

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

Tender No. D-33011/1/2017-Admn. Dated : 03.08.2017

Notice inviting tender through Advertised Tender Enquiry

Sealed Tenders are invited by the **Regional Director, Staff Selection Commission (Eastern Region)**, 8th Floor, 1st 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 having their office in Kolkata, for empanelment of Data Processing Agency for Data Processing (DP) works in connection with **EXAMINATIONS BEING CONDUCTED BY STAFF SELECTION COMMISSION (ER) DURING NEXT TWO YEARS**. The time schedules in tendering process are as under:

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| (a) Closing date & time for receipt of bids: | 18 th August, 2017 up to 05:00 PM |
| (b) Date of opening of technical bids: | 19 th August, 2017 at 11:00 AM |
| (c) Date of opening of financial bids: | 23 rd August, 2017 at 05:00 AM |

- 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.
- 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 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 any circumstances. Only one tender should be kept in one cover. The tender is not transferable.
- The willing bidder (s) may contact to this office for any queries in connection with submission of bid on prior appointment basis. The bidders may contact at the following landline numbers: 2290-4422/2290-4424/2290-2230 and Mobile No. 9002487352.
- Any attempt on the part of the bidder to influence in any way for the acceptance of his tender will render the tender null and void.
- The decision of the Regional Director, SSC(ER) shall be final on any matter of dispute arising out of this tender.

(Priyanka Basu Ingty)

Regional Director
Staff Selection Commission (ER)

TERMS & CONDITIONS:

Introduction:

Staff Selection Commission carries out recruitment through open competitive examinations / Selection Mode of 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: **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. The DP work for SSC (ER) is categorized under four major Heads viz. (a) Scope of DP work before Written Examination for Open Competitive Examination (b) Scope of DP work for recruitment to the Selection Posts, (c) Scope of work for Document Verification /Skill Test and (d) Scope of work for Scanning of dossiers of qualified candidates.**

A. Scope of DP work before Written Examination for Open Competitive Examination:

1.1 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 determines whether an application is complete or not;
- b) Roll numbers are allotted to the completed 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 or notorious 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 completed 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) Debarred candidates to be identified and rejected;
- f) All valid 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 which is a serial number starting from 4000001 are assigned against each Roll Number for a particular centre;

- g) In one **centre**, examination is conducted in a **number of venues**. Each venue has a maximum code called venue code or sub centre code. Candidates are allotted to the venues using the Ticket Numbers in the order of date of examination, session, shift venue code as per the scheme of the Commission;
- h) Task-wise time frame is provided at Annexure-VI & VII;

1.2 After allocating candidates in venues the DP has to generate the following reports in soft copy and hard copy also;

- a) The vendor will be required to prepare e-ADMISSION CERTIFICATE (e-AC) in the prescribed format as at Annexure-VIII (**in PNG file format with file size not exceeding 50 KB**) and to be sent via e-mail and in DVD to the **Staff Selection Commission (Eastern Region), 8th Floor, 1st MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700 020 in a time-bound manner**. Such e-AC is to be uploaded by the Commission in the website of this office viz. www.sscer.org so that the same could be downloaded by the candidates applying for examinations.
- b) 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)**. **The Commission's copy of AC will contain photograph and signature of the candidates**. Such AC is used by the Commission during conduct of the examinations.
- c) 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 will not be required when the examinations will be conducted in Computer Based Mode.
- d) 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.
- e) The vendor will provide complete data of the candidates including the data of the rejected candidates also containing all the fields including the fields related to venues of examinations, ticket nos., and reasons of rejection. This data base should be handed over to the representative of this office along with the E-Admission Certificate (E-AC).

1.3 The vendor to whom DP work of an Examination will be awarded will require retaining and maintaining the complete data of the examination for a period of three years. The Vendor should provide various miscellaneous information from the data base as and when asked for by the Commission during the period of three years.

B. Scope of work in connection with recruitment to the various Selection Posts:---

In addition to the scope of works as stated above for Open Competitive Examination the following scope of works also form the part of the scope of work for recruitment to the Selection Posts---

- a) The Data Processing Agency will collect envelopes containing application forms from this office and acknowledge receipt of the total number of the envelopes received. Unrelated documents are to be returned to the Commission along with a list thereof within seven days of receipt of the last bunch of applications;
- b) The DPA will open the envelopes; sort out the applications post category wise; thereafter applications are required to be re-sorted Registration Number wise. Then, the DPA will allot Roll Number [10 digit] to the respective applications by the Roll Numbering Machine according to the instructions of the

