No.D-D.31015/2/2026-ADMIN-PURCHASE
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 15th October, 2026

To

(ELIGIBLE VENDORS)

SUBJECT: NOTICE INVITING OPEN TENDER ENQUIRY FOR HIRING OF SERVER AND ANNUAL MAINTENANCE OF THE OFFICIAL WEBSITE OF STAFF SELECTION COMMISSION (EASTERN REGION), KOLKATA FOR ONE (01) YEAR

Sealed quotations are invited from interested firms/agencies for Hiring of Server and Annual Maintenance of the official website of Staff Selection Commission (Eastern Region), Kolkata for one (01) year.

2. For further details, for any clarification, interested parties may contact the Purchase Section, SSC(ER), Kolkata during office hours from the date of issue of the Open Tender Enquiry till submission of the same.

3. The sealed tender super scribed as **"Hiring of Server and Annual Maintenance of the official website of Staff Selection Commission (Eastern Region), Kolkata for one (01) year"** along with name and address of bidder should be submitted **on or before 06:00 PM of 5th November, 2026** in the Purchase Section of this Office at the above address. No tender received after **06:00 PM of 5th November, 2026** would be entertained. The Tenders will be opened at **12:00 Noon** on **6th November, 2026** in this Office premises in the presence of the representatives of the Tenderers.

4. The Terms & Conditions etc. governing the Tender Notice and Tender Form are given along with this Notice Inviting Tender Enquiry.

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

Encl: Tender Documents

15.10.26

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

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

SSCER/ER/Tender F.No. D-D.31015/2/2026-ADMIN-PURCHASE Dated: 15th October, 2026

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.	Hiring of Server and Annual Maintenance of the official website of Staff Selection Commission (Eastern Region), Kolkata initially for one (01) year	As per scope of work	01 whole job

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**: OTE through CPPP and Official website of SSCER, Kolkata
2. **Type of Bid**: Two Bid System
3. **Place of opening of Bids is**: Offline
4. **Eligibility Criteria**: The Firm/Company/Agency shall have a registered Office/Branch at Kolkata city
5. **Technical Documents:** Firm must submit following documents for technical evaluation along with Bid: -
    a. EMD or supporting documents claiming EMD Exemption:- As per clause 7 of Section II of the NIT under the heading "EARNEST MONEY DEPOSIT"
    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.
6. **Validity of offer**: 180 days from the date of bid opening date
7. **Tender Quantity distribution ratio**: 100% on L-1 Firm
8. **Public Procurement (Preference to Make in India), Order 2017**: Applicable
9. **Delivery Contract Period**:- 01 year

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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**: Applicable as per Clause 18 of Section-III of the NIT under the heading "PENALTY"
14. **Option Clause**: 25%
15. **Guarantee/Warrantee**:- NA
16. **Performance Security Deposit (PSD): Applicable** – As per clause 8 of Section II of the NIT under the heading "PERFORMANCE SECURITY"
17. **Payment Terms**: As per clause 10 of Section II of the NIT under the heading " PAYMENT TERMS"
18. **Paying Authority**: Regional Director, Staff Selection Commission (Eastern Region)
19. **Name/ designation of the contact persons**: Shri Bappa Dey, Deputy Director
20. **Telephone number (s) of the contact personnel**: 033-2290-2230
21. **Official e-mail ID (s) of contact personnel**: purchasesscer-dopt@ssc.nic.in
22. **Fax number (s)**: 033-2290-4424

Dey 15.10.26

Deputy Director
SSCER, Kolkata

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SECTION-I

CHECK LIST FOR BIDDERS (**QUALIFYING CRITERION**)

SL. NO.	Documents	Yes/No/ (N/A)
1	Whether all the Pages of the Tender Documents are signed & properly tagged with all documents?	
2.	Whether Bidder's Profile is filled up **(Section VII)**	
3.	Whether Self Attested copy of Registration of the firm is attached?	
4.	Self Attested copy of PAN card.	
5.	Self Attested copy of GST Registration Certificate.	
6.	Undertaking duly signed and stamped that Blacklisting and Non-Blacklisting of firm/company/agency as per **Section IX** is attached	
7.	Declaration towards Non - tampering of tender document **(as per Section VIII)** is attached.	
8.	Undertaking duly signed and stamped that no near relative is working Staff Selection Commission (Eastern Region), Kolkata.	
9.	Exit Management Plan	
10.	Experience Certificate	
11.	Compliance Statement **(Annexure B)**	

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SECTION-II

1. **SCOPE OF WORK:** -

(a) Maintenance of Website (**24x7 without interruption**), in bilingual form (English and Hindi), like updating, uploading of e-Admit card and providing download facility, downloading data of various examinations, uploading of Notices, Instructions, Requisitions for vacancies, Syllabus, Certificates, Declaration, Admission Certificates of candidates as per data of examinations and as per requirement of Staff Selection Commission(Eastern Region), Kolkata. The detailed scope of work (but not limited to) is given below:

1. Informing Roll Number to the candidates of various examinations on the basis of certain criterion as follows:-

NAME
FATHER NAME
DATE OF BIRTH

OR

REGISTRATION NO

NOTE: **The above criterion for knowing Roll Number and downloading of e-Admit Cards/Call letters of any type may change from time to time as per requirement of the Commission**.

