

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

Tender No. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025

Notice Inviting Tender through Advertised Tender Enquiry for Empanelment of Data Processing Agency for Data Processing (DP) works in Staff Selection Commission (Eastern Region)

Sealed Tenders are invited by the **Staff Selection Commission (Eastern Region)**, 8th Floor, 1st MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700020 [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) for a period of Two Years on the Terms & Conditions as stipulated in this Notice Inviting Tender. The time schedules in tendering process are as under:

- | | |
|--|-----------------------------|
| (a) Closing date & time for receipt of bids: | 15.07.2025 up to 12:00 Noon |
| (b) Date of opening of Technical bids: | 15.07.2025 at 03:00 PM |
| (c) Date of opening of Financial bids: | 22.07.2025 at 03:00 PM |

Note: Any change in schedule of opening of Financial bid will be communicated to the technically qualified bidder in advance

2. The **TERMS & CONDITIONS** as provided in **Annexure-I** of the NIT, 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.
3. The tender form along with the terms & conditions can be downloaded from the website of this office **www.sscer.org** and is also available in **Central Public Procurement (CPP Portal) and GeM**. 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 under any circumstances. Only one tender having two separate envelopes of Technical and Financial Bid should be kept in one cover. The tender is not transferable.
4. The willing bidder (s) may contact this office for any queries in connection with submission of bid on prior appointment basis. The bidders may contact at the following landline numbers: **033-2290-4422/2290-4424/2290-2230**.
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 Commission shall be final on any matter of dispute arising out of this tender.

11 Banerjee 24/6/25
 Assistant Director
 Staff Selection Commission (ER)

Annexure – A

STAFF SELECTION COMMISSION (ER)
1ST MSO BUILDING (8TH FLOOR), NIZAM PALACE
234/4, A.J.C. BOSE ROAD, Kolkata - 700 020.
Phone : 033-2290-2230

TENDER ENQUIRY FORMAT
(Particulars of the Buyer issuing the Tender Enquiry)

INVITATION OF BID

SSC/ER/Tender file no:- D-D.31011/1/2025-ADMIN-PURCHASE

Dated: 24.06.2025

The Tender Enquiry (TE)/RFP is issued without any financial commitment. The Buyer reserves the right to amend or modify any part of the TE at any stage. Such amendments/modifications to the TE, if any, shall be duly notified similarly as the TE. Buyer reserves the right to withdraw the TE at any stage, should it so become necessary.

Bidder are required to refer the Standard Tender Documents for all the clauses. The Tender conditions are to be considered modified to information mentioned below: -

Sl. No.	Nomenclature of the Stores/ Service	Specification	Tender Quantity (with unit)
1.	Empanelment of Data Processing Agency	As per scope of work	No of examinations that are to be conducted by the Commission during 2 years from the date of empanelment of DP Agency

Firm should not Quote or mention their rates in Technical Bid, failing which offer of the firm will not be considered.

1. Type of Tender: Advertised Tender Enquiry through CPP Portal
2. The last date and time for Bid submission: 15.07.2025 (12:00 Noon)
3. Place of opening of Bids is: offline [in the office of Staff Selection Commission (Eastern Region)]
4. Eligibility Criteria: As per para 2 of the Notice Inviting Tender.

Note:- The firm not meeting the Eligibility criteria will not be considered for Technical Evaluation and offer will be summarily rejected.

5. **Technical Documents:** Firm must submit following documents for technical evaluation along with Bid: -
 - a. EMD or supporting documents claiming EMD Exemption:- NA.
 - b. Documentary Support for Past Experience as per eligibility criteria.
 - c. Balance Sheet/ITR/Turnover for Last 3 years
 - d. PAN
 - e. GST
 - f. MII self-declaration certificate: Seller to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for Class-I local supplier/ Class II local supplier as the case may be.
 - g. Compliance statement complying all Terms and Condition.
 - h. **All other requisite documents as per Annexure – II, III and XI.**

6. validity of offer: 180 days from the date of bid closing date
7. Tender Quantity distribution ratio: As per para 10 under the heading "Award of Contract" of the Notice Inviting Tender
8. Public Procurement (Preference to Make in India), Order 2017: Applicable
9. Delivery Period:- "Task wise Time Frame" – as per Annexure – VI of this Notice Inviting Tender.
10. **Inspection Authority:** The Regional Director, SSC Eastern Region -Kolkata. or his authorized representative
11. **Consignee details:** **Regional Director (ER), STAFF SELECTION COMMISSION (ER)**
1ST MSO BUILDING (8TH FLOOR), NIZAM PALACE,
234/4, A.J.C. BOSE ROAD, Kolkata - 700 020.
Phone : 033-2290-2230
12. **Price Variation Clause:** Not Applicable. Bidders shall offer their quotes only on firm and fixed basis.
13. **Liquidated Damages:** As per "Penalty" clause at para 12 of the Notice Inviting Tender
14. Option Clause: 25% of the period of contract
15. **Performance Security Deposit (PSD):** As per "Performance Security" clause at para 5 of the Notice Inviting Tender.
16. **Payment Terms:** As per "Payment" clause at para 11 of the Notice Inviting Tender
17. Paying Authority: SSC (ER)
18. Name/ designation of the contact personnel: Ms Upasana Banerjee, Assistant Director
19. Telephone number (s) of the contact personnel: 033-22902230
20. Official e-mail ID (s) of contact personnel: purchasesscer-dopt@ssc.nic.in
21. Fax number (s): 033-22904424

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24/6/25

ANNEXURE-I**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.** Every year, data of approximately 40,00,000 candidates are to be processed.

