

Staff Selection Commission, Eastern Region
8th Floor, 1st MSO Building, Nizam Palace,
234/4, AJC Bose Road, Kolkata – 700 020

Tender No F.No. D-11011/1/2017-Admn. Dated : 06.04.2017

Notice inviting tenders through Limited Tender Enquiry

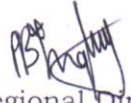
Sealed tenders are invited **through Limited Tender Enquiry** for procuring security services by engaging private security personnel, both 'Male' and 'Female', without arms/weapons at different examination venues located in various centres under the jurisdiction of Staff Selection Commission, Eastern Region (hereinafter called the Commission) which comprises the state of West Bengal, Jharkhand, Odisha, Sikkim and the Union Territory of Andaman & Nicobar Islands for specific days in April – June, 2017 for the purpose of conduct of Multi Tasking Examination, 2016 by the Commission.

2. The terms & conditions specific to the work are mentioned in the following paragraphs. The proforma for submission of bid is given in Annexure – II to VI of this notice inviting tender. **TERMS & CONDITIONS** are provided at Annexure-I and the names of cities and requirement of number of security personnel are provided at Annexure - VII.

3. The tender form along with the terms & conditions can be downloaded from www.sscer.org. The tender complete in all respects must be received in this office before the schedule date & time as prescribed. All outstation bids must be sent by Registered Post/Speed Post only so as to reach the office of Regional Director, Staff Selection Commission, Eastern Region on or before the schedule date and time. Tender sent through courier will not be accepted/ not considered. This office will not be responsible for any kind of delay in receipt of tender and the tender received after the schedule date and time will be rejected outright. Only one tender should be kept in one cover. The tender is not transferable.

4. Any attempt on the part of the bidder to influence in any way for the acceptance of his tender will render the tender for rejection.

5. The decision of the Regional Director, SSC(ER) shall be final on any matter of dispute arising out of this tender.


Regional Director

Staff Selection Commission (ER)

ANNEXURE-I

TERMS & CONDITIONS:

Introduction:

Tenders are invited for procuring security services by engaging private security personnel, both 'Male' and 'Female', without arms/weapons at different examination venues located in various cities under the jurisdiction of Staff Selection Commission, Eastern Region. The terms & conditions specific to the work are mentioned in the following paragraphs. Details of Cities, dates of examination and requirement of security personnel are given in Annexure – VII.

1. Scope of work:

The selected security agency will have to provide security personnel at the venues of examination in the cities mentioned in Annexure – VII. The exact number of security personnel required for each venue may vary and the payment for the service will be calculated proportionately as per the actual number of security personnel deployed by the vendor.

The security personnel would be either the staff of the security agency or in the rolls of the agency, and in all cases, police verified. They must be well trained in **frisking** and **venue security** work. They must turn up in time and be in proper uniform. They must also be fluent in Hindi and in local language viz. Bengali and Odiya.

The security personnel are required to perform the following functions:

- I. They must report for duty at the examination venue sharp at 08:00 AM and will leave the venue only after the candidates leave the venue after completion of the day's examination.
- II. They must regulate and ensure entry of only right candidates at the main gate of the examination venue and **frisk the candidates at the time of entry to ensure that they do not carry mobile phone or any other electronic gadget to the examination hall**. In doing so, they may be required to check the identity cards of the candidates, and admit cards issued for the examination, and also to isolate suspected candidates and report the same to the venue supervisor, and would perform any other function connected with providing security cover to the examination as to be entrusted by the venue supervisor. Any untoward incident is to be reported to the venue supervisor immediately.
- III. They must ensure that no candidate is allowed to carry his or her mobile phones and other electronic gadgets or any other prohibited items to the examination hall. The list of such items would be provided to the security agency. Female candidates will be frisked by female security personnel only, within the proper cover in an enclosure to be provided by the vendor.

- IV. They must not allow entry to any unauthorized person, except properly identified candidates, Departmental staff and venue staff, inside the examination venue during the entire period of examination.
- V. No entry of candidates is allowed after the due time of reporting. Due time of reporting would be provided to the security agency.

2. **Eligibility:**

- 2.1. Only those security agencies who are providing similar kind of security services for the last three consecutive years and are having annual average turnover of **Rupees ten lakh** during the last three financial years in the books of accounts are eligible to participate.
- 2.2. The bidder must have the experience of providing similar services for a public examination conducted by Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or a national level examination body either directly or being hired by an examination-conducting vendor.

3. **Qualification of the Bidders:**

- 3.1. The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.
- 3.2. Memorandum of Understanding shall be provided in case the Bidder is a Joint venture/Consortium/Partnership.
- 3.3. The bidder shall submit full details of his ownership and control or, if the bidder is a partnership/joint venture or consortium, full details of ownership and control of each member thereof.
- 3.4. The bidder shall submit a copy of PAN card under the Income Tax Act.
- 3.5. The bidder must submit copies of all documents required, duly self attested, along with technical bid.
- 3.6. Bidder is required to confirm and declare with the bids that no agent, middle man or any intermediary has been, or will be, engaged to provide any services, or any other items or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If Staff Selection Commission (Eastern Region),