(b) Facility for downloading e-Admit Cards/Call letters by the candidates of various examinations on the basis of certain criterion as mentioned above and designing of webportal in connection with the website, as and when so required by the Commission.

(c) Publication/Uploading of results of examinations for recruitment to various Selection Posts including designing of Software as and when so required by the Commission.

(d) Renewal of Domain Registration.

(e) Publication of schedule of various Examinations/Skill Test/PET-ME etc. that are to be conducted by the Commission.

(f) Publication/Uploading of various important notices related to various examinations.

(g) Any official communication in any form is to be uploaded on the website under any particular tab as indicated by the Commission from time to time as required by the Commission.

(h) All official communications that would be uploaded on website should invariably come in LATEST NEWS/BULLETIN BOARD and the latest one should always comes at the top of the LATEST NEWS/BULLETIN BOARD.

(i) Maintaining the static pages of the website and updating the pages whenever asked for by the authorized officers/officials of SSC (ER).

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(j) **The dynamic pages related to Roll Number information and facility of downloadable admission certificate including publication of results for various Selection Posts is based on databases which may contain approximately 25 to 30 lakh records/data in a year having size 350 KB to 500 KB per record**.

(k) Adequate measures to block Spams and other malwares have to be taken.

(l) Preventive measures against hacking of Website/Server/e-Mail are to be taken.

(m) Periodic Maintenance of Website and backend of Website.

(n) Splash designing (Unlimited Number).

(o) Trouble Shooting as and when required.

(p) Always performance optimization.

(q) Change of colour scheme as and when required.

(r) Embedded security features along with provision of updated antivirus software.

2. GENERAL INSTRUCTIONS

(a) The tenderer must read carefully all the terms, conditions and specifications before filling up the tender schedule and his quotation.

(b) In respect of the matters pertaining to this contract, tenderer shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organisation. All disputes, differences, clarifications etc. arising out of this contract will be represented by tenderer himself/herself or by his/her legal representative at Kolkata only.

(c) The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document.

(d) Any Tenderer participating in this tender shall make sure that he will be able to carry out the work in the contract.

(e) It is implied that the tenderer has obtained all necessary information directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied himself before making the offer. Unexpected difficulties or expenses shall NOT be considered as excuses for difficulties in performing the contract. The rate quoted should take all factors into consideration.

(f) The tender schedule shall be read in conjunction with Specifications, General Instructions, Special Conditions, Conditions of Contract and Additional Conditions. The tenderer shall be deemed to have carefully examined all these documents. It is further understood and agreed that the tenderer by careful examination satisfied himself with the terms and conditions of the tender document.

(g) Notwithstanding anything else contained to the contrary in this Tender Document, the RD SSC Eastern Region, reserves the right to cancel/withdraw/ modify fully or partially the 'Invitation to Bidders' or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

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(h) Proposals shall be submitted in English. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

(i) Please Note that prices should not be indicated in the Eligibility Criteria/Technical Proposal but should only be indicated in the Commercial Proposal. The bid shall be rejected if found any prices indicated in Eligibility Criteria/Technical Proposal.

(j) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid

(k) Conditional proposals in response to the NIT are liable to be rejected

(l) The currency for the financial bid should be Indian Rupees.

(m) The prices quoted shall be inclusive of all taxes, levies, duties and statutory payments incident upon the bidder.

(n) The rate quoted for hiring of server & maintenance of official website of SSCER will remain in force for the full period of contract. No demand of revision of rate on any account shall be entertained during the contract period.

(o) Any upward revision in the rates quoted by the bidder w.r.t taxes, duties, charges and levies at a later date and during the tenure of the bid will not be allowed.

(p) The vendor shall be responsible for the costs towards travel/stay, daily allowance or any other allowances including telephone charges with respect to their staff deployed for the execution of this project before or after the award of the contract.

(q) At any time prior to the last date for receipt of bids, SSCER may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the NIT Document by a corrigendum. Any such corrigendum shall be deemed to be incorporated into this NIT. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, SSCER may, at its discretion, extend the last date for the receipt of Proposals.

(r) SSCER may terminate the Tender process at any time and without assigning any reason. SSCER makes no commitments, express or implied, that this process will result in a business transaction with anyone.

(s) This Tender does not constitute an offer by SSCER. The bidder's participation in this process may result in SSCER selecting the bidder to engage towards providing services as defined in this document.