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 three major Heads viz. **(A) Scope of DP work before Written Examination/Computer Based Examination for Open Competitive Examination, (B) Scope of work for preparation of dossier and (C) Scope of work for Scanning of dossiers of qualified candidates.**

Further, in addition to above mentioned scope of work, any related work that may arise in future during the contract period, the DP Agency will have to carry out the work on mutually agreed rate and terms & Conditions. Also, the DP Agency will have to carry out the work in accordance with the notice of the respective examination, its subsequent corrigendum as published in the Commission's website time to time and this office's work order.

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

- a. On-line data as furnished by the candidates through their respective registration numbers will be handed over to the vendor for processing. The processing of data normally involves the following sequential steps:
 - i. 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;
 - ii. Image qualities are to be checked in order to confirm whether such images conform to the specifications, photographs with spectacles and caps, 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 ineligible images are discarded. Any further guidelines with regard to photographs/signatures of the candidates are to be given during award of data processing work for a particular examination;
 - iii. It is to be checked whether candidates have submitted multiple completed applications which are determined by using the fields of Name, Father's Name, Mother's Name and Date of Birth of the applicant. In case, more than one application of a candidate is detected, all the applications will be rejected and his/ her candidature will be cancelled for the examination;
 - iv. Debarred candidates to be identified and rejected;
 - v. If the name of any candidate contains salutation, candidature of that candidate would be cancelled;
 - vi. If the name of any candidate contains any special character, candidature of that candidate would be cancelled;

- vii. The DP Agency is required to prepare and share the candidate data and venue data in desired format for onward transmission to SSC(HQ) for centralized allocation purpose. The Roll Number of the candidate will be generated by SSC(HQ) and this Roll Number will be used for all purpose for any candidate for the said examination.
- viii. In such cases where the allocation work is done by the DP Agency:
 - a) Randomization of candidates is to be done on the basis of certain formula as to be given to the vendor by the Commission. Different kind of complex randomisation logic to be adopted for each examination as per commission's guideline;
 - b) After randomizing the candidates, there will be a normalization of candidates i.e. while allocating the candidates of a particular centre/city at the venues, the ratio of Male and Female candidates including their Social Category (SC/ST/OBC/UR etc.) is to be maintained. Any further modification/changes in this regard, will be intimated to the vendor during awarding of work for a particular examination or subsequently;
 - c) Finally after allocating venue, the Roll Number of the candidate is to be allotted Centre wise, Venue wise and shift wise.
 - d) There may be a necessity to generate Ticket Numbers against each of the candidates; however, requirement of generating Ticket Number will be intimated through work order to be issued from time to time. Ticket number is a serial number starting from 4000001 to be assigned against each Roll Number centre wise;
 - e) 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 according to the sequence of Random Numbers in the order of date of examination, shift and venue code as per the scheme of the Commission. Any special instructions with regard to allocation of candidates such as allocation PWD candidates including candidates requiring assistance of scribe will be intimated from time to time as per requirement of the Commission;
 - f) After completion of allocation of candidates, allocation data is sent to the Commission for approval;
- ix. There may be situations where candidates' data may be shared with the DP Agency several times with changes. The DP Agency should be ready with robust change management plan to accommodate the changes effectively.
- x. After getting the centralized allocation data from the Commission, the data should be checked thoroughly and necessary changes may be carried out in certain circumstances. As example, if it is found that the count of PwD candidates (with or without scribe) exceeds the venue capacity for any particular shift of examination then necessary changes is to be carried out for proper distribution of PwD candidates (with or without scribe) as per the Venue data.
- xi. Bar code against each of the candidates is to be generated. The Bar Code will be printed on the Commission Copy of Admission Certificate and also on E-Admit card. Bar code should contain certain information which will be intimated through work orders from time to time.
- xii. Successful bidders/vendors should have to adhere to a strict time line. Bidders have to carry out the work within short notice. In recent past it has often been noticed that work is going on even after the normal office hours and bidders must have to respond to the requirement of this office even after the normal office hours. No excuse in case of any delay will be entertained in any circumstances. Task-wise time frame is provided at **Annexure-VI**. Bidders are also required to provide summary of Candidate data on various parameters as per **Annexure-VII**.

