

**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-33011/2/2017-Admn. Dated : 27.10.2017

**Notice inviting tender through Advertised 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 having their office in Kolkata, for empanelment of Firms/Companies for CONDUCT OF DATA ENTRY SKILL TEST (DEST) / TYPING TEST (TT) on turnkey basis **for a period of 2 years from the date of issue of empanelment order** in the matter of RECRUITMENT OF COMBINED HIGHER SECONDARY LEVEL EXAMINATION BY STAFF SELECTION COMMISSION (ER). The time schedules for submission and opening & evaluating of bids are as under:

- |  |  |
|--|--|
| (a) Closing date & time for receipt of bids: | 10 <sup>th</sup> November, 2017 up to 12.00 Noon |
| (b) Date of opening of technical bids:       | 10 <sup>th</sup> November, 2017 at 03:00 PM      |
| (c) Date of opening of financial bids:       | 14 <sup>th</sup> November, 2017 at 04:00 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 VII 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 scheduled 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.

4. 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.

5. 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.

6. 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)

**TERMS & CONDITIONS:**

**1. INTRODUCTION:**

Staff Selection Commission (ER), Kolkata has decided to empanel firms/companies for **PROVIDING VENUES ALONG WITH MANPOWER FOR CONDUCT OF DATA ENTRY SKILL TEST (DEST) / TYPING TEST (TT) AND MAKING ARRANGEMENT AND CONDUCT OF DEST/TT** on turnkey basis **for a period of 2 years from the date of issue of empanelment order** in the matter of RECRUITMENT OF COMBINED HIGHER SECONDARY LEVEL EXAMINATION BY the STAFF SELECTION COMMISSION (ER).

The instant work is providing venues (with adequate Computer Systems with Internet connection and proper LAN facility), manpower such as Centre Supervisor, Technical Hands such as System Administrators, Hardware Engineer, Invigilators and Document Verifier.

***Details of the SCOPE OF WORK for conduct of Data Entry Skill Test (DEST)/Typing Test (TT) in connection with Combined Higher Secondary Level Examination are given below:***

- i) Generally, the DEST/TT is organized in 4 to 5 batches in a day for 200 candidates per batch in a venue;
- ii) At the very beginning, before commencement of Skill Test/Typing Test, document verification of each of the candidates has to be completed batch wise including their online biometric registration. The details of scope of work for document verification are given below under the heading/title “***Details of the SCOPE OF WORK of Document Verification (DV) in connection with conduct of Skill Test/Typing Test for Combined Higher Secondary Level Examination*”;**
- iii) After completion of the DV of all the candidates of the batch, they are to be sent to LAB for skill test;
- iv) Skill Test / Typing Test will start for all the candidates of a batch simultaneously. Description of Skill Test/Typing Test are given as under:

**Data Entry Skill Test:**

- (a) ***Medium of Test:*** English;
- (b) ***Duration of Test:*** 15 minutes & for Visually Handicapped (with 40% disability and above) candidates 35 minutes;

**Typing Tests:**

- (a) ***Medium of Test:*** English or Hindi (as preferred by candidates);
  - (b) ***Duration of Test:*** 10 minutes & for Visually Handicapped (with 40% disability and above) candidates 30 minutes;
- v) Commission’s copy of ACs to be got signed by the candidates.
  - vi) After finishing of the test, printout of the material is to be taken and got signed by the candidate;
  - vii) Sample handwriting of the candidates is to be taken from the candidates (this work would be carried out just before commencement or end of Data Entry Skill Test/Typing Writing Test at their respective seats by the Invigilator);

- viii) The Technical Assistants will take backup of soft copies of the typing material from the client machines and these are to be saved in separate folder for each batch;
- ix) **The above work will repeat for next batches also.**
- x) After finishing of the day's Skill Test/Typing test a CD is to be prepared which will contain client backups (referred to sl. No. 7), server backups and database backups of the typed materials;
- xi) The CD is to be dispatched to the Commission's HQ along with a forwarding letter to be issued under the signature of the supervisor. An e-mail is also to be sent to the Commission's HQ which will contain the full data of the CD;

***Details of the SCOPE OF WORK of Document Verification in connection with conduct of Skill Test/Typing Test for Combined Higher Secondary Level Examination:***