(t) SSCER reserves the right to modify and amend any of the stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments

(u) Each bidder shall submit only one Proposal. The bidder who submits or participates in more than one Proposal will be disqualified.

(v) The bidder shall bear all costs associated with the preparation and submission of its Proposal, including site visits, and the SSCER will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process.

(w) SSCER is not liable for any cost incurred by the bidder in the preparation and production of the Proposal, the preparation or execution of any benchmark demonstrations, simulation or training service or for any work performed prior to the execution of a formal contract. All materials submitted become the property of the SSCER and may be returned at its sole discretion. The content of each bidder's Proposal will be held in strict confidence during the evaluation process, and details of the Proposals will not be discussed outside the evaluation process.

(x) The bidder will not make any reference to the SSCER or this procurement or resulting contract in any literature, promotional material, brochures, sales presentation or the like without the express prior written consent of the authorized representative of the SSCER. The bidder shall not perform any kind of promotion, publicity or advertising etc. at the SSCER offices through any kinds of hoardings, banners or the like without the express prior written consent of the same.

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(y) Bidders shall be entirely responsible for payment of all taxes.

(z) Any effort by bidders to influence the officials in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Bidder's Proposal. Queries, requests if any regarding the bid should be forwarded to the NIT issuing authority at the address/e-mail-id specified in this NIT.

3. METHOD OF PREPARATION OF BID

a) The tenderer will be bound by all terms, conditions & specifications as detailed in the tender documents.

b) **Any tender with conditions other than those specified in the tender documents, is liable to be summarily rejected.** No modification by the contractor in any of the conditions will be permitted after the tender is opened.

c) No person is permitted to bid for tender whose relative(s) is (are) working in Staff Selection Commission(ER), Kolkata. The tenderer thus should give certificate on Rs. 20/- Revenue Stamp paper duly attested by Public Notary along with tender documents that none of his/her relative is working in Staff Selection Commission(ER), Kolkata .

d) ***The Firm/Company/Agency shall have a registered Office/Branch at Kolkata city(for which documentary proof such as Registration of business with address at Kolkata, document of ownership/ lease hiring of the office premises, Building Rent Agreement, etc. will have to be attached with the bid) and should be able to provide the services of maintaining of Website and be able to attend office early as per requirement.***

4. OTHER CONDITIONS:

(a) The tenderer shall quote the rate in English only, both in words and figures only in the manner as specified for every mentioned item separately. The bidders shall quote the prices in price bid format only.

(b) In the case of illiterate tenderer, a witness should attest the tendered rate. The rates quoted in words will have Precedence over the rates quoted in figures.

(c) All corrections, additions and alterations in the entries and tender papers will be signed in full by the tenderer with official seal and date. No errors or overwriting shall be permissible.

(d) The tender shall contain the name, address of residence and place of business of tenderer and shall be signed by the tenderer with his usual signature. Partnership firms shall furnish full names and addresses. In case the authorized representative signs it, the "Power of Attorney" in original is to be submitted along with all tender documents. In case of the partnership firm, Self Attested true copy of the partnership deed must be submitted along with the tender. Similarly in case of company, the Self Attested copy of Memorandum of **Articles & Association** is to be submitted along with the tender.

(e) The tenderer shall certify and sign on each and every page of the tender document at the bottom and will also sign wherever required in the tender document as his acceptance of each terms and conditions of the contract.

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(f) **The following documents must be submitted by the bidder with technical bid.**

- The contracting firm/agency/company should be registered with appropriate authorities and Self Attested copy of registration may be attached.
- Self Attested copy of GST Registration certificate issued by competent authority.
- Self Attested Copy of PAN Card.
- **Self Attested Copy of experience certificate of at least three years of Experience from the date of NIT in central Govt./State Govt'/CPSU/Nationalized Bank in Designing of website/Designing of webportal/Annual Maintenance/updation of Website.**
- **It should be clearly mentioned in the experience certificate that bidder as impeccable record in dealing with the highly confidential and sensitive data. The certificate should be issued by any officer no less than the rank of Branch Manager/Executive Engineer/Under Secretary.**
- Bidder's profile as per **Section VII**.
- **Certificate on Rs.20/- stamp paper notarized**, regarding no near relative is working in Staff Selection Commission (Eastern Region), Kolkata.
- Declaration towards Non-tampering of tender document (as per **Section VIII**).
- Certificate on Rs.20/- stamp paper notarized, regarding Blacklisting and Non-Blacklisting of firm/company/agency as per **Section IX**.
- Self Attested copy of Partnership Deed or affidavit in original regarding sole proprietorship in case of proprietorship firm / Memorandum of Association / Articles, as applicable.
- Tender document(s), in original duly filled in and signed by tenderer or his/her authorized representative along with seal on each page. No corrections and overwriting will be entertained.
- All relevant documents in support of declaration made at **Section - IV** of the NIT.
- Original "**Power of Attorney**" in case person other than the tenderer has signed the tender documents.
- Documentary Proof regarding location of Registered Office/Branch of the Firm at Kolkata, such as Registration of business with address at Kolkata, Building Rent Agreement, etc.

