counter for methodical deposit and return of bags and mobile phone/other belongings/ valuables of the candidates at entrance of the examination centre
6.	Mobile-cell Phone or electronics items Jammer in Examination Centre	To provide Jammer facilities in each room of examination centre
7.	Physical Screening Test (PST) using RFID or other superior or reliable Technology and Physical Measurement Test (PMT)	<ul style="list-style-type: none"> Physical Screening Test (PST) and Physical Measurement Test (PMT) through machines. Bio-metric Attendance Sheet Providing of Chest No. & RFID tags which are integrated inseparably with chest number & Mechanical locking system for the chest display number. Test to be conducted by recording racing time by RFID system . CCTV back-up for individual. Photograph and Biometric for every candidate. On-site digitization of data of other events from scan-able sheets.

The tender for activities mentioned at Sr. 1 to 7 should be addressed in favour of the Secretary, Haryana Staff Selection Commission, Panchkula and the agency may quote the rates for any of the above seven activities or all the activities separately per candidate excluding the taxes.

TREMS & CONDITIONS:-

- The firm should submit their rates along with a demand draft of Rs.1,00,000/- (Rupees one lac only) for each activity (1 to 7 mentioned above) 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.
- Conditional offers and offers without Bank Draft of earnest money will not be considered. 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.
- 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.
- 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 Demand Draft per activity which may be forfeited by Commission in the event of not carrying the work as per terms & conditions.
- The firm should have their own infrastructure/ efficient staff, machinery etc. for handling the activities mentioned at Sr. 1 to 7.
- 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 the tender without any reason.
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 each 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 Agencies.

The tender should be submitted by 12.10.2015 till 3.00 PM and the technical bid for the same shall be opened on 14.10.2015 at 10.00 AM. The financial bid opening date may vary if all the technical bidder have not given demo.

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

Place: Panchkula
Dated: 26.09.2015


Secretary
Haryana Staff Selection Commission,
Panchkula.

DETAILED NOTICE INVITING TENDERS

Name of work	<p>Providing</p> <ol style="list-style-type: none">1. Biometric Attendance with device and Manual Biometric on the Attendance Sheet & OMR etc.2. Provision of CCTV Cameras in the Examination Centre.3. Videography4. Frisking of candidates at the entry point of the Examination Centre.5. Baggage /Mobile Management for candidates.6. Mobile-cell Phone or electronics items Jammer in Examination Centre.7. Physical Screening Test (PST) using RFID or other superior or reliable Technology and Physical Measurement Test (PMT). <p style="text-align: center;">For the Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula. Pin-134151</p>
Period of Agreement	One year or extendable upto three years with mutual consent
Earnest Money	Rs. 1,00,000/- each activity
Last Date of Receipt of tender	12.10.2015
Date of opening of tender-technical bid	14.10.2015
Date of opening of tender-financial bid	16.10.2015
Place of opening of tender	O/o Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula.

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 process**, (ii) **Provision of CCTV Cameras in the Examination Centre**, (iii) **Videography** (iv) **Frisking of candidates at the entry point of the Examination Centre** (v) **Baggage /Mobile Management for candidates**, (vi) **Mobile-cell Phone or electronics items Jammer in Examination Centre**, (vii) **Physical Screening Test (PST) using RFID or other superior or reliable Technology and Physical Measurement Test (PMT)** for Haryana Staff Selection Commission, Bays No.67-70, Sector-2, 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 12.10.2015 till 3.00 PM.

Dated: 26.09.2015


Secretary
Haryana Staff Selection Commission,
Panchkula.

HARYANA STAFF SELECTION COMMISSION, PANCHKULA

Annexure-I

Technical Details for providing services in Examination 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 –Impersonation Control in examination for 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 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 each activities separately.**

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 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.

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 .

Impersonation Control
Stage I : Rate Per Candidate Per Shift in figures (Data Capturing)
Rs.
Stage II : Rate Per Candidate Per Shift in figures Thumb Impression on Attendance Sheet & OMR Sheet etc.(through inkless pad)
Rs.

- 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 centers varies from 200 to 700 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 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.
- 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:-

Financial Bid 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 Jammers in examination hall.

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 Jammer service with Power Backup in examination hall, if any, needed,			
Rate Per Center Per shift in figures	Rate Per Center Per shift in words	Rate Per Candidates Per Shift in figures	Rate Per candidate Per shift in words

- 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 700 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 and security of its equipments/infrastructure.
- 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:-

Financial Bid 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 for Videography			
Rate Per Center Per shift in figures	Rate Per Center Per shift in words	Rate Per Candidates Per Shift in figures	Rate Per candidate Per shift in words

- 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 700 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 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

Financial Bid Providing services in Examination Centres of the Haryana Staff Selection Commission, Panchkula in identified cities of the state of Haryana, Delhi and Chandigarh- Baggage /Mobile Management for candidates .

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 Baggage/Mobile Management for candidates			
Rate Per Center Per shift in figures	Rate Per Center Per shift in words	Rate Per Candidates Per Shift in figures	Rate Per candidate Per shift in words

- 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 and any stationary or other charges, if any.
- The number of candidates at each examination centres varies from 200 to 700 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 and security of its equipments/infrastructure and bag & baggage of the candidates.

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

Financial Bid 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 CCTV Cameras at entry point of the Examination.

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 CCTV Cameras and manpower			
Rate Per Center Per shift in figures	Rate Per Center Per shift in words	Rate Per CCTV Cameras with accessories and per manpower in figures	Rate Per CCTV Cameras with accessories and per manpower in words

- 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 700 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 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

Financial Bid 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 (exclusive of all Taxes).

Rates for Hand Held Metal Detector (HHMD), Door Frame Metal Detector (DFMD) with Manpower for frisking			
Rate Per Center Per shift in figures	Rate Per Center Per shift in words	Rate Per HHMD & DFMD and per manpower in figures	Rate Per HHMD & DFMD and per manpower in words

- 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 700 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 and security of its equipments/infrastructure.

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

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 (exclusive of all Taxes).

Rate for Physical Screening Test (PST) using RFID or other superior or reliable Technology and Physical Measurement Test (PMT) for recruitment of Police Department, Haryana.			
Rate Per Center Per shift in figures	Rate Per Center Per shift in words	Rate Per Candidates Per Shift in figures	Rate Per Candidates Per Shift in words

- 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 700 approximately.**
- 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 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.

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(with full name, designation and stamp)

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