- i) Candidates who will appear at the venue for taking Skill Test/Typing Test are required to be registered through online biometric attendance system;
- ii) After completion of registration process of the candidates they are to be sent to the document verifier for document verification. The document verifier will perform the following tasks:
- a) The candidates will come at the venue of Skill Test/Typing Test with the relevant documents in original as well as one set of photocopy of the relevant documents;
- b) The document verifier will verify the relevant information given by the candidates in his application form with the relevant documents to be produced by the candidates at the time of document verification. The following documents may be required to be verified:
- Proof of Date of Birth (from the matriculation pass certificate);
  - Proof of Essential Qualification (from the pass out certificate / last mark sheet);
  - Caste certificate (Category wise such SC/ST/OBC);
  - Ex Service man (Certificate of discharge from earlier Govt. Service);
  - Certificate for Physically Handicapped;
  - Central Government Civilian Employees seeking age relaxation (CGCE) or any other certificate in support of claim of age relaxation;
  - **NOTE: All the above mentioned documents may not be required for each and every candidates appearing for document verification except proof of Date of Birth and Essential Qualification certificates.**
- c) The set of photocopy of the relevant documents duly self attested by the candidates will be placed in the dossiers of the candidates and should be marked with red colour pencil;
- d) **Updation/entries in candidate's database:**
- Necessary updates in the candidate's database should have to be done on the basis of relevant documents produced by the candidates during the document verification;
  - The preferences for various posts given by the candidates in his/her respective option form should have to be entered in candidate's database;

- After making necessary updates, photograph of the candidates is to be taken and is to be saved in candidate's database;
- In the process, a pdf file will have to be generated automatically and is needed to be saved in a folder batch wise and date wise and printout of the same is to be taken. The candidates will be required to put his/her signature on the printout page which will contain the updated data including his/her preferences for posts and photograph and the process will complete for a candidate.
- **NOTE:**
  - The database of the candidates will be available online and can be accessed by logging in. The necessary user id & password will be provided by this office.
  - **The document verifier should possess the following EQs:**
    - ✓ **Must be a Graduate;**
    - ✓ **Must have proficiency in Computer. The relevant document in this regard will be verified by this office;**
    - ✓ **Proficiency in English & Hindi also.**

## 2. INFRASTRUCTURAL REQUIREMENTS:

### A. Human Resources:

- *Venue Supervisors:* 1
- *System Administrators:* 1
- *Computer Engineer:* 2
- *Technical Assistant:* 10 (**Technical Assistant: Candidates = 1:20**)
- *Invigilator:* 10 (**Invigilator : Candidates = 1:20**)
- *Document Verifier:* 25 (**Document Verifier : Candidates = 1:8**)  
(Document verifier will verify the documents of the candidates. The details of scope of work for document verifier have been given above).

**Note: This is per batch wise requirement.**

- *Scribe:* As and when required (Total requirement is less than 20)
- **In addition to above human resources, the Commission at its discretion may deploy its own manpower at all levels as mentioned above at any time during the conduct of DEST/TT.**

### B. Physical Resources:

- The tests are required to be held in a virus free LAN Environment where 200 candidates per batch can appear in the test at a time;
- At least **200 client machines with at least four/five shared printer(s)** are required for every batch. Each Client machine will be attached with UPS;
- **Five (05) separate machines** with internet connection are required where online biometric thumb impressions of the candidates are to be taken;

- **Twenty Five (25) separate machines** with internet connection are required for twenty five (25) document verifiers who will carry out the work of document verification;
- **Besides these, one Server and one back-up Server is required per 100 machines. Thus two main servers will be required along with two back-up servers;**
- The test would be administered in SSC-NIC Software wherein Client hardware of 2 GB RAM and in Server 8 GB of RAM will be required including one backup Server of the same configuration. (required software will be provided by this office);
- Internet connection with 2 MBPS speed and adequate bandwidth will be required for the machines to be used for online biometric registration and online document verification;
- 10% additional client machines are to be reserved as backup for management of exigency.
- **Prerequisite of System Requirements for Server machine and Client machines is enclosed in**

**a. CLIENT CONFIGURATION**

Processor – Intel (R ) Pentium (R) 4 / Dual CPU, 2.8 GHz

RAM – 2 GB

32 bit Operating System

**OS Platform – Windows 2007/Windows XP/Vista with Service pack 3;**

**b. SERVER CONFIGURATION (ONE MAIN AND ONE BACK UP FOR EVERY 100 CANDIDATES)**

Any Standard Server with Dual Core Processor;

RAM – 8 GB;