(g) The tender submitted by tenderer will remain valid for acceptance for a period of 180 (One hundred and eighty) days from the date of opening of the tender. Tenderer shall not be entitled during this period of 180 days, without the consent in writing of SSCER to revoke or cancel his tender or to modify his bid submitted or in thereof. The SSCER shall communicate the acceptance of tender to the successful tenderer(s). Due to administrative reasons, extension of the time period, if requested by the SSCER in writing, the tenderer shall accede to such request for extension and communicate his acceptance to the SSCER in writing.

(h) Tender will be accepted and Contract will be finalized only with that tenderer, who in the opinion of SSCER shall have the capacity and resources to execute the contract assigned in the prescribed time as per the time schedule.

(i) The SSCER reserves the right to award the contract or part thereof to one or more tenderers whose rate may not necessarily be the lowest. The decision of REGIONAL DIRECTOR(ER), SSCER, KOLKATA in this regard shall be final and binding.

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5. REJECTION OF TENDERS:

The authority inviting tenders, at his sole discretion, shall reserve the right to reject or cancel consideration of any or all tenders without assigning any reason thereof.

6. INSTRUCTIONS TO BIDDERS

- Any clarification on details of the contract can be obtained from Assistant Director (Admn), O/o the Regional Director (ER), Kolkata, before the date specified for opening of the tender.
- Any attempt to negotiate directly or indirectly by tenderers with the authority to whom the tender is submitted or with the authority who is competent to accept the tender or endeavours to secure interest for actual or prospective tender or to influence by any means will disqualify the tender and same will be summarily rejected and action to black-list the tenderer will be taken by the competent authority.
- SSCER reserves the right to postpone the date of opening of tender or to cancel the tender notice without assigning any reasons thereof. Any request from tenderers to postpone or to change date of opening of the tender due to any reason, whatsoever, will not be considered.
- SSCER is not bound to accept the lowest tender and reserves absolute right to reject any or all tenders without assigning any reason thereof.
- These instructions to the Tenderer shall be deemed to form part of the Agreement/Contract for the work.
- In case the date of opening of tender is declared a holiday, the tender will be opened on the next working day.

7. EARNEST MONEY DEPOSIT (EMD):

Bid Security (also known as Earnest Money) of **Rs.27,000/-** is to be submitted by the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department [or Startups as recognized by Department for Promotion of Industry and Internal Trade. The bid security will be accepted in the form of [Insurance Surety Bonds], Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (including e- Bank Guarantee) from any of the Commercial Banks or payment online in an acceptable form.

8. PERFORMANCE SECURITY:

(i) In terms of Department of Expenditure's OM No.F.1/2/2023-PPD dated 03.04.2023, the successful tenderer will have to deposit Performance Security of 5% of the value of the work for each occasion 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).

(ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

(iii) Performance Security will be refunded to the tenderer after satisfactory completion of the assigned tasks.

(iv) 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 SSCER(ER) if deemed fit.

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9. OPENING AND EVALUATION OF TENDER

- The decision of the Tender Evaluation Committee
- in the evaluation of responses to the NIT shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- The Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- The tender evaluation committee shall check the tender for the availability of the following.
    i. Whether all the pages of the tender documents are signed, stamped & submitted;
    ii. Whether two bid system has been followed;
    iii. 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 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 Section-I of the NIT. Thereafter the rest of the Technical Portion as per Section - IV will be considered**.
- **The Tender evaluation Committee will visit the offices / premises of each of the participating Agencies for the purpose of verifying the infrastructure of the Agency. Marks against the relevant portion of Section –IV of the Notice Inviting Tender will be awarded on the basis of the information declared at Section -IV as well as facts that would be observed during site visit.**
- The evaluation of tenders will be made on the basis of technical information furnished in forms given at **Section-IV** of the NIT. 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**.
- **Financial bids of only technically qualified bidders, who are short-listed after technical evaluation, will be opened and evaluated by Tender Evaluation Committee.**
- **The ranking of the Agency will be determined by applying Quality and Cost Based Selection (QCBS) method. The detailed evaluation procedure has been shown at Section-VI.**
- **The detailed methods for conversion of Financial bid amount into Financial score is given in Section – VI of the NIT.**
- The decision of the Regional Director, Staff Selection Commission, Eastern Region on evaluation and selection of bids shall be binding and final.
- Staff Selection Commission, Eastern Region reserves the right to cancel the tendering process at any stage without assigning any reasons.

10. PAYMENT TERMS

No advance payment in any case would be made. However, quarterly payment on pro-rata basis on satisfactory service would be made on receipt of bills from the vendor and deduction of penalties if any.