- b. After allocating candidates in venues the DP has to generate the following reports in soft copy and hard copy also;
- i. The vendor will be required to prepare e-ADMISSION CERTIFICATE (e-AC) in the prescribed format as at **Annexure-VIII** (in PDF/PNG file format within 100 to 150 KB) and send it via e-mail or in any other electronic means 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-ACs are to be uploaded by the Commission on the website of this office viz. www.sscer.org so that the same could be downloaded by the candidates applying for examinations. Format for e-Admit cards may be changed from time to time and bidders have to carry out the modifications/alterations as to be intimated to them by the Commission from time to time.
 - ii. The vendor is also required to prepare a backend data for uploading of status of candidates as well as e-Admit card of candidates. The format of data base will be intimated to the vendor from time to time.
 - iii. 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 send it to **SSC (ER)**. **The Commission's copy of AC will contain photograph and signature of the candidates as well as Bar Code to be printed on it**. Such AC is used by the Commission during conduct of the examinations. Format for Commission Copy may be changed from time to time and bidders have to carry out the modifications/alterations as to be intimated to them by the Commission from time to time.
 - iv. As per present format, Commission Copy for two (02) candidates are printed in single A4 page. The DP Agency is required to supply the Commission Copy after segregation of Commission Copy and in order of Roll No.
 - v. The vendor will be required to prepare and print ATTENDANCE SHEET (Details of six (06) candidates in prescribed format in one A-4 size sheet) in the prescribed format as at **Annexure-X** and send it to **SSC (ER)**. Requirements of ATTENDANCE SHEET is to be intimated during awarding of work for any particular Examination.
 - vi. 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.
 - vii. 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).
 - viii. Data in certain formats are also required. Bidders are required to prepare such data base in the format as to be intimated to them from time to time.
 - ix. Bidders must have to check the list of Examination Functionaries with the candidate data. The list of such Examination Functionaries is to be given to the bidders from time to time and bidders have to inform whether there is any Examination Functionary who is also a Candidate for the Examination and if any matching found the list of such Examination Functionaries has to be sent to this office. Criteria for finding such common Examination Functionaries and Candidates would be intimated to the bidders from time to time.
 - x. Vendor will have to carry out any other works in relation to the Data Processing work and the same would be intimated to the vendor from time to time if Commission brings any changes in procedures in future.
 - xi. Bidders must have to follow the time line in every case without fail. No deviation from such time line will be entertained.
- c. The vendor to whom DP work of an Examination is 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.

- d. The vendor should be able to generate category wise report (caste, gender etc) from the data base as and when required by SSC(ER) in the requisite format.
- e. The vendor should engage dedicated personnel for providing necessary supports including supply of Commission Copy, matching of examination functionary etc. on the day of examination.
- f. The Bidders would have to carry out any unforeseen additional work in connection with this scope of work, if such situation occurs.

B. Scope of work for Preparation of Dossiers: ---

- a. Printing of data of online applications in the format of offline applications;
- b. Retrieval of Commission's copies of AC of different stages of the examination and sorting the Commission Copies department wise as per allocation;
- c. Generating Scrutiny Sheets with basic data of the candidates at the time of Scrutiny of Documents and provide the data along with excel sheets.
- d. Generating DV Sheets with basic data of the candidates at the time of Document Verification and provide the data along with excel sheets.
- e. Printing of single page photographs;
- f. Preparation of dossiers consisting of the application form, Commission's copies of Admission Certificates of all the tiers of the examination of the concerned candidates. The stationery required in this regard will be provided by the Commission;
- g. Printing and affixing of labels containing the particulars of the candidate on the dossiers.
- h. The Dossiers are to be arranged Department and Roll No wise.
- i. The Bidders would have to carry out any unforeseen additional work in connection with this scope of work, if such situation occurs.

C. Scope of work for Scanning of dossiers of qualified candidates:

- a. The documents placed in the dossiers which are marked with a particular symbol are to be scanned in a single pdf file and saved with file name after the roll number of the concerned candidate.
- b. The documents generally to be scanned are as follows:-
 - i. Application (1 page)
 - ii. Pass Certificate of Matriculation/Other Age Proof Certificate (1 page)
 - iii. Certificates relating to Educational Qualification (to be specified by the Commission examination-wise)
 - iv. Caste Certificate (1 page) [wherever applicable]
 - v. Disability Certificate [wherever applicable]
 - vi. Commission's copy of Admission Certificate/OMR answer sheet of other stages of examination
 - vii. Discharge Certificate for Ex-servicemen (1 page) [wherever applicable]
 - viii. No objection Certificate for Central Government Civilian Employees (1 page) [wherever applicable]
 - ix. Result of Physical Endurance Test [wherever applicable]
 - x. Result of Medical Examination [wherever applicable]
- c. While doing the scanning work, the following steps shall have to be ensured:-
 - i. Scanning work will be carried out only in the office premises of SSC (ER);
 - ii. Detaching the documents to be scanned from the dossier to ensure clear image of the document;
 - iii. Attach all the documents back in the dossier in an orderly manner;
 - iv. DP Agency has to make single pdf file for each candidate. The total number pdf files have to be merged into a single pdf file. It is also to be ensured that there will be no blank pages in the pdf files.
 - v. The Bidders would have to carry out any unforeseen additional work in connection with this scope of work, if such situation occurs.

2. **Eligibility:**

- a) The Data Processor should have the capability to process data of candidates within a short time-frame. Time schedule followed in this regard is provided at **Annexure-VI** for information and guidance of intending tenderers.
- b) The participating Data Processing (DP) agencies are required to submit balance sheet for last three financial years viz. 2021-2022, 2022-2023 and 2023-2024 in support of their existence.
- c) 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.
- d) The bidder must have its Administrative and Operative office in Kolkata since the DP works involves exchange of Data & Documents and a strict time schedule is required to be maintained.
- e) The bidder must be ISO 9001:2015 certified company.
- f) Firm shall have the past experience in executing the same/similar kind of work during last 3 years in Central Government/State Government/PSU/Public Listed Company.
- g) Bidders should submit all relevant documents in support of declarations as per Annexure-II, Annexure-III and Annexure-XI of this NIT.
- h) Bidders are required to qualify mandatorily as per Annexure-II and Annexure-III of this NIT and after qualifying as per Annexure-II and Annexure-III, the rest of the technical parameters will be evaluated as per Annexure-XI.