32 bit Operating System

**c. OS Platform – Windows 2007/Windows 2003 server OR Windows XP with Service pack 3**

**d. Standard Network Printer (at least One main and one Backup)**

**e. Standard Antivirus in Servers and Clients – It is a must as Virus may create problems during conduct of the skill test.**

**f. Dedicated LAN connected only with Servers and clients as above. The switch used for the LAN should be dedicated.**

**g. No Internet connectivity in the LAN used for test;**

**h. Server Machine should not have any software other than OS and Antivirus;**

**i. The facility of high speed network printers of appropriate configuration which can take the load has to be provided including the facility of backup printer;**

**j. Some Visually Handicapped and Cerebral Palsy afflicted candidates will appear in DEST & TT tentatively in the last day of the skill test. Among these Visually Handicapped candidates there will be some candidates who will appear with the help of Scribe (Dictator) in TT, for whom separate seating arrangement will be required;**

- k. Seating arrangement for Physically Handicapped (PH) candidates should be done at the ground floor or the venue must have proper lift facility for PH candidates;
- l. It may be noted that the skill test is conducted by the Commission to assess the accuracy and speed of typing and data entry work of the concerned candidates for which the keyboards to be used will play a pivotal role. ***Hence it is essential on the part of the Commission to provide the candidates with keyboards which are in good condition and can be worked upon smoothly;***
- m. The system should be virus free with appropriate anti-virus software installed. **Adequate power backup facility** will also be required. During the period of test and from two days prior to the examination the centre will have to be sanitized. The installation of software and trial test will have to be completed **before actual test desirably over a period of two days**. It is for information that the test is a public test being conducted by Govt. of India and therefore it is absolutely essential that the Computer agency/vendor that would provide the facility of Computer infrastructure must be in a state of preparedness as far as hardware and software requirements **as well as Generator backup facilities** are concerned so that the test is conducted smoothly.

### C. **SPACE REQUIREMENT:**

- i) **The firm/companies may have its own premises for conduct of DEST/TT or they may hire venues for DEST/TT as and when required by this office. The bidders will declare explicitly that they are capable of arranging such required space for conduct of DEST/TT as and when required;**
- ii) The premises of the skill test centre should have adequate space where about 200 hundred candidates can wait for their turn;
- iii) Adequate space having table and chair arrangements (with 05 computers having internet connection) for taking online biometric thumb impression of the candidates;
- iv) Adequate space having table and chair arrangements (with 25 computers having internet connection) for document verification of the candidates;
- v) Seating arrangement for the functionaries of the Commission of the Commission for performing official work;
- vi) Washbasin, Drinking water facilities and Toilet for male and female candidates and officials;
- vii) Adequate lighting arrangements for candidates during Skill Test on computer and official works of the Commission.

**D. The candidates are generally directed to report at 8.30 AM every day. Hence the test centre will have to be made available from 8.00 AM daily.** The test will continue till 6 PM normally. The duration of test may be extended as per situation.

### 3. **ELIGIBILITY:**

3.1. The vendor/bidder should have the confidence and capability to accomplish the task of DEST/TT within a short time-frame. Generally, DEST/TT has been organized for 1000

candidates in one day. Only those vendors/bidders who are providing similar kind of services for at least two years and are having annual average turnover of **Rs.1,00,00,000/- (Rupees one crore only)** during the last three financial years in the books of accounts are eligible to participate.

3.2. 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 the desired 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.

**3.3 The bidder must have its Administrative and Operative office in Kolkata since the candidates who are appearing in Commission's Examination are from the Eastern Regional office of the Commission.**

4. **Late Bids:** Bids received after the specified date and time, as indicated at para – 1 above, will not be entertained under any circumstances.

5. **Earnest Money Deposit (EMD):**

- 5.1 EMD of Rs.50,000/- (Rupees fifty thousand only) in the form of Demand Draft from any Nationalized Bank in favour of Regional Director, Staff Selection Commission (Eastern Region) payable at Kolkata must accompany the bid, Bids without EMD and in any other form than that which has been prescribed herein will NOT be considered;
- 5.2 The EMD should remain valid for a period of at least 6 months;
- 5.3 EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited;
- 5.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder (s) will be returned after receipt of the Performance Security.

