

No.D-D.32011/2/2023-Admn
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Staff Selection Commission (ER)

8th Floor, 1st MSO Building, Nizam Palace,
234/4, A.J.C. Bose Road,
Kolkata – 700020

Dated, the 20th January 2023

To

(ELIGIBLE VENDORS)

SUBJECT: NOTICE INVITING LIMITED TENDER ENQUIRY FOR DEVELOPING WEBLINK IN OFFICIAL WEBSITE OF STAFF SELECTION COMMISSION (EASTERN REGION)

Sealed quotations are invited from interested firms/agencies for developing weblink in official website of Staff Selection Commission (Eastern Region) as per requirement of this office as per Tender Documents.


2. For further details, for any clarification, interested parties may contact the Administration Section, SSC(ER), Kolkata during office hours from 03:00 PM on 20th January, 2023 to 10:00 AM on 30th January, 2023.

3. The sealed tender superscribed as “**DEVELOPING WEBLINK IN OFFICIAL WEBSITE OF STAFF SELECTION COMMISSION (EASTERN REGION)**” along with name and address of bidder should be submitted **on or before 03:00 PM of 30th January, 2023** in the Administration Section of this Office at the above address. No tender received after 03:00 PM of January, 2023 would be entertained. The Tenders will be opened on **30th January, 2023 at 05:00 AM** in this Office premises in the presence of the representatives of the interested firms/agencies, if they so desire.

4. The Terms & Conditions etc. governing the Tender Notice and Tender Form are given along with this Notice Inviting Tender Enquiry. Unsolicited bids will not be accepted.

5. This issues with the approval of the Regional Director (ER).

Encl: Tender Documents


Deputy Director
Staff Selection Commission (ER)
Telephone: (033) 2290-2230

1. ELIGIBILITY

- The bidder should be located and have their base at Kolkata,
- The bidder should not be in the list of the blacklisted/debarred/depaneled by any Government organization during last five years,
- The bidder should be able to complete the work within 21 days from the date of award of work.
- The bidder must have GST Registration,

2. INSTRUCTIONS TO BIDDERS

PROPOSAL should be submitted in English and should include the below documents:

- (a) Cover letter (**Annexure-A**)
- (b) General, Technical and Financial proposal (**Annexure-B**)
- (a) **Cover letter**

In the cover letter the following information should be confirmed:

- The bidder has not indulged in any corrupt or fraudulent practices in preparing this proposal.
- The person signing the cover letter and the proposal has due authorization to do so.
- The cover letter must clearly mention the name, address, telephone, and email id of the authorized person who will serve as the primary point of contact for all communication for the assignment.
- The bidder will bear all costs incurred in connection with the preparation and submission of the proposal and shall bear any further pre-contract costs.
- The template for the cover letter is given at **Annexure A**.

(b) General, Technical and Financial proposal

It should be submitted in the format as prescribed at **Annexure- B. Rates should be quoted inclusive of all taxes**. The bidder should submit the following documents/information duly signed by the authorised signatory viz.:-

- Signed copies of PAN card of the Bidder/Company/Proprietor/Authorised Person
- Certified copy of Registration Number
- Certified copy of GST registration number

3. SUBMISSION OF BIDS

Sealed quotations filled in the specified Proforma and should be superscribed "**NOTICE INVITING LIMITED TENDER ENQUIRY FOR DEVELOPING WEBLINK IN OFFICIAL WEBSITE OF STAFF SELECTION COMMISSION (EASTERN REGION)**". The bid should be prepared strictly in accordance with the instruction prescribed and be submitted in proper sealed envelope addressed to the

Regional Director, Staff Selection Commission (ER), 8th Floor, 1st MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700020. Tenders received online will not be accepted.

4. OPENING & EVALUATION OF TENDER

- (a) A duly constituted Tender Opening & Evaluation Committee will open the Bids.
- (b) All statements, documents, certificates 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.

5. SCOPE OF WORK:

There are two Modules in this scope of work viz. Requisition Module and Document submission module. The detailed scope of work under each module is as below.

a) Requisition Module :

Different Central Government Offices will submit their requisition for reporting of vacancies in their office as to be required from time to time through this application module.

