

Haryana Staff Selection Commission

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

(Website www.hssc.gov.in)

E-tenders are invited from reputed Corporation/Companies/firms/ Societies/ agencies having license for “**Videography of candidates**” 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 be submitted to the undersigned up to 12.02.2020 till 11.00 AM.

Place : Panchkula
Dated: 21.01.2020

Sd/-
Secretary,
Haryana Staff Selection Commission.

E-TENDER FORM

Services of "Videography of candidates" for recruitment by HSSC.

HARYANA STAFF SELECTION COMMISSION, BAYS NO. 67-70, SECTOR-2 PANCHKULA, HARYANA

<http://www.hssc.gov.in/>

During the year 2019-20

Sr.No.	Particulars	Remarks
1.	Tender Notice No.	HSSC/e-tender-Vdo/12/2020
2.	Online Bid Preparation & Submission (Bidder Stage) Start Date	22.01.2020 at 11.00 AM
3.	Date of pre-bid meeting	10.02.2020 at 02.00 PM
4.	Online Bid Preparation & Submission (Bidder Stage) Expiry Date	12.02.2020 at 11.00 AM
5.	Date of Opening of Technical Bid/s	12.02.2020 at 02.00 AN.
6.	Date & Time of opening of Financial Bid/s	Same day after approval of Technical Bid or as the Commission decides.
7.	Tender Document Fee	Rs. 2000/-
8.	e-service Fee	Rs. 1000 /-
9.	Earnest money deposit	Rs. 2,00,000 /-
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 1.00 Crore

Place : Panchkula
Dated: 21.01.2020

Sd/-
Secretary,
Haryana Staff Selection Commission.

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

E-TENDER NOTICE

For and on behalf of the Haryana Staff Selection Commission, Panchkula, E-tender is hereby invited for empanelment on non-exclusive basis for execution of “**Videography of candidates**” from corporation/companies/ firms/ societies and agencies of repute, having sufficient work experience of minimum three years for holding examinations or recruitment activities etc. on at least 350 centres in Central Government, State Government/Semi Government/Board/ Corporation/ Universities/Public Undertaking/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 examination can be held anywhere in the State of Haryana, Delhi and Chandigarh. The number of students 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. Rate of applicable GST be also separately mentioned. Detail of activity is given below in table:-

Sr. No.	Activity	Description of the activity
1.	Videography (HD)	<ul style="list-style-type: none">• Provision of Videography at the entry and running/still Videography of each candidate (as per requirement) with Admit Card at each examination centre so that candidates can be identified.• Submission of Data/ Footage center-wise and district-wise.

E-tender for above activity should be addressed in favour of the Secretary Haryana Staff Selection Commission, Panchkula. Agency should quote the rates as per admit card generated and per person deployed at centre with video camera/device separately.

TERMS & CONDITIONS:-

1. The firm should submit their rates along with Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees two lakhs only) as earnest money deposit for above mentioned activity in favour of Secretary, Haryana Staff Selection Commission, Panchkula. The firm shall submit E- tender duly typed (in English) in prescribed format.

2. Conditional offer and/or offers without earnest money deposit (EMD) 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, 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 E-tender of above mentioned activity. 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 minimum of Rs. 10,00,000/- (Rupees ten lakh only) for above activity in favour of Secretary, Haryana Staff Selection Commission, Panchkula in the form of bank guarantee . If the bill amount increases beyond one crore then 10% of the bill amount shall be retained towards security while making the payment. This security amount may be forfeited by Commission in the event of not carrying the work as per terms & conditions of agreement.
5. The firm should have their own infrastructure/efficient staff, machinery etc. for handling the above mentioned activity and intimate the total capacity of instruments available with them along with its details i.e. name of Company, capacity and other technical details.
6. The firm shall have to depute at least one coordinator/manager in each district of examination and one team leader for maximum ten centers. The Manager shall be permanent employee and other person may be empanelled by the tenderer after verifying their antecedents. No person deputed shall be less than 12th qualification. The district-wise details of coordinators and team leaders with centre number shall be shared with Commission 10 days before the exam and they shall coordinate with team of HSSC one day before the exam. Agency should provide centre wise details of the persons employed/engaged which include their Aadhar Card No., Mobile No., Permanent Address etc. to the commission in advance as and when demanded by the Commission to establish the identity of the persons. Commission can also ask to change the staff to the agency in case of any exigency. Agency will also provide the hard/soft copy of the above details to the Commission along with Bill.
7. Agency will have to follow the labour laws as applicable and Commission is not responsible for any violation thereof. In case of any Court case arising due to violation of any condition/labour law, the Commission is not responsible for that and agency to handle the dispute at its own level.