6. **Performance Security:**

- 6.1 The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security @ 5 % (five per cent) of the total value of the work order to be awarded in the form of Fixed Deposit Receipt/Bank Guarantee from a Nationalized/Commercial Bank in a standard format in favour of **The Regional Director, Staff Selection Commission (ER) within 10 days of award of the contract in each occasion.**
- 6.2 Performance Security should remain valid for a period of one year.
- 6.3 Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.
- 6.4 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, without prejudice to such other action including black listing as SSC (ER) may deem fit to impose.

6.5 The bidders should only quote their unconditional rates. Overwriting/ use of eraser in any form will not be accepted. Each page of the tender documents should be stamped and signed by the authorized signatory.

**7. One Bid per bidder:**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

**8. Preparation and submission of Tender:**

Bids will be submitted in **Two Bid-systems: Technical Bid & Financial Bid**. The bids will be submitted in sealed envelopes in which there will be two envelopes: (i) Technical Bid will be placed in one sealed envelope, and (ii) Financial Bid will be submitted in another separate sealed cover. **Bidders should invariably fill up the Annexure-VII also and should enclose relevant documents in support of their submission as per Annexure-VII, otherwise it would not be possible to evaluate the bid of the respective bidder. If nothing is found mentioned in Annexure-VII, marks will not be awarded for the respective field.** The envelopes must be properly marked, indicating the type of bids contained therein. **The last date of submission of tender is - 13<sup>th</sup> November, 2017 up to 12:00 Noon.**

**9. Technical Bid:**

- The technical bid is to be in the prescribed format, which must include all the documents required as per this Notice Inviting Tender **Annexure – II, III & V**;
- All the pages of the NIT shall be numbered sequentially and all pages and annexures shall be signed with the firm's stamp by the bidder or a person or persons duly authorized to bind the bidder to the contract;
- The acceptance of the offer made by the bidder will be deemed as a contract;
- No page should be removed/ detached from this notice inviting tender;
- The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid;
- Individual signing the tender or other documents connected with contract must specify whether he signs as:
  - ✓ A partner of the firm, if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm;
  - ✓ Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company;
  - ✓ The Sole proprietor.

**10. Financial Bid:**

- The financial bid must be in the prescribed format as given in **Annexure IV** and submitted in a separate sealed cover. The financial bids of the bidders short-listed only after evaluation of technical bids will be opened as per schedule. A duly constituted Tender Committee will evaluate the Technical and Financial bids. For the purpose of evaluating the Technical bids, the Tender Evaluation Committee will visit the working site of the bidder/vendors for physical verification of infrastructures available with the respective bidder/vendor;
- The amount quoted will be **inclusive of all taxes**.
- The bidder has to comply with the provisions of the Minimum Wages Act, labour laws, service tax, service charges etc. payable for the security work required under this tender.
- At the time of payment of bills, income tax and other taxes, if any, shall be deducted at source as per Government rules and guidelines as prevailing at the time of payments.

### **11. Validity of bids:**

The bids shall be valid for a period of two years from the date of issue of empanelment order. This has to be so specified by the bidder in the financial bid. In other words, the Skill DEST/TT in connection with Combined Higher Secondary Level Examination or any similar kind of examination will be governed by this contract.

### **12. Opening & Evaluation of Tender:**

The bidder is at liberty either to be present himself or authorize any one representative (as in Annexure-VI) to be present in the time of opening of tender on 13<sup>th</sup> November, 2017 at 03:00 PM and he must produce a proof of identity at that time.

- The evaluation of tenders will be made first on the basis of technical information furnished in forms given in Annexures stated above. The financial bid of only such bidders will be opened thereafter whose technical bids qualify as per terms of this notice inviting tender. **Financial bids of those bidders who obtain at least 70% Marks in Technical bid will be opened;**
- A duly constituted Tender Opening Committee will open the Technical Bids in the presence of bidders or their authorized representatives who choose to attend, at the specified date and time. The bidder's representatives who are present shall sign on the attendance sheet/ register. Authority letter to this effect shall be submitted by the bidders' representative before they are allowed to participate in bid opening;
- Only one representative for any bidder shall be authorized and permitted to attend the "bid opening";
- The tender opening committee shall check the tender for the availability of the following.
  - Bank draft enclosed with the technical bid towards EMD;
  - Whether all the pages of the tender documents are signed, stamped & submitted;
  - Whether two bid system has been followed;
  - Whether all documents as sought in the NIT have been submitted or not;
- Bids not having any of the above documents will be summarily rejected.**
- All statements, documents, certificates, proof of EMD etc. submitted by the bidders will be verified for technical evaluation. The clarifications, particulars, if any, required from the bidders will be obtained either online or in the conventional method by addressing the bidders. **The bidders must be**