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11. TERMINATION OF CONTRACT

a) Termination for default

- SSCER, without prejudice to any other remedy for breach of Contract or non-compliance with service levels, by written notice of default sent to the Bidder, may terminate the Contract fully or in part:
  - If the selected Bidder fails to deliver any or all Contracted services as per service standards specified in the Contract or
  - If the selected Bidder fails to perform any other obligation(s) under the Contract as per the contract timeline and for the period of contract, or
  - If the Bidder/ selected Bidder has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

  In the event SSCER terminates the Contract in whole or in part, it may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the selected Bidder shall be liable to SSCER for any excess costs for such similar services.

  However, the Bidder may continue performance of the Contract to the extent not terminated. SSCER would not be liable to pay any damages to the selected Bidder in cases comprising Termination for default.

b) Termination for insolvency

SSCER may at any time terminate the Contract by giving written notice to the selected Bidder, if the selected Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to SSCER.

c) Termination for Convenience

SSCER, by written notice sent to the successful bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination be for its convenience. In case of termination for convenience, SSCER would pay to the bidder cost of services provided till the date of the termination. The PBG in such a case would be refunded to the successful bidder.

d) Force Majeure

The successful Bidder shall not be liable for forfeiture of its Performance bank guarantee, Liquidated Damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the successful Bidder fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the Government in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the successful Bidder shall promptly notify the authorized representative of SSCER in writing of such condition and the cause thereof. Unless otherwise directed by the authorized representative of the SSCER in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably

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practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

12. CONTRACT AMENDMENT

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

13. RESOLUTION OF DISPUTES

A. SSCER and the selected Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

B. In the event of any dispute or differences arising under these conditions or any special conditions of the contract in connection with the contract, the same shall be referred to the RD SSCER for final decision and the same shall be binding on all parties.

C. The Arbitration and Conciliation Act, 1996, the rules there under and any statutory modification or re-enactments thereof, shall apply to the arbitration proceedings.

D. Any other terms and conditions, mutually agreed prior to finalization of the order / agreement shall be binding on the bidders.

E. SSCER and the selected bidder shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the purchase order. If any dispute shall arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering on the reference and the award of the arbitration or umpire, as the case may be, shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the timeframe for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings shall be held in Kolkata.

F. It is an express condition of the agreement that no suit in regard to any matter whatsoever arising out of this agreement shall be instituted, in any Court save a court of competent jurisdiction at Kolkata (under territorial jurisdiction of High Court of West Bengal).

G. The Client may terminate this contract by giving a written notice of termination of minimum 60 days to the bidder, if the bidder fails to comply with any decision which has become final and binding after exhaustion of remedies of appeal and objection reached consequent upon arbitration proceedings pursuant to Sub-Clause A to E above.

H. Notwithstanding the fact that settlement of dispute(s) (if any) under arbitration may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under the contract to ensure continuity of operations.

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14. INSURANCE REQUIREMENT

The bidder shall maintain standard forms of comprehensive insurance including liability insurance, system and facility insurance and any other insurance for the personnel, assets, data, software, etc. and submit the list of all the insured items to SSCER prior to the start of operations. Bidder shall take and keep effective all the insurances during the period of the Contract.

15. NOTICES

- ✓ Any notice or other document, which may be given by either Party under the agreement, shall be given in writing and signed by the duly authorized representatives of the Parties. The notice or document may be given either in person or by pre-paid recorded delivery post or by facsimile transmission or by e-mail. A notice shall be effective from the date when delivered, tendered or affixed on notice board whichever is earlier.
- ✓ In relation to a notice given under the Agreement, any such notice or other document shall be addressed to the other Party's principal or registered office address.
- ✓ Immediately on signing of Agreement, successful bidder will appoint its duly authorized representative/ nodal person who will be taking/ sending notices on behalf of the bidder and will be responsible for deliverables, communication with SSCER. Bidder will confirm in writing the name of nodal person to SSCER along with his/ her official email address. Similarly, SSCER will appoint nodal officer and inform the bidder.

16. INTERPRETATION OF CLAUSES

- ✓ In case of any ambiguity in the interpretation of any of the clauses in the bid document, SSCER's interpretation of the clauses shall be final and binding on all parties.

17. THIRD PARTY CLAIMS

- ✓ The Successful Bidder (the "Indemnifying Party") shall undertake to indemnify SSCER (the "Indemnified Party") from and against all losses, claims or damages including losses, claims or damages on account of bodily injury, death or damage to tangible property.
- ✓ The Successful bidder shall indemnify SSCER against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in reference to this project in India.

18. LIMITATION OF LIABILITY

- ✓ This refers to the aggregate liability of the Successful Bidder to SSCER in contract or tort or under statute or otherwise, for any loss or damage suffered by SSCER arising from or in connection with the Services. However, if the loss or damage is caused, including due to Successful bidder's negligence but not fraud or other deliberate breach of duty, shall be limited to the amount of loss or damage suffered by SSCER.