8. If any FIR is lodged then the agency shall fully cooperate with the Commission as well as with the investigating agency at his own expense along with all legal expense to be recovered from Agency.
9. 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 to which the tenderer shall not have any objection 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.
10. The firms shall execute the agreement within a week after allotment of Tender/ Work. 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 within 15 days.
11. The service provider, who shall succeed will not disclose the confidentiality of activity (examination process) and anything related there 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.
12. 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 along with instruments used for which tenderer is submitting tender, which shall be considered first, and if the same is found satisfactory, thereafter Technical Bid shall include the demonstration of 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. After acceptance of technical bid the Financial Bid shall be opened. Financial Bid will be finalized through e-tender system only and negotiations may be done by the Commission.
13. The Commission does not assure of minimum quantum of work during the tenure of contract/agreement to the successful tenderer.
14. The Commission reserves the right to reject/cancel/withdraw the tender without any reason at any time.
15. Any request to adjust earnest money deposit out of tenderer's running bills or pending payments with commission will not be considered.
16. 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 i.e. after agreement period.

17. All tenders will be kept valid for acceptance for 90 days from the tender closing date.
18. Delivery of proper service of activity will be the essence of contract/agreement. In case of delay and not delivering the service as per agreement, the Commission reserves the right to penalise 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 three day to the firm. The Commission in certain eventualities may order blacklisting of the successful tenderer.
19. The contract/agreement will be governed by the applicable law in India for the time being in force.
20. Detailed terms and conditions of agreement shall be placed in the agreement of Agency.
21. Staff deployed at Examination Centre by the agency should be in proper specific dress and carry Identity Cards issued by the Agency/Firm under intimation to the Commission.

The tender should be submitted by 12.02.2020 till 11.00 AM and the technical bid for the same shall be opened on the same day i.e. 12.02.2020 at 2.00 AN. 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 shall be fixed on same day or 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 office within 3 days of issuance of tender notice.

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

Place : Panchkula
Dated: 21.01.2020

Sd/-
Secretary,
Haryana Staff Selection Commission.

DETAILED NOTICE INVITING TENDERS

Name of work	Providing services of “Videography of candidates” for Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula.
Period of Agreement	One year or extendable upto three years with mutual consent.
Earnest Money	Rs. 2,00,000/- (Rupees two lac only)
Last Date of Receipt of e-tender	12.02.2020 upto 11.00 AM
Date of opening of e-tender-technical bid	12.02.2020 at 2.00 AN.
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. 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.

HARYANA STAFF SELECTION COMMISSION, PANCKULA

Technical Details for providing services of “**Videography of candidates**” in Examination Centers 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 three years IRT and income Tax clearance certificate)	
viii)	Quality Certification No./License, if any, Detail of Issuing Authority and validity of certificate/license	
ix)	Activities of the Organization.	
x)	Capacity of the agency and availability of hardware	
xi)	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 Examination 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 Exam. centers 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 apparatus available with agency.
- (b) Number of stations in Haryana where services can be provided in one day.
- (c) Number of Examination 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 Tenderer:

if yes, please provide the details.

5. Details of EMD (please attach details of on-line payment with this annexure of Rs.2,00,000/- 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)

HARYANA STAFF SELECTION COMMISSION, PANCHKULA

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 **Videography at the entry and running/still videography of each candidate (as per requirement)**. The process of question paper opening, distribution and packing of OMR in the centre needs to be videographed.

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 of candidates			
Rate per candidate on admit cards generated in figures	Rate per candidate on admit cards generated in words	Rate per Video Camera with accessories per shift and per manpower in figures	Rate per Video Camera with accessories per shift and per manpower in words
GST			

- 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.
- The number of candidates at each examination centres varies from 200 to 700 approximately.
- Normally 24-50 candidates can be seated 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 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 Hard Disc as well as DVDs, duly indexed and signed.

- Three years Income Tax Return and GST returns be enclosed.
- PF, ESIC and GST number mandatory.

Certified that 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:-