**qualified as per Annexure-II & III. Thereafter the rest of the Technical Portion as per Annexure-VII & VIII will be considered;**

- g. The Tender evaluation Committee will visit the offices of each of the participating vendor. Marks against the relevant portion of Annexure-VII of the Notice Inviting LTE will be awarded on the basis of the information declared at Annexure-VII as well as facts that would be observed during site visit.**
- h. Financial bids of only technically qualified bidders, who are short-listed after technical evaluation, will be opened and evaluated by Tender Evaluation Committee and the result will be displayed in the official website of this office.**
- i. The ranking of the bidders/vendors will be determined by applying Quality and Cost Based Selection (QCBS) method. The detailed evaluation procedure has been shown at Annexure-VIII.**
- j. The conversion of financial bid amount to Financial score will be done as per procedure given in Annexure-VIII.**
- k. The decision of the Regional Director, Staff Selection Commission, Eastern Region on evaluation and selection of bids shall be binding and final.**
- l. Staff Selection Commission, Eastern Region reserves the right to cancel the tendering process at any stage without assigning any reasons.**

### **13. Award of Contracts:**

- The Staff Selection Commission, Eastern Region, will communicate to the successful bidder about their empanelment for conducting Document Verification and Data Entry Skill Test / Typing Test in connection with Combined Higher Secondary Level Examination for a period of two years from the date of issue of empanelment order. The bidders will be empanelled and assigned ranking as “**R-1, R-2, R-3 and so on**” on the basis of consolidated scores in the two bids viz. Technical and Financial Bids;
- The award of a particular work will be first offered to the **R-1** vendor/bidder. If the **R-1** vendor is not willing to conduct the Document Verification and Data Entry Skill Test / Typing Test or do not have the capacity to execute the work, the work will be offered to **R-2** vendor/bidder for conduct of DEST/TT and so on. In the event of awarding the work to **R-2 or R-3 Vendor/Bidder** on the circumstances stated above, they will have to do the work at the rate quoted by **R-1 Vendor**.

### **14. Payment:**

The payment of the bills will be made only after satisfactory and timely completion of the job in respect of a particular examination. However, 60% of the payment will be paid after the successful completion of the DEST/TT and 40% will be paid within one month from the declaration of the final results of the examination on submission of claim or on receipt of specific approval of the Commission on specific cases.

### **15. Penalty:**

In the event of the contractor:

- Failing to observe or perform any of the conditions of the work as set out herein; OR,
- Failing to execute the work in good manner and to the satisfaction of the Regional Director, Staff Selection Commission, Eastern Region.
- One or more of the following penalties will be imposed by the Regional Director, SSC(ER):

- ✓ Five per cent of the award value of the work in case of non-major mistakes;
- ✓ Ten per cent of the award value of the work in case of major mistakes.
- ✓

**16.** In the event that the vendor commits some deficiencies/omissions and the same have since been rectified by him in a satisfactory manner, the Regional Director, SSC (ER) would consider as to whether penalty would be required to be imposed on the vendor.

In the event of any serious deficiency in execution of work by the vendor, the Regional Director, Staff Selection Commission, Eastern Region may, in addition to the penalty mentioned above, charge an amount of extra cost borne by the Commission in meeting the short fall in quantity or quality committed by the vendor.

The Regional Director, SSC(ER) reserves the right to terminate the services of the vendor at any time without giving any notice whatsoever.

**17. Cancellation:**

- In case of any mistake or delay in the supply of the output reports/CD according to the schedule or any lapse on the part of Data Processing Agency or if the Commission's instructions are not followed, the Commission shall have the right to rescind the contract and will have the right to get the work done through any other agency.
- In case of any dispute as to interpretation of the terms of the contract, the decision of the Regional Director (ER) shall be final and binding.

**18. Jurisdiction of Courts:**

The courts at Kolkata shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**ANNEXURE-II**

Tender No. D-33011/2/2017-Admn. Dated : 27.10.2017  
STAFF SELECTION COMMISSION, EASTERN REGION  
**TENDER FORM – TECHNICAL INFORMATION AND UNDERTAKING**

**BIDDER'S NAME:** \_\_\_\_\_

**BIDDER'S ADDRESS (HQS):** \_\_\_\_\_

**BIDDER'S ADDRESS (LOCAL):** \_\_\_\_\_

I/We hereby submit the bids in response to Tender No. \_\_\_\_\_ dated \_\_\_\_\_ of STAFF SELECTION COMMISSION, EASTERN REGION, KOLKATA.