3. **Late Bids:**

Bids received after the specified date and time, as indicated at para – 1 of page - 1, will not be entertained under any circumstances.

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

In terms of Rule 170(iii) of GFR 2017, Bidders have to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

5. **Performance Security:**

- (i) The successful agency shall have to furnish a Performance Security in form of Performance Bank Guarantee or Fixed/Term Deposit ₹ 5,00,000/- (Rupees Five Lakh only) from any Nationalized or Scheduled Bank in favour of Regional Director, Staff Selection Commission (Eastern Region) payable at Kolkata within Seven days of acceptance of award of contract along with the agreement to be executed with the Commission.
- (ii) Performance Security shall be valid for a period of two months beyond all contractual obligations.
- (iii) Performance Security Deposit shall be liable for appropriation / adjustment against any liquidated damages due to deficit in performance as per terms and conditions of the contract, after issuing a "SHOW CAUSE NOTICE" to the contractor.
- (iv) If the contractor duly performs and completes the contracts in all respect, the SSC shall refund the Performance Security Deposit to the contractor after deducting the costs and other

expenses that the SSC may have incurred for making good any loss due to any action attributable to the contractor which the SSC is entitled to recover from the contractor.

- (v) Performance Security will be refundable/returnable only after full settlement of final bill for the works contracted/executed under the contract.
- (vi) SSC (ER) will not be liable to pay any interest on the performance security deposit.

6. One Bid per Bidder:

Each bidder shall submit only one tender either by himself or as a partner/director or by his **authorized representative only**. Submission of bid on behalf of a **consortium** will not be accepted.

7. Preparation & Submission of Tender:

Bids will be submitted in **Two Bid-system: Technical Bid & Financial Bid**. The bids will be submitted in sealed single envelope 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-XI also and should enclose relevant documents in support of their submission as per Annexure-XI, otherwise it would not be feasible to evaluate the bid of the respective bidder. If nothing is found mentioned in Annexure-XI, 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 – 15.07.2025 up to 12:00 Noon.**

A. Technical Bid:

- a. 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 & IV**.
- b. 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.
- c. The acceptance of the offer made by the bidder will be deemed as a contract.
- d. No page should be removed/ detached from this notice inviting tender.
- e. 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.
- f. Individual signing the tender or other documents connected with contract must specify whether he signs as:
 - i. A representative of the company, in which case he must have authority to execute contracts on behalf of the company and to refer arbitration disputes concerning the business of the company either by virtue of the agreement or by a power of attorney.
 - ii. 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.
 - iii. Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.
 - iv. The Sole proprietor.

B. Financial Bid:

- a. 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.
- b. The amount quoted will be **inclusive of all taxes**.
- c. Break-up of the amount quoted must be provided in **Annexure – IV**.
- d. 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.
- e. 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.

8. Validity of Bids:

The bids shall be valid for a period of 180 days from the date of opening of tenders. This has to be so specified by the bidder in the financial bid.

9. Opening & Evaluation of Tender:

- a. The bidder is at liberty either to present himself or authorize any one representative (**as in Annexure-V**) to be present in the time of opening of tender on **15.07.2025 at 03:00 PM** and he must produce a proof of identity at that time.
 - i. Financial bids of those bidders who obtain at least 70% Marks in Technical bid, as per **Annexure XI**, will be considered.
 - ii. Authority letter for attending Bid opening meeting 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".
 - iii. The bidder's representatives who are present shall sign on the Attendance Sheet.
 - iv. A duly constituted Tender Opening Committee (TOC) will open all the Technical Bids as well as Financial Bids received, in presence of the bidders or their authorized representatives who choose to attend tender opening meeting on scheduled date and time.
 - v. The tender opening committee shall check primarily the tender for the availability of the following.
 1. Whether two bid system has been followed;
 2. TOC will also verify following criteria as per tender terms:
 - a. Whether all the pages of the tender documents are signed, stamped & submitted;
 - b. Whether all documents as sought in the NIT have been submitted or not;
 3. Thereafter, within a reasonable period, duly constituted Tender Evaluation Committee (TEC), if considered necessary, may visit the offices of technically qualified bidders for physical/technical verification of documents/ tech. infrastructure etc. of each technically qualified bidders for final evaluation to arrive at individual actual technical score as per Annexure-XI.
 4. Thereafter, TEC will take necessary evaluation with reference to final Technical Score and Bidders' Financial Bids to finalise Bidders' Rank through Quality and Cost Based Selection (QCBS) procedure.
 5. All statements, documents, certificates etc. submitted by the bidders will be verified for technical evaluation in due course after opening of the Technical & Financial Bids before finalising Bidders' Rank as stated above. 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-III. Thereafter the rest of the Technical Portion as per Annexure-XI will be considered.

6. Bids not having any of the above documents will be summarily rejected.
- b. The ranking of the DP Agency will be determined by applying Quality and Cost Based Selection (QCBS) method. The detailed evaluation procedure has been shown at Annexure-XII.
- c. For the purpose of conversion of financial bid amount to Financial score only consolidated rate for processing of each application will be considered.
- d. Separate ranking will be determined for each type of work on the basis of rates quoted by the vendors for each type of work separately as per Annexure – IV – A, B & C respectively.
- e. In case of any dispute, the decision of the Regional Director, Staff Selection Commission, Eastern Region on evaluation and selection of bids shall be binding and final.
- f. Staff Selection Commission, Eastern Region reserves the right to cancel the tendering process at any stage without assigning any reasons.