- **Module for User Departments:**

- The User Department should make their credentials by filling up a registration details containing specific information as follows (all fields are mandatory):
 - Name of the Ministry;
 - Name of the Department;
 - Name of Office (full name of office);
 - Official Contact Number;
 - Name of the Nodal Officer in that office;
 - Mobile Number of Nodal Officer;
 - Official email i.e. [.gov.in] or [.nic.in]
- After entering the above details the User Department is to submit the above information and a confirmation prompt should be given. User Department should be able to go backwards from this prompt.
- After successful submission of all required information, an auto-generated User Id and password should be sent to the official email id.
- Subsequently, the user Department should be able to change their password. Changing password is mandatory.
- Before submitting requisition, the User Departments should log in to the portal by using their respective User Id and Password.
- User Departments are required to submit their requisition for Vacancy State wise and Age group wise and the Category wise (SC/ST/OBC/UR/EWS).
- The format for submitting requisition may change time to time as per the requirement of the Commission.
- User Departments are required to upload relevant documents (pdf files) as follows:
 - Proforma (as to be decided by the Commission from time time);
 - State Wise / Zone wise vacancies (Annexure-I);
 - Certificate of requisitioning authority;

- Certificate with regard to Recruitment Rules (as per Annexure A);
 - Certificate with regard to PwD (as per Annexure B);
 - Certificate as per Annexure C;
 - Certificate as per Annexure D;
 - NOC as per requirement with provision for entering date of issue;
 - Gazette Notification of Recruitment Rules with provision for entering date of issue.
 - The portal should be designed in such a manner so that the User Department can upload the above documents.
 - User Department should be able to view their requisition in a table format before final submission of their requisition.
 - User Department should also be able to edit the information if so required by them at this point.
 - After final submission of requisition, an auto generated confirmation email along with a table containing the vacancy details (State wise and Age group wise and the Category wise) will be sent to the User Department.
 - User Department should also be able to update their vacancy position if any discrepancy identified by them before the cut off date.
- **User Module for Commission (Admin module):**
 - The nodal officer in the Commission will be able to log in to the system using administrative credential.
 - Facility of downloading data in excel/csv/dbf file format as per certain format. The data format may change from time to time. Hence, provisions for such modification should exist.
 - The vacancy data format may be changed from time to time.
 - Sending different types of report to the Commission through email as and when so required.

b) Module for Submission of Documents through web link:

The candidates who qualify the Computer Based Selection Post Examination are required to upload their documents as per the requirement of the Commission for the purpose of scrutiny of documents by the Commission. The following are required:

- (i) The agency who will undertake the work of accepting documents will be provided the back end database of candidates.
- (ii) Candidate should be able to upload their respective documents through the web link. Following prerequisite should be provided so as to avoid acceptance of documents from non-qualified candidates:
 - a. After clicking the web link, a page containing a set of Important Instructions of the Commission will appear.
 - b. There will be a check box below those instructions with the heading "I have carefully read the above instructions" and after selecting the check box, the "Submit" button will be activated.

- c. Once candidate click on the Submit button, he/she will be redirected to the page where he/she is required to enter the following details in respect of his/her candidature:
 - i. Registration No:
 - ii. Name:
 - iii. Date of Birth:
 - iv. Roll No.:
 - v. Post Category:
 - d. After entering above data the Submit button in the page will get activate and candidates are required to click the Submit button.
 - e. Once Submit button is clicked and if all the information of the candidate matched with his/her details as per back end data, he/she will be able to upload the required documents.
 - f. Candidates will be able to upload only pdf file of scanned documents. Documents in any other file format will not be accepted.
 - g. Primarily the candidates are required to submit the following documents:
 - i. Application form;
 - ii. Documents in support of Date of Birth;
 - iii. Essential Education Qualification;
 - iv. Certificates in support of experience/work experience;
 - v. Certificate in support of Caste Category;
 - vi. Certificate in support of PH Category;
 - vii. Documents in support of Ex-servicemen;
 - viii. Documents in support of claim as Central Govt. Civilian Employee (CGCE);
 - h. Out of the above documents, candidates are required to upload the following documents mandatorily:
 - i. Application form;
 - ii. Documents in support of Date of Birth;
 - iii. Essential Education Qualification;
 - i. Candidate should be able to upload separate pdf files in support of his Educational Qualification by clicking the button "ADD DOCUMENTS".
 - j. Candidate should also be able to upload separate pdf files in support of his experience/work experience by clicking the button "ADD DOCUMENTS".
 - k. Candidate should be able to delete his/her latest uploaded documents before final submission.
 - l. After clicking the final submission a confirmation prompt should be given to the candidate. Candidate should also be able to go backwards from this prompt.
- (iii) It should be ensured that all the documents as uploaded by the candidates are saved.
- (iv) It is also required to be ensured that there should not be any corrupted or damage documents.
- (v) After final submission an email alert should be given to the candidate in support of confirmation of submission of his documents. The text email should contain the list of documents indicating which of the documents have uploaded.
- (vi) There should not be any limited file size.