As per the terms of the tender document, the details therein with supporting documents may be considered as technical bid and a separate envelope as per Annexure III and IV of the tender document may be treated as financial bid.

<b>Sl. No.</b>	<b>Name of the Tenderer/ concern</b>	<b>Remarks of the bidders/vendors</b>
1.	Status of bidder (i.e. Sole Proprietor/ Partnership firm/ Company etc)	
2.	Registration particulars/License for carrying out the required security work (Photocopy of registration certificate to be enclosed)	
3.	Bank Cheque/Draft details of EMD (Draft no., Amount, Payable to be Drawn on)	
4.	PAN Number (attested copy to be enclosed)	
5.	Service tax/GST registration number (copy of order of service tax registration to be enclosed)	
6.	Turnover in the last three years (balance sheet for last three years duly authenticated to be enclosed)	
7.	EPF & ESI Registration numbers	
8.	Any other important information in the opinion of the tenderer may be furnished	

**UNDERTAKING**

1. I/We undertake that I/We have carefully studied all the Terms & Conditions of tender No. \_\_\_\_\_ dated \_\_\_\_\_ of STAFF SELECTION COMMISSION, EASTERN REGION and understood the parameters of the proposed work. I/We undertake to abide by the same.

2. I/We also undertake that I/We understood the parameters and technical specifications for conducting the work mentioned in the notice inviting tender for Tender no. \_\_\_\_\_ dated \_\_\_\_\_ of STAFF SELECTION COMMISSION, EASTERN REGION and shall conduct the work strictly as per these parameters and technical specifications for conducting the work.
3. I/ We further undertake that the information given in this bid and accompanying documents are true and correct in all respects and I/we take full responsibility for the same.

**Signature of the bidder with seal and date**

**Local address:** \_\_\_\_\_

**Authorised representative:** \_\_\_\_\_

**Telephone, mobile Nos for contact:** \_\_\_\_\_

**Email for contact:** \_\_\_\_\_

**Note: The Bidders/Vendors must be qualified as per information at Annexure-II.**

Tender No. D-33011/2/2017-Admn. Dated : 27.10.2017  
STAFF SELECTION COMMISSION, EASTERN REGION

**FORM for – Declaration of having the following items mandatorily by the bidder/vendor for  
CONDUCT OF DATA ENTRY SKILL TEST/TYPING TEST**

(To be enclosed in the cover for Financial Bid)

Name of the Bidder: \_\_\_\_\_

I/We hereby submit the bids in response to Tender No. \_\_\_\_\_ dated \_\_\_\_\_ of STAFF SELECTION COMMISSION, EASTERN REGION, KOLKATA.

As per the terms of the tender document, the details therein with supporting documents may be considered as technical bid and a separate envelope as per Annexure III and IV of the tender document may be treated as financial bid.

<b>Sl. No.</b>	<b>Name of the Tenderer / concern</b>	<b>Remarks of the bidders/vendors</b>
1.	Human Resources: <i>Venue Supervisors: 1</i> <i>System Administrators: 1</i> <i>Software Engineer: 2</i> <i>Technical Assistant: 8</i> <i>Invigilator: 8</i> <b>(Invigilator : Candidates = 1:25)</b> <i>Document Verifier: 25</i> <b>(Document Verifier : Candidates = 1:8)</b> <i>Scribe: As and when required</i>	
2.	Dedicated LAN connected only with Servers and clients as above. The switch used for the LAN should be dedicated. No Internet connectivity in the LAN used for test.	
3.	Internet Connectivity with 2 MBPS speed and adequate bandwidth	
4.	Buffer client machines as well as servers, printers etc.	
5.	Minimum client configuration: Processor – Intel (R ) Pentium (R) 4 / Dual CPU, 2.8 GHz RAM – 2 GB 32 bit Operating System <b>OS Platform – Windows 2007/Windows XP/Vista with Service pack 3;</b>	