10. Award of Contract:

- a. The Staff Selection Commission, Eastern Region, will communicate to the successful bidders about their empanelment as Data Processing Agency for Data Processing Works in connection with conduct of Examinations by the SSC (ER). 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.
- b. The award of a particular work will always be first offered to the R-1 vendor/bidder for a particular scope of work.
- c. In no case, one bidder will be awarded more than one DP work simultaneously. In such cases, award of work will be on rotation basis such as after R-1 bidder, work will be awarded to R-2, then R-3 and so on respectively.
- d. If any of the bidder is not in a position to undertake the DP work due to preoccupation in Commission's work, the work will be offered to the next ranked bidder for executing the work.
- e. The DP work will be awarded at the rate of R-1 bidder or at the rate of respective bidder whichever is less.
- f. It should be noted that, the whole DP work or any part of a particular scope of work will be awarded at its quoted rate to the R-1 bidder. In respect of rest of the bidder, a comparison of rate (either for whole DP work or any part of it) will be done between the rate of R-1 bidder and that of the respective bidder and work will be awarded to the lower rate between the rates quoted by the R-1 bidder and that of the respective bidder.
- g. In the event of refusal/non-capacity to execute the work, the approved quotation of the particular vendor/bidder would be treated as Cancelled and/or the said vendor/ bidder would be debarred from submission of fresh tender of SSC (ER) for 3 years period.
- h. It should be noted that separate work order will be issued from time to time for separate examinations.
- i. Notwithstanding anything contained above, SSC (ER) reserves the right to award any work to any vendor as considers fit by this office.

11. Payment:

- a. The payment of the bills will be made only after satisfactory and timely completion of the job in respect of a particular Tier of examination as per given work order. However, 60% of the payment will be released after the successful completion of the particular Tier of examinations and 40% will be paid within one month from the declaration of the results of the respective tiers viz. Tier-I/Tier-II/Tier-III of the concerned examination on submission of claim or on receipt of specific approval of the Commission on specific cases.

- b. In the event of cancellation of any Examination without the onus lying on the Data Process agency, full payment will be released within the six months from the last schedule date of Examination.

12. Penalty:

In the event when the contractor:

- i. Fail to observe or perform any of the conditions of the work as set out herein; OR,
- ii. Fail 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):

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

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.

13. Cancellation:

- a. In case of any mistake or delay in the supply of the output reports 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 other agency.
- b. In case of any dispute as to interpretation of the terms of the contract, the decision of the Staff Selection Commission (ER) shall be final and binding.

14. 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.

15. Confidentiality / Non-Disclosure Agreement (NDA):

The bidder (and its employees) shall not, unless SSC(ER), Kolkata gives permission in writing, disclose any part or whole of the proposal and/or contract, or any specification, rate, pattern, sample or information furnished by SSC(ER), Kolkata, in connection therewith to any person other than a person employed by the bidder in the performance of the proposal and/or contract. The employees or the third party engaged by the bidder will maintain strict confidentiality.

The bidder, its employees and agents shall not without prior written consent from the SSC(ER), Kolkata make any use of any document or information given in the SMS, except for purposes of performing the contract award.

In case of breach, SSC(ER), Kolkata shall take legal action as it may be advised. Successful bidder will have to adhere to the Non-Disclosure Clause which shall form a part of the Contract being entered into with the SSC(ER), Kolkata.

ANNEXURE- II

Tender No. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025
 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.	Annexure I to XII		
2.	Whether each page of NIT has been signed & sealed		
3.	All required documents		
4.	Copy of the registration of the Firm/ company & license		
5.	Copies of registration certificate for GST and other registrations/ licences for carrying out the work as Data Processing Agency		
6.	Copy of PAN Card		

Signature of the bidder with seal and date

14

ANNEXURE-III

Tender No. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025
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. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025 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.

Sl. No.	Name of the Tenderer/ concern	
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.	PAN Number (attested copy to be enclosed)	
4.	Service tax/GST registration number (copy of order of service tax registration to be enclosed)	
5.	Turnover in the last three years (balance sheet for last three years duly authenticated to be enclosed)	
6.	EPF & ESI Registration numbers	
7.	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. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025 of SSC (ER) 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. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025 of SSC (ER) 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.
4. I/We, hereby accept that my/our firm would be suspended for the time period of contract, if I/We withdraw or modify the bid during the period of validity of this contract or if we are awarded the contract and fail to sign the contract, or fail to submit a performance security before the deadline defined in the request for bids document.

Signature of the bidder with seal and date

Note: The Bidders/Vendors have to qualify as per information at Annexure-III.

ANNEXURE- IV – A

Tender No. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025
 STAFF SELECTION COMMISSION, EASTERN REGION
TENDER FORM – COMMERCIAL BID for OPEN COMPETITIVE EXAMINATION
(Scope of work 1 – A)
 (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. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025 of SSC (ER):

Items of DP Work:

- (a) Checking Photographs and Signature;
- (b) Data Analysis/Processing;
- (c) Printing of Commission's copy of AC;
- (d) Printing of Attendance sheets;
- (e) Generating Bar Code;

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

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

Quantum of work	Items of DP Work	Item wise rate (in ₹)	Consolidated Rate	Applicable Tax	Remarks, if any
For processing up to 25000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
For processing data more than 25000 & up to 50000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
For processing data more than 50000 & up to 100000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
For processing data more than 100000 & up to 300000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
For processing data more than 300000 & up to 500000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				

For processing data more than 500000 & up to 700000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
For processing data more than 700000 & up to 10,00000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
For processing data more than 10,00000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				

Signature of the bidder with seal and date

Note:

The column “**Consolidated Rate (inclusive taxes)**” will be considered for conversion of financial bid amount into financial score. It is also mandatory on the part of the bidders to mention separate rate for each of the item.