Transfer of documents:

After the last date for submission of Document is over, the agency will hand over all the documents to the Commission. The documents should be arranged as per following requirements:

- (i) The documents are required to be arranged Post Category wise in separate folder.
- (ii) Post Category wise each folder will contain separate folder for individual candidates.
- (iii) The Post Category wise separate link containing the documents for respective Post Category should be shared with the Commission.
- (iv) The link should be activated till such date as to be specified by the Commission from time to time.

Technology to be used:

- The code should be written in Open Source i.e., flat php (no framework to be used like Cake PHP, Code Igniter, Laravel etc.), Database should be MSSQL Server 2008.

- Vendor agency will provide the Physical Server space for deployment.
- Application should be SSL certified.

The source code, database script, trigger, procedure should be handed over to SSC(ER). The testing, deployment and execution / go live must be sole responsibility of the vendor.

6. TERMS & CONDITIONS:

- (a) The agency/company should complete the work within 21 days from the date of award of work.
- (b) Agency should provide services for maintaining and subsequent modification if so required for initial one year from the date of completion of work.
- (c) Agency should keep smooth collaboration with the service provider who is maintaining the website of this office and must ensure hoisting of portal on this office's website.
- (d) The agency/company should produce the self attested photocopies of documents related to Registration Number, PAN Number, GST Registration Number, Trade License, etc. as per **Annexure-B** enclosed with this Tender Notice.
- (e) The rate quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.
- (f) It may also be noted that the contractor must not backout midway of the contract. The above act of backing out would be automatically debar the agency/firm from any further dealing with SSC(ER).
- (g) SSC(ER) reserves the right to accept or reject any or all tenders without assigning any reasons.
- (h) In case of any dispute, all efforts should be made to settle or resolve such dispute mutually by discussion.

- (i) The decision of the Regional Director, SSC(ER) shall be final on any matter of dispute arising out of this tender.
- (j) All the pages of the documents submitted in response to the Notice Inviting Tender shall be numbered sequentially and all pages and annexure shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract.
- (k) The acceptance of the offer made by the bidder will be deemed as a contract.

7. AWARD OF CONTRACT & TERMINATION OF CONTRACT:

- (a) The contract can be terminated at any time even during its currency, in case the Commission is not satisfied with the performance of the Vendor.
- (b) The award of a particular work will be offered to the L-1 vendor/bidder. In the event of refusal/non-capacity to execute the work, the vendor may have to submit reason for such refusal which will be examined on case to case basis by the competent authority and if the competent authority decides to invoke any penalty like debarring/blacklisting, the same will be implemented.
- (c) The SSC(ER) reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever,
- (d) The rates quoted should remain valid for complete contract period. The Total quoted amount should be written both in figures and in words,
- (e) Agency should provide services for maintaining and subsequent modification if so required for initial one year from the date of completion of work,
- (f) Quotations, which do not comply with the above conditions, are liable to be rejected,
- (g) If the successful bidder leaves the job before expiry of the contract period or work done by such vendor is not found to be satisfactory, this Office reserves the right to terminate the contract.
- (h) Rate quoted will be inclusive of all taxes. The Commission will not pay any kind of Taxes separately on the rates quoted by the firm/vendor,
- (i) The SSC(ER) reserves the right to reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder or bidders of the grounds of SSC(ER)'s action,
- (j) Any overwriting in the Tender/late submission of Tender will not be entertained.
- (k) The acceptance of the offer and signing all pages of this document by the authorised signatory/bidder will be deemed as a contract.