6.	<p>Servers configuration</p> <p>Dual Core Processor;</p> <p>RAM – 8 GB;</p> <p>32 bit Operating System</p> <p><b>OS Platform – Windows 2007/Windows 2003 server OR Windows XP with Service pack 3</b></p> <p><b>Standard Network Printer (at least One main and one Backup)</b></p> <p><b>Standard Antivirus in Servers and Clients – It is a must as Virus may create problems during conduct of the skill test.</b></p> <p>Server Machine should not have any software other than OS and Antivirus;</p>	
6.	<p>The facility of high speed network printers of appropriate configuration which can take the load has to be provided including the facility of backup printer;</p> <p>Processor – Intel (R ) Pentium (R) 4 / Dual CPU, 2.8 GHz</p> <p>RAM – 2 GB</p> <p>32 bit Operating System</p> <p><b>OS Platform – Windows 2007/Windows XP/Vista with Service pack 3;</b></p>	
8.	Declaration for Space availability	

### **UNDERTAKING**

1. I/We undertake that I/We have carefully studied all the Terms & Conditions of tender No. \_\_\_\_\_ dated \_\_\_\_\_ of STAFF SELECTION COMMISSION, EASTERN REGION and understood the parameters of the proposed work. I/We undertake to abide by the same.
2. I/We also undertake that I/We understood the parameters and technical specifications for conducting the work mentioned in the notice inviting tender for Tender no. \_\_\_\_\_ dated \_\_\_\_\_ of STAFF SELECTION COMMISSION, EASTERN REGION and shall conduct the work strictly as per these parameters and technical specifications for conducting the work.
3. I/ We further undertake that the information given in this bid and accompanying documents are true and correct in all respects and I/we take full responsibility for the same.

**Signature of the bidder with seal and date**

**Note: The Bidders/Vendors must be qualified as per information at Annexure-III.**

Tender No. D-33011/2/2017-Admn. Dated : 27.10.2017  
STAFF SELECTION COMMISSION, EASTERN REGION

**FORM for – Commercial bid for CONDUCT OF DATA ENTRY SKILL TEST/TYPING TEST  
on turnkey basis**

(To be enclosed in the cover for Financial Bid)

Name of the Bidder: \_\_\_\_\_

We offer the following quotes for the work as per requirements given in Tender No. ... dated .... of  
STAFF SELECTION COMMISSION, EASTERN REGION:

Quotes for the work: Rs. (in figure) & (in words also).

The break-up details to be furnished in the following format.

<b>Rate for per candidate for Data Entry Skill Test/Typing Test on turnkey basis</b>	<b>Rs.  (inclusive of applicable taxes)</b>
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**Signature of the bidder with seal and date**

Tender No. D-33011/2/2017-Admn. Dated : 27.10.2017  
STAFF SELECTION COMMISSION, EASTERN REGION  
**CHECK LIST FOR SUBMITTING THE TENDER**

(To be enclosed in the cover for Technical Bid)

Sl.No	Details of documents attached	Enclosed / Not enclosed	Remarks
1.	Draft for EMD		
2.	Annexures I to X		
3.	Whether each page of NIT has been signed & sealed		
4.	All required documents		
5.	Copy of the registration of the Firm/company & license		
6.	Copies of registration certificate for Service Tax and other registrations/licences for carrying out the work as Data Processing Agency		
7.	Copy of PAN Card		
8.	Audited Income Tax returns for last three financial years, duly authenticated		
9.	Copies of summaries of balance sheets for the last three years clearly depicting the turn-over on security related services		
10.	Copy of registration for ESI		
11.	Copy of registration for EPF		
12.	Summary and copies of work orders issued (Please refer to Annexure-II, point 4)		
13.	Details of major customers and work performed for them (Please refer to Annexure-II, point 5)		

**Signature of the bidder with seal and date**

Tender No. D-33011/2/2017-Admn. Dated : 27.10.2017  
STAFF SELECTION COMMISSION, EASTERN REGION

**Letter of authentication for attending bid opening**  
**at 03:00 PM on 13.11.2017 at**  
**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.**

*(Only one representative for any bidder shall be authorized and permitted to attend the bid opening. Such person shall carry this authorisation letter to participate in the bid opening)*

To,

The Regional Director, Eastern Region,  
Staff Selection Commission,  
Kolkata.