Tender No. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025

STAFF SELECTION COMMISSION, EASTERN REGION

TENDER FORM – COMMERCIAL BID for Preparation of Dossiers**(Scope of work 1 – B)**

(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. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025 of SSC (ER)

Items of DP Work:

- a. Printing of data of online applications in the format of offline applications;
- b. Retrieval of Commission's copies of AC of different stages of the examination and sorting the Commission Copies department wise as per allocation;
- c. Generating Scrutiny Sheets with basic data of the candidates at the time of Scrutiny of Documents and provide the data along with excel sheets;
- d. Generating DV Sheets with basic data of the candidates at the time of Document Verification and provide the data along with excel sheets.
- e. Printing of single page photographs;
- f. Preparation of dossiers consisting of the application form, Commission's copies of Admission Certificates of all the tiers of the examination of the concerned candidates;
- g. Printing and affixing of labels containing the particulars of the candidate on the dossiers.

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

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

Quantum of work	Items of DP Work	Item wise rate (in ₹)	Consolidated Rate	Applicable Tax	Remarks, if any
Preparation of dossiers up to 1000 candidates	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
	(f)				
	(g)				
Preparation of dossiers more than 1000 up to 2000 candidates	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
	(f)				
	(g)				
Preparation of dossiers more than 2000 up to 4000 candidates	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
	(f)				
	(g)				

Preparation of dossiers more than 4000 up to 7000 candidates	(a)					
	(b)					
	(c)					
	(d)					
	(e)					
	(f)					
	(g)					
Preparation of dossiers more than 7000	(a)					
	(b)					
	(c)					
	(d)					
	(e)					
	(f)					
	(g)					

Signature of the bidder with seal and date

Note: The column “Consolidated Rate (inclusive taxes)” will be considered for conversion of financial bid amount into financial score. It is also mandatory on the part of the bidders to mention separate rate for each of the item.

ANNEXURE- IV - C

D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025
 STAFF SELECTION COMMISSION, EASTERN REGION
TENDER FORM – COMMERCIAL BID for SCANNING OF DOSSIERS
(Scope of work 1 – C)
 (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. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025 of SSC (ER)
 Quotes for the work: Rs. (in figure) & (in words also).

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

Particular of work	Consolidated Rate	Applicable Tax
Rate of scanning (per page [A4/ Legal size]) (work will be carried out in the office premises of the SSC (ER))	₹ _____/- (inclusive of taxes)	

Signature of the bidder with seal and date

Note:

The column “Consolidated Rate (inclusive taxes)” will be considered for conversion of financial bid amount into financial score. It is also mandatory on the part of the bidders to mention separate rate for each of the item.

ANNEXURE -V

D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025
STAFF SELECTION COMMISSION, EASTERN REGION

Letter of authentication for attending bid opening
At 03:00 PM on 22.07.2025 at
STAFF SELECTION COMMISSION, EASTERN REGION, 8th FLOOR,
1st 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

ANNEXURE- VI

Tender No. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025

STAFF SELECTION COMMISSION, EASTERN REGION

TASK-WISE TIME FRAME

Sl. No.	Tasks	Time frame / Deadline
1.	Furnishing list of invalid applications, debarred candidates applying for the examination and candidates submitting multiple application	Within 2 days after receiving data from Commission
2.	Furnishing list of Rejected Candidates on the grounds of improper Photo & Signature	Upto 2 lakh Photo & 2 lakh Signature – 3 days; and for increase of volume in every lakh of Photo and Signature separately one more day subject to maximum 8 days.
3.	Furnishing centre-wise randomized list of all candidates as per randomization formula (with due consideration and allotment of sensitive, PH and male/female candidates etc.)	2 days after completion of work at Sl. No. 2
4.	Furnishing soft copy of complete data through E-Mail, Hard Drive or any other electronic means	15-20 days before the examination
5.	Commission's copy of Admission Certificates to be handed over to the Commission's office	20 days before the scheduled date of examination
6.	Furnishing clear PDF files of Admission Certificates to be handed over to the Commission for uploading on our website	12-15 days before the scheduled date of exam.
7.	Statements as per Annexure-VII to be handed over to the Commission's Office	Within 03 days after completion of examination

Signature of the bidder with seal and date

Annexure-VII

Tender No. D-D.31011/1/2025-ADMIN-PURCHASE Dated: 24.06.2025
STAFF SELECTION COMMISSION, EASTERN REGION
SUMMARY OF CANDIDATE DATA

- 1) Centre-wise no. of candidates (both eligible and rejected taken together) – all notified centres

Centre	Eligible	Rejected	Total

- 2) State-wise domicile of candidates (West Bengal / Jharkhand / Odisha / Sikkim / A&N Islands / Others)

	West Bengal	Jharkhand	Odisha	Sikkim	Andaman & Nicobar Islands	Others
No. Of applicants						