8. MODE OF PAYMENT:

The payment shall be made to the Service Provider on successful completion of work on submission of pre-receipted bill in triplicate. In case of any delay in submission of the bill by the service provider this office won't be responsible for any delay in payment. Payment will be made by NEFT or through e-Payment as per convenience of this office.

9. EARNEST MONEY DEPOSIT (EMD):

In terms of Department of Expenditure's OM No.F.9/4/2020-PPD dated 12.11.2020, Bid Security Declaration should be signed by the bidders accepting that if they withdraw or modify their bids during the period of validity etc. they will be suspended for the time specified in the tender documents. No provisions regarding Bid Security should be kept in the Bid Documents, and only provision for Bid Security Declaration should be kept in the Bid documents.

10. PERFORMANCE SECURITY:

- (a) In terms of Department of Expenditure's OM No.F.9/4/2020-PPD dated 12.11.2020, the successful tenderer will have to deposit Performance Security of 3% of the value of the work in the form of Fixed Deposit Receipt/Bank Guarantee from a Nationalised Bank in an acceptable form in favour of Regional Director, Staff Selection Commission (Eastern Region).
- (b) Performance Security will be refunded to the tenderer after completion of the contract upon satisfactory performance during the contract period.
- (c) Performance Security will be forfeited if the tenderer fails to perform any of the terms & conditions of the contract, without prejudice to such other action including blacklisting by SSC(ER) if deemed fit.

ANNEXURE A – Cover Letter

To
The Regional Director
Staff Selection Commission (ER)
8th Floor, 1st MSO Building
Nizam Palace
234/4, AJC Bose Road
Kolkata – 700020.

Madam,

SUBJECT: NOTICE INVITING LIMITED TENDER ENQUIRY FOR DEVELOPING WEBLINK IN OFFICIAL WEBSITE OF STAFF SELECTION COMMISSION (EASTERN REGION)

Ref: D-D.32011/2/2023-Admin dated 20th January, 2023

The undersigned Bidder, having read and examined in detail the Limited Tender Enquiry document in respect of developing weblink in official website of Staff Selection Commission (Eastern Region), do hereby express their interest to offer Services as specified in the terms and conditions.

Correspondence Details:

Name of the Agency:

Address of the Agency:

Name of the contact person(s) to whom all references shall be made 24x7x365 days regarding this Tender, future work and its execution:

Designation of the person(s) to whom all references shall be made 24x7x365 days regarding this Tender, future work and its execution:

Address of the person(s) to whom all references shall be made 24x7x365 days regarding this Tender, future work and its execution:

Contact Number:

E-Mail of the contact person:

Documents forming part of NIT Proposal:

We have enclosed the following:

- i) All necessary documents required as per this NIT document to be submitted along with the Proposal.
- ii) General, Technical and Financial Proposal

I/We hereby declare that our proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief. I/We hereby declare that I/we have not indulged in any corrupt or fraudulent practices in preparing this proposal.

I/We hereby declare that we have not been blacklisted by any Government agencies.

The undersigned has been authorized to sign the cover letter and the enclosed proposals. The bidder will bear all costs incurred in connection with the preparation and submission of the proposal and shall bear any further pre-contract costs.

BID SECURITY DECLARATION

I/We, hereby, accept that my/our firm would be suspended for the time period of this contract, if I/we withdraw or modify the bid during the period of validity of this contract.

Thanking you,

Yours faithfully

(Signature of the Vendor)

Name :

Designation :

Seal :

Date :

Place :

Business Address:

Witness:

Signature

Name

Address

Company

Date

Vendor:

Signature

Name

Designation

Date

ANNEXURE – B

PROFORMA

Sl.No.	Information to be provided by the bidders	
1.	Name of Bidder:	
2.	Registration No. Licence No. under Companies Act and CL(R&A) Act, 1972	
3.	Address with telephone No., e-mail address, FAX:	
4.	Name of the contact person (s) with contact number:	
5.	PAN/TAN/GST No. (attach self attested copy):	
6.	Experience in years in website creation/designing development & other related matters:	
7.	Rate quoted for developing weblink in official website of staff selection commission (Eastern Region) (inclusive of all taxes) (in Rs.):	

Declaration: I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statements at any stage, I/We will be blacklisted and will not have any dealing with this Department in future.

(Signature of Authorized Signatory with date and office seal)