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19. APPLICABLE LAW

- ✓ The contract shall be governed by the laws and procedures established by Govt. of India within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing

20. EXIT MANAGEMENT

(a)Purpose

- ✓ This clause sets out the provisions that will apply on expiry or termination of the contract.
- ✓ In the case of termination of contract due to illegality, SSCER will decide at that time whether, and if so during what period, the provisions of this clause shall apply.
- ✓ The Parties shall ensure that their respective associated entities, authorized representative of or its nominated agencies and the successful bidder, carry out their respective obligations set out in this Exit Management Clause.

(b) Cooperation and Provision of Information

During the exit management period:

- ✓ The firm will allow SSCER or its nominated agencies access to information reasonably required to define the then current mode of operation associated with the provision of the services to enable it to assess the existing services being delivered;
- ✓ Promptly on reasonable request by SSCER or its nominated agencies, the firm shall provide access to and copies of all information held or controlled by it, which have been prepared or maintained in accordance with the contract. SSCER or its nominated agencies shall be
  entitled to copy all such information. Such information shall include details pertaining to the services rendered and other performance data. The vendor shall permit SSCER or its nominated agencies and/or any Replacement vendor to have reasonable access to its employees and facilities as reasonably required to understand the methods of delivery of the services employed by the vendor and to assist appropriate knowledge transfer.

(c)Confidential Information, Security and Data

A. The firm will promptly on the commencement of the exit management period supply to SSCER or its nominated agencies the following:

   a) Information relating to the current services rendered and customer satisfaction surveys and performance data relating to the performance in relation to the services; and
   b) Documentation relating to Intellectual Property Rights; and
   c) SSCER data and confidential information; and
   d) All current and updated departmental data as is reasonably required for purposes of SSCER or its nominated agencies transitioning the services to its replacement vendor in a readily available format; and

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e) All other information (including but not limited to documents, records and agreements) relating to the services reasonably necessary to enable SSCER or its nominated agencies, or its Replacement vendor to carry out due diligence in order to transition the provision of the Services to SSCER or its nominated agencies, or its Replacement vendor (as the case may be).

B. Before the expiry of the exit management period, the firm shall deliver to SSCER or its nominated agencies all new or up-dated materials from the categories set out in point (A) above, and shall not retain any copies thereof, except that the Vendor shall be permitted to retain one copy of such materials for archival purposes only.

C. The Firm shall cooperate with any investigating agency when an incident of Security threat, data theft, intrusion etc has been identified or is being identified.

D. Sovereign control of the data and applications both dejure and de-facto shall be with the SSCER. The Firm along with their team members would be responsible for the protection of the confidentiality, integrity and security of all Information Assets of the Stakeholder of SSCER. In case of any breach on part of the Firm or any of its employees, it shall be subject to penalize under the relevant provision of Indian Penal Code, IT Act 2000 and other relevant provision of the Law of land. In addition to other remedies that may be available under the contract, SSCER may seek injunctive relief against such a breach or threatened breach without any prejudice to its remedies available under contract or law.

E. The firm shall not carry and/or transmit any material, information, layouts, diagrams, storage media or any other goods/material in physical or electronic form, which are proprietary to or owned by SSCER, out of office premises without prior written permission from SSCER.

F. Cyber Security: The Firm shall, at a minimum, implement the security toolset to ensure zero day threat.

G. Before the expiry of the exit management period, unless otherwise provided under the contract, SSCER or its nominated agencies shall deliver to the Vendor all forms of Vendor confidential information which is in the possession or control of SSCER or its nominated agencies or its users.

(d) Employees

- ✓ Promptly on reasonable request at any time during the exit management period, the Successful bidder shall, subject to applicable laws, restraints and regulations (including in particular those relating to privacy) provide to SSCER or its nominated agencies a list of all employees (with job titles) of the firm dedicated to providing the services at the commencement of the exit management period;
- ✓ Where any national, regional law or regulation relating to the mandatory or automatic transfer of the contracts of employment from the bidder to SSCER or its nominees, or a Replacement Vendor ("Transfer Regulation") applies to any or all of the employees of the firm, then the Parties shall comply with their respective obligations under such Transfer Regulations.
- ✓ To the extent that any Transfer Regulation does not apply to any employee of the firm, SSCER or its nominated agencies, or its Replacement Vendor may make an offer of employment or contract for services to such employee of the bidder and the Vendor shall not enforce or impose any contractual provision that would prevent any such employee from being hired by the department or its nominated agencies or any Replacement Vendor.

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(e) Transfer of certain agreements

On request by SSCER or its nominated agencies, the firm shall effect such assignments, transfers, innovations, licenses and sub-licenses as SSCER may require in favour of SSCER or its nominated agencies, or its Replacement Vendor in relation to any equipment lease, maintenance or service provision agreement between firm and third party lesser, vendors, or Vendor, and which are related to the services and reasonably necessary for the carrying out of replacement services.

(f) Right of Access to Premises

- ✓ At any time during the exit management period, where Assets are located at the firm's premises in relations to this project, the firm will be obliged to give reasonable rights of access to (or, in the case of Assets located on a third party's premises, procure reasonable rights of access to) SSCER or its nominated agencies, and/or any Replacement Vendor.
- ✓ The firm shall also give SSCER or its nominated agencies, or any Replacement Vendor right of reasonable access to the firm's premises and shall procure for SSCER or its nominated agencies or any Replacement Vendor rights of access to relevant third party premises during the exit management period and for such period of time following termination or expiry of the contract as is reasonably necessary to migrate the services to SSCER or its nominated agencies, or a Replacement Vendor.

(g) General Obligations of the firm

- ✓ The firm shall provide all such information as may reasonably be necessary to effect as seamless handover as practicable in the circumstances to SSCER or its nominated agencies or its replacement Vendor and which the firm has in its possession or control at any time during the exit management period.
- ✓ For the purposes of this Clause, anything in the possession or control of any Vendor or associated entity is deemed to be in the possession or control of the firm.
- ✓ The firm shall commit adequate resources to comply with its obligations under this Exit Management Clause.

(h) Exit Management Plan

- ✓ The firm shall provide to SSCER or its nominated agencies with a recommended exit management plan ("Exit Management Plan") which shall deal with at least the following aspects of exit management in relation to the contract as a whole and in relation to the Project Implementation, the Operation and Management SLA and scope of work.
    i. A detailed programme of the transfer process that could be used in conjunction with a Replacement Vendor including details of the means to be used to ensure continuing provision of the services throughout the transfer process or until the cessation of the services and of the management structure to be used during the transfer; and
    ii. Plans for communication with such of the firm's staff, suppliers, customers and any related third party as are necessary to avoid any material detrimental impact on SSCER's operations as a result of undertaking the transfer; and

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iii. If applicable, proposed arrangements for the segregation of the firm's networks from the networks employed by SSCER or its nominated agencies and identification of specific security tasks necessary at termination; and

iv. Plans for provision of contingent support to the SSCER or its nominated agencies, and Replacement Vendor for a reasonable period after transfer for the purposes of providing service for replacing the Services.

- ✓ The firm shall re-draft the Exit Management Plan annually thereafter to ensure that it is kept relevant and up to date.
- ✓ Each Exit Management Plan shall be presented by the firm to and approved by SSCER or its nominated agencies.
- ✓ In the event of termination or expiry of the contract each Party shall comply with the Exit Management Plan.
- ✓ During the exit management period, the firm shall use its best efforts to deliver the services.

21. CONFIDENTIALITY

A. Neither party will disclose to any third party without the prior written consent of the other party any confidential information which is received from the other party for the purposes of providing or receiving Services which if disclosed in tangible form is market confidential or if disclosed otherwise is confirmed in writing as being confidential or if disclosed in tangible form or otherwise, is manifestly confidential. Each party will take measures to project the confidential information of the other party that, in the aggregate are no less protective than those measures it uses to protect the confidentiality of its own comparable confidential information, and in any event, not less than a reasonable degree of protection. Both parties agree that any confidential information received from the other party shall only be used for the purposes of providing or receiving Services under this Contract or any other contract between the parties

These restrictions will not apply to any information which:

(i) is or becomes generally available to the public other than as a result of a breach of an obligation under this Clause; or

(ii) is acquired from a third party who owes no obligation of confidential in respect of the information ; or

(iii) is or has been independently developed by this recipient or was known to it prior to the receipt.

B. Notwithstanding Clause (A) mentioned above, either party will be entitled to disclose confidential information of the other (1) to its respective insurers or legal advisors, or (2) to a third party to the extent that this is required by any or where there is a legal right. Duty or requirement to disclose, provided that in the case of sub- Clause A(II) (and without breaching any legal or regulatory requirement) where reasonably practicable not less than 2 business days notice in writing is first given to the other party.

C. Without prejudice to the foregoing provision of this Clause above firm may cite the performance of the services to clients and projective clients as an indication of its experience.

D. The firm shall not, without prior written consent of SSCER, disclose the commercial terms of this work order to any person other than a person employed by the firm in the performance of the work order.

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E. The clause on Confidentiality shall be valid for a further period of one year from the date of expiry or termination of the assignment, whichever is earlier.

22. RESPONSIBILITY FOR SAFE CUSTODY AND INTEGRITY OF DATA

(a) The firm shall not, without prior written consent from SSCER, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of SSCER in connection therewith, to any person other than a person employed by the firm in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.

(b) The firm shall not, without prior written consent of SSCER, make use of any document or information made available for the project, except for purposes of performing the Contract.

(c) All project related documents issued by SSCER, other than the Contract itself, shall remain the property of SSCER and shall be returned (in all copies) to SSCER on completion of the firm's performance under the Contract if so required by SSCER.

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SECTION-III

TERMS AND CONDITIONS

Description of the website:

The website of Staff Selection Commission, Eastern Region is www.sscer.org. The website contains the following static information:

i) Chairman's Message
ii) About (including submenus)
iii) Candidate's Corner (including submenus)
iv) Tender
v) RTI/PG (including submenus)
vi) FAQ
vii) Contact Us
viii) Hindi Version

Apart from the above static information the Website provides several web based services to the candidates of various examinations conducted by the Commission as stipulated at Section-II of this NIT under the Scope of Work. Accordingly, the following terms and conditions would have to be adhered to by the Successful Firm:

1. The contract will be on comprehensive basis and shall remain valid for one year from the date of awarding the contract. However, the contract can be terminated at any time even during its currency, in case the Commission is not satisfied with the performance of the contractor.
2. The firm, shall, at a minimum, implement the security toolset to ensure zero day threat as cyber security purpose.
3. The agency will be bound to provide all the relevant documents in connection with the website of this office viz. www.sscer.org along with all credentials and applications/coding for construction/re-designing of the website of SSCER(ER) to the designated officer(s) of SSCER (ER) who are to be authorized by the Commission.

4. The agency to which the contract will be awarded shall be responsible for the maintenance and updating of website. Daily maintenance would include adding new modules, features/links as and when required, integrating other services, uploading data of various examinations, Tentative Programmes, Notices, Instructions, Requisitions for vacancies, Syllabus, Certificate, Declaration.

5. Admission Certificates of candidates are to be uploaded and downloaded by the firm which require additional server space as per data of examinations and as per requirement of Staff Selection Commission (Eastern Region), Kolkata.

6. **Vendor should have its own in-house Physical Server. The firm must be in possession of backup server for any contingency.**

7. The agency will maintain the website and incorporate mandatory elements as required by the guidelines for Indian Government Website. If necessary, the agency will also be required to redesign the website in accordance with the mandatory requirements of the guidelines or the needs of the Staff Selection Commission (Eastern Region), Kolkata.

8. Information/notice/admit cards etc. have to be uploaded on the web-site frequently, at any time of the day or night and at eleventh hour. To cater to such type of requirement. the agency has to provide email and telephone/mobile numbers which should be attended to round the clock and in case of any such instructions by the commission the agency has to immediately act as per

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the instructions. Any laxity on the part of the agency will be treated as lapse for which decision of Regional Director (ER) will be final and binding on the firm.

9. The agency shall have to provide hosting facility, technical support, security from hacking etc. which are vital for the proper and unobstructed running of the website. The hosting of website must be done on a fully secured server as per the guidelines for Indian Government Websites.

10. The agency shall have to provide Security from Virus & Hacking of the Website. In case of Virus & Hacking attack, the agency shall have to recreate/ restore the website as per the requirement of Staff Selection Commission (ER), Kolkata.

11. The agency should be able to upload data/instruction/important notices/Admission Certificates etc. within the time limit and direction of Staff Selection Commission (ER), Kolkata.

12. There will be three (03) levels of Priority viz. IMMEDIATE, MEDIUM, AND NORMAL for carrying out any work related to maintenance of website/ updation of website /uploading & downloading from website. Instruction for any works having **IMMEDIATE PRIORITY** level will be carried out on receipt of the instruction. **MEDIUM PRIORITY** work will be carried out on the next day on which the instruction is received. **NORMAL PRIORITY** work will be done within 48 hours of the instruction is mailed

13. Any other work not specified above but required for maintenance of the website will be done by the agency.

14. The contractor must not back out midway of the contract. In case the same happen, appropriate actions, as deem fit, will be taken against the agency/firm.

15. The decision of the Regional Director, SSC(ER) shall be final on any matter of dispute.
16. The successful vendor will deposit performance security deposit of applicable rate which will be forfeited in case of violation of tewrms and conditions of the tender.
17. Provision of uploading documents /content on the website should be made simple and user friendly, so that authorized SSCER officials can easily upload notices without requiring extensive technical knowledge.
18. Admin login credentials of the website should be shared with SSCER to enable this office to upload urgent notices in the website.

19. **The data and information exchanged between the SSCER and the agency to which the contract will be awarded should be treated as of strictly confidential nature and cannot be publicised or shared with any third party, except with the written permission of the SSCER. The Agency will also have to sign a Non Disclosure Certificate with the SSCER to this effect. The Agency shall be responsible for taking due care in protecting the data of candidates from unauthorised person, bodies, etc. as per prevalent law.**

20. **PENALTY**:

(a) In case of unsatisfactory performance or any deviation from maintaining the **PRIORITY LEVEL** of work, Staff Selection Commission(ER), Kolkata may levy a penalty at the following rate from any bill:-

Description	**Rate of Penalty**