- 3) Category-wise number of applicants

Gender	GEN	SC	ST	OBC	EXS	TOTAL PH	OH	HH	VH
Male									
Female									

- 4) Age profile

	18-20 Years	21-23 Years	24-27 years	Beyond 27 years
No. of applicants				

- 5) Educational Qualification profile

	Matric Level (10 th Standard)	Higher Secondary (10+2 Standard)	Graduate	Post Graduate
No. of applicants				

Signature of the bidder with seal and date

उत्तरी चयन आयोग

क्षेत्र : पूर्वी क्षेत्र

वेबसाइट : www.sscer.org

हैल्पलाइन नम्बर : 9477461228/9477461229

ई-मेल आई डी : contact-sscer@gov.in



STAFF SELECTION COMMISSION

Region : Eastern Region

Website : www.sscer.org

Helpline No. : 9477461228/9477461229

Email id : contact-sscer@gov.in

ई-प्रवेश पत्र / e-ADMISSION CERTIFICATE

XX



अनुक्रमांक सं. /

Roll No. :

(कृपया आई डी के रूप में प्रयोग करें)
(to be used as User ID)

परीक्षा के लिए पासवर्ड /

Password for Examination :

रजि. सं. /

Reg. No. :

प्रतिपिक के लिए विकल्प /

Opted for Scribe :

Eligible for Compensatory Time :

पहचान के निशान /

Identification Mark :

भाषा वरीयता /

Language Preference :

प्रतिपिक का माध्यम /

Scribe Medium :

परीक्षा तिथि / Exam. Date

उपस्थित होने का समय / Reporting Time

प्रवेश बंद होने का समय / Entry Closing Time

उम्मीदवार का नाम /
Candidate's Name:उम्मीदवार का नया या बदला हुआ नाम /
Candidate's New or Changed Name:

लिंग / Gender :

जन्म-तिथि / Date of Birth :

श्रेणी / Category :

उम्मीदवार का पता / Candidate's Address :

Date & Time of Examination

परीक्षा केंद्र / Examination Venue :

1. Candidate must carry an original photo identity card having the same Date of Birth (including Date, Month & Year) & Name as printed on the Admission Certificate.
2. If photo identity card does not have the same Date of Birth (including Date, Month & Year) & Name then the candidate must carry an additional certificate (in original) as proof of their Date of Birth & Name.
3. In case of mismatch of Date of Birth & Name mentioned in the Admission Certificate and photo ID/the certificate brought in support of Date of Birth & Name, the candidate will not be allowed to appear in the examination.

चरण-I / Tier-I	विषय / Subject		अंक / Marks
वस्तुनिष्ठ प्रकार / Objective Type	1. अंग्रेजी भाषा (मूल ज्ञान)	1. English Language (Basic Knowledge)	50
	2. सामान्य बुद्धिमत्ता	2. General Intelligence	50
	3. मात्रात्मक अभिरुचि: (सामान्य अंकगणितीय बुद्धिमत्ता)	3. Quantitative Aptitude (Basic Arithmetic Skill)	50
	4. सामान्य जागरूकता	4. General Awareness	50

Note: - Please click here to Download Instructions.

नोट: कृपया परीक्षा संबंधी विस्तृत निर्देश डाउनलोड करने के लिए यहाँ क्लिक करें।

लॉगिन के पश्चात कम्प्यूटर स्क्रीन पर "Other Important Instructions" के नीचे लिखे वाक्य को अपनी हस्तलिपि में लिखें और अपने हस्ताक्षर करें।
Write the text shown on computer screen after login under "Other Important Instructions" in your own running handwriting and put your signature.

"यदि फोटो अस्पष्ट / भ्रामक और संदेहास्पद हो तो अभ्यर्थी की नवीनतम फोटो चिपकाएं।"
"If the photo is unclear / misleading and suspicious, paste candidate's recent photo."

प्रतिपिक का सुविधा लिया /
Availed Facility of Scribe: Yes ☐ / No ☐

प्रतिपुरक समय का लाभ उठाया /
Availed Compensatory Time: Yes ☐ / No ☐

कृपया लिखें / Please write
माता का नाम / Mother's Name:

उम्मीदवार के हस्ताक्षर
Signature of Candidate

उम्मीदवार स्पष्ट अक्षरों में अपना पता नीचे लिखें / The Candidate should write his/her address below, in running handwriting:

नाम / Name

पता / Address

पिन / PIN

मोबाइल नं. / Mob. No. ई-मेल / E-mail:

केंद्र परीक्षक का मोहर / हस्ताक्षर
Seal / Sign of Venue Head

निरीक्षक का हस्ताक्षर
Sign of Invigilator

लॉगिन के पश्चात कम्प्यूटर स्क्रीन पर "Other Important Instructions" के नीचे लिखे वाक्य को अपनी हस्तलिपि में लिखें और अपने हस्ताक्षर करें।
Write the text shown on computer screen after login under "Other Important Instructions" in your own running handwriting and put your signature.

"यदि फोटो अस्पष्ट / भ्रामक और संदेहास्पद हो तो अभ्यर्थी की नवीनतम फोटो चिपकाएं।"
"If the photo is unclear / misleading and suspicious, paste candidate's recent photo."