The following person is hereby authorised to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (name of Bidder)

Name of the person	Specimen Signature

**Signature of the bidder with seal and date**

**Technical Bid evaluation matrix:**

Sl.No.	Parameters	Details of Parameters		Distribution of Marks
1.	Nos. of DEST/TT works done during last 3 financial years (with relevant documents)	Nos. of work involving nos. of applications during last 3 financial years....		Candidates more than 5,000 – <b>20 Marks; [04 Marks for each work order]</b> ; Candidates upto 5,000 – <b>15 Marks [03 Marks for each work order]</b> ; Candidates upto 4,000– <b>10 Marks [02 Marks for each work order]</b> ; Candidates upto 3,000– <b>05 Marks [01 Marks for each work order]</b> ; Candidates anything below 3,000– <b>2.5 Marks; [0.5 Marks for each work order]</b> *** Maximum 5 work order will be accepted. <b>No marks will be awarded.</b>
		(i)	(ii)	
2.	Clienteles attended during last 3 financial years for similar type of works (with relevant documents)	Govt. & Semi – Govt.		4 or more organization – <b>20 Marks</b> ; At least 3 organization – <b>15 Marks</b> ; At least 2 organization – <b>10 Marks</b> ; 1 organization – <b>05 Marks</b> ;
3.	Details of Human Resources (with relevant documents)	<b>Requirement of Personnel as</b>	<b>Nos. of personnel</b>	Bidder/Vendor must have to follow the minimum requirement of this office. <i>The minimum ratio in respect of above personnel is =&gt; 1:2:8</i> Having personnel: 2 (SA), 4 (SE) & 16 (TA) <b>10 Marks</b> ; Having personnel: 1 (SA), 2 (SE) & 8 (TA) – <b>05 Marks</b> ;  <b>If, any bidder/vendor fails to meet the minimum ratio, no marks will be awarded, in case the bidder is unable to meet the minimum requirement.</b>
		System Administrators (SA)		
		Software Engineer (SE)		
		Technical Assistants (TA)		
4.	Hardware system & IT equipments	<b>Requirement Hardware system &amp; IT equipments</b>	<b>Nos. of equipments available</b>	<b>Score Remarks</b>  201 to 250 Computers purchased during last one financial year – <b>20 marks</b> ; 151 to 200 Computers purchased during last one financial year – <b>15 marks</b> ; 101 to 150 Computers purchased during last one financial year months – <b>10 marks</b> ; 51 to 100 Computers purchased during last one financial year months – <b>05 marks</b> ;  <i>If the nos. Computers purchased during last one financial year is less than 51 no marks will be awarded.</i>  2 or more Printers with 55 PPM or above – <b>15 Marks</b> ;
		Nos. of Client Computers (relevant purchase order)		
		Nos. of heavy duty Printers		

		(supporting documents relevant to the capacity of the printers)		2 or more Printers with 40 PPM or above – <b>12 Marks;</b> 1 Printers with 55 PPM or above – <b>08 Marks;</b> 1 Printers with 40 PPM or above – <b>05 Marks;</b>
5.	Covered waiting space and capacity for sitting			Space more than 2000 sq. ft – <b>15 marks;</b> Space from 1501 sq.ft. to 2000 sq. ft – <b>10 marks;</b> Space from 1001 sq.ft. to 1500 sq. ft – <b>05 marks;</b>  <i>Covered waiting space and capacity for sitting less than 1001 sq. ft. no marks will be awarded.</i>

\*\*\* Rest of the Technical Information as at Annexure – II are qualifying in nature.

**Technical Bids Score:**

<b>Bidder Details</b>	<b>Score in Technical Bids</b>
Bidder 1	
Bidder 2	
Bidder 3	
Bidder 4	
.....	
.....	

**Details of calculation procedure to be adopted during bid evaluation:**

**Conversion of financial bid amount to Score:**

Bidder Details	Financial Bid Amount	Financial Score (LFB/F)*100
Bidder 1		
Bidder 2		
Bidder 3		
Bidder 4		
.....		
.....		

**Note:** LFB – Lowest Financial Bid, F – Quoted Amount by the respective Bidders

**\*\*\* For the purpose of evaluation of Financial Bid the consolidated rate by adding the rate as mentioned in Annexure-III & Annexure-IV will be considered.**

**Consolidated Technical & Financial Score:**

Bidder Details	Technical Score (Out of 100)	Financial Score (Out of 100)
Bidder 1		
Bidder 2		
Bidder 3		
Bidder 4		
.....		
.....		

**Combined Technical and Financial Score (CTFS) with weightage 70:30 :**

Bidder Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder
Bidder 1	70% of Technical Score + 30% of Financial Score		
Bidder 2			
Bidder 3			
Bidder 4			
.....			
.....			