

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

Tender No. D-33011/1/2017-Admn. Dated : 22.05.2017

**Notice inviting tender through Limited Tender Enquiry**

Sealed Tenders are invited by the **Regional Director, Staff Selection Commission (Eastern Region), 8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700 020** [hereinafter called SSC (ER)/the Commission] in two bid systems (Technical Bid and Financial Bid separately) from reputed firms/companies located in Kolkata, for Data Processing (DP) works in the matter of RECRUITMENT BEING CONDUCTED BY STAFF SELECTION COMMISSION (ER) COMMENCING ON 15.06.2017 AND 30.06.2017 respectively in which applications numbering about 5000 and 70000 respectively are expected from candidates. The time schedules are as under:

- (a) Closing date & time for receipt of bids: 5<sup>th</sup> June, 2017 up to 12.00 Noon
- (b) Date and time for opening of bids: 5<sup>th</sup> June, 2017 at 02:00 PM

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 V of this notice inviting tender. **TERMS & CONDITIONS** are provided at Annexure-I.
3. The tender form along with the terms & conditions can be downloaded from [www.sscer.org](http://www.sscer.org). The tender complete in all respects must be received in this office i.e. SSC (ER) before the schedule date & time as prescribed. This office will not be responsible for any kind of delay in receipt of tender and the tender (s) received after the schedule date and time will not be considered at all. 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 non-acceptance.
5. The decision of the Regional Director, SSC(ER) shall be final on any matter of dispute arising out of this tender.

Sd/-

(Priyanka Basu Ingty)

Regional Director  
Staff Selection Commission (ER)

**TERMS & CONDITIONS:**

**Introduction:**

Staff Selection Commission carries out recruitment through open competitive examinations for which participating candidates apply through online mode furnishing their particulars. Details of the candidates in the form of electronic data which are called applications, are required to be processed in different specified formats for the purposes of communication with the candidates and for use of the Commission. **The bidders should only quote their unconditional rates.**

**1. Scope of work:**

1.1 **The sense of time is the essence of Data processing works for SSC: all DP works are time-bound in nature and are required to be completed at a very short notice sometimes in a day or two positively. Accuracy is also of utmost importance for such works, and sincere and conscious efforts are required to avoid potential mistakes. Confidentiality is to be maintained strictly without fail.** On-line data as furnished by the candidates through their respective registration numbers are handed over to the vendor for processing. The processing of data normally involves the following sequential steps:

- (a) Particulars of candidates given in the data are checked in order to ascertain whether the applications are complete or not. Entry in certain fields as to be specified by the Commission determine whether an application is complete or not;
- (b) Roll numbers are allotted to the complete applications of candidates. The image files such as those for Photograph & Signature of candidates are renamed using such roll numbers;
- (c) Image quality are checked in order to confirm whether such images conform to the specifications, adequately legible, whether images are objectionable pictures or non-human objects or pictures of famous personalities who cannot be applicants for such recruitment examination. Applications containing unacceptable images are discarded;
- (d) It is to be checked whether candidates have submitted multiple applications which are determined by using the fields of Name, Father's Name and Date of Birth of the applicant. The last of such multiple applications in respect of one distinct candidate considering date and time factor of submission, will be accepted and the other applications of the same candidate would be rejected;
- (e) Candidates are to be **allotted centre** as per the scheme of the Commission, thereafter, randomization of roll numbers on the basis of the formula to be provided by the Commission will have to be carried out and then Ticket Numbers are assigned against each Roll Number;

- (f) In one **centre**, examination is conducted in a **number of venues**. Candidates are allotted to the venues using the Ticket Numbers as per the scheme of the Commission. During allotment of candidates due consideration is to be given in accordance with sensitivity of venues and gender of candidates as to be specified by the Commission;
- (g) Task-wise time frame is provided at Annexure-VI & VII;

1.2 The vendor will be required to prepare e-ADMISSION CERTIFICATE (e-AC) in the prescribed format as at Annexure-VIII (in **PNG file format**) and to be sent via e-mail and in DVD to the **Staff Selection Commission (Eastern Region), 8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace, 234/4, AJC Bose Road. Kolkata – 700 020 in a time-bound manner**. Such e-AC is uploaded by the Commission in the website of this office viz. [www.sscer.org](http://www.sscer.org) so that the same could be downloaded by the candidates applying for examinations.

1.3 The vendor will be required to prepare and print the Commission's copy of ADMISSION CERTIFICATE (AC) **one for each candidate** in the prescribed format as at Annexure-IX and to be sent to **SSC (ER)**. Such AC is used by the Commission during conduct of the examinations.

1.4 The vendor will be required to prepare and print ATTENDANCE SHEET (one sheet to be used for six (06) candidates) in the prescribed format as at Annexure-X and to be sent to **SSC (ER)**. Such ATTENDANCE SHEETS are used by the Commission during conduct of the examinations.

1.5 The vendor will be required to generate data in respect of incomplete applications, list of debarred candidates applying for the examination (debarred list would be provided by the Commission), multiple applications etc. and submit the same to the Commission via e-mail and in CD.

## **2. Eligibility:**

2.1. The Data Processor should have the confidence and capability to process data of candidates numbering about 1 lakh and above within a short time-frame. Time schedule followed in this regard is provided at Annexure-VI & VII for information and guidance of intending tenderers. Only those Data Processing (DP) agencies who are providing similar kind of DP services for the last two consecutive years and are having annual average turnover of **Rupees five lakh** during the last two financial years in the books of accounts are eligible to participate.

2.2. The bidder must have the expertise, experience and adequate resources in the form of number of computers, printers, software experts, technical support persons, office accommodation for providing DP services for large public examinations conducted by Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or a national level examination body.