प्रतिपिक का सुविधा लिया /
Availed Facility of Scribe: Yes ☐ / No ☐

प्रतिपुरक समय का लाभ उठाया /
Availed Compensatory Time: Yes ☐ / No ☐

कृपया लिखें / Please write
माता का नाम / Mother's Name:

उम्मीदवार के हस्ताक्षर
Signature of Candidate

उम्मीदवार स्पष्ट अक्षरों में अपना पता नीचे लिखें / The Candidate should write his/her address below, in running handwriting:

नाम / Name

पता / Address

पिन / PIN

मोबाइल नं. / Mob. No. ई-मेल / E-mail:

केंद्र परीक्षक का मोहर / हस्ताक्षर
Seal / Sign of Venue Head

निरीक्षक का हस्ताक्षर
Sign of Invigilator

SELECTION COMMISSION (ER)**Annexure-X**

Candidates below are required to be filled by the candidate (in ink/ball pen)

Name of Exam. : XX

Name of Sub-Centre : XX

XX

Exam. Date : DD-MM-YYYY

:: ATTENDANCE SHEET ::**BATCH - X**

Sl. No.	Roll No. / Candidate's Name / Post Code	Photo and Signature	LTI	Signature of Candidate
1				
2				
3				
4				
5				
6				

We have checked the entries given above and found them correct.

Name and Signature of INVIGILATOR

Annexure – XI**Technical Bid evaluation matrix:**

Sl. No.	Parameters	Details of Parameters			Distribution of Marks
1.	Nos. of Data Processing works done during last 3 years (with relevant documents)	Nos. of work involving nos. of applications during last 3 years in Central Government/State Government/PSU/Public Company. Listed			Applications from 5,00,001 and more – 10 [05 Marks for each work done]; Applications from 3,00,001 to 5,00,000 – 08 [04 Marks for each work done]; Application from 1,00,001 to 3,00,000 – 06 [03 Marks for each work done]; Applications from 50,001 to 1,00,000 – 04 [02 Marks for each work done]; Applications from 25,001 to 50,000 – 02 [01 Marks for each work done]; [Below 25,000 applications - No marks will be awarded].
2.	Details of Human Resources for DP work (with relevant documents)	No of Developer (a)	Nos. of Software Engineer (b)	Other Personnel (c)	8 or more Personnel (a+b) – 20 6 Personnel (a+b) – 15 4 Personnel (a+b) – 10 2 Personnel (a+b) – 05 Less than 2 personnel (a+b) - 0 [Bidders should have to mention the details of educational qualification and should submit relevant documents and marks will not be awarded on the basis of declaration only].
3.	Hardware system dedicated for DP work	Nos. of working Computer systems & Specifications of the systems			More than 20 upto 25 Computer – 10 More than 15 & up to 20 Computer – 07 More than 10 & up to 15 Computer – 05 [Bidders having Computer system less than 10 will be awarded zero Marks].
		Server System & its specification (Server means dual processor with RAID)			2 server with 1 backup server– 10 1 server with 1 backup server– 05 [Bidders having No Server system will be awarded zero Marks].
4.	(a) Printing capacity	Nos. of A4/Legal size page that can be printed per day			1,00,000 and more applications – 15 75,000 and more applications – 10 50,000 and more applications – 05 [Bidders having printing capacity less than 50,000 will be awarded zero Marks].
	(b) Scanning Capacity	Nos. of A4/Legal size page that can be scanned per day			50,000 and more applications – 15 30,000 and more applications – 10 20,000 and more applications – 05 [Bidders having scanning capacity less than 20,000 will be awarded zero Marks].

Note: The infrastructure details provided as per parameters in the table above should be under the same legal entity i.e. bidders should have their own infrastructure in their name or in the name of their company.

Technical Bid Score:

Bidder Name	Score in Technical Bids
Bidder 1	
Bidder 2	
Bidder 3	
Bidder 4	
.....	
.....	

Signature of the bidder with seal and date

Annexure – XII**Details of calculation procedure to be adopted during bid evaluation:****Conversion of financial bid amount to Score:**

Bidder Name	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 only the consolidated rate 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 Name	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			
.....			
.....			

Signature of the bidder with seal and date

Annexure - B

STAFF SELECTION COMMISSION (ER)
1ST MSO BUILDING (8TH FLOOR), NIZAM PALACE
234/4, A.J.C. BOSE ROAD, Kolkata - 700 020.
Phone : 033-2290-2230

COMPLIANCE STATEMENT

Sl. No.	Commercial & General Terms.	Compliance to TE Conditions (Yes/No)	If not complied, Specify deviations
1	Is Price quoted Firm and Fixed		
2	Delivery & Prices on F.O.R destination basis.		
3	Whether the offered store is as per specifications mentioned in TE.		
4	Inspection at Buyer's premises acceptable.		
5	Delivery as per Delivery Period mentioned In TE acceptable.		
6	Payment Terms of the TE acceptable.		
7	Agreed for Option Clause as mentioned in TE.		
8	Agreed for Submission of Security Deposit/ Performance Security Deposit.		
9	Liquidated Damages Clause accepted.		
10	Agreed for condition of Evaluation Criteria		
11	Validity of offer-as per tender.		
12	Guarantee/ Warranty Clause accepted.		
13	MSMEs, UAM no. etc relevant documents submitted		
14	GSTIN No. and relevant documents submitted.		
15	All The Terms & Conditions of Tender Documents and GEM are Accepted		

Seller Signature along with company stamp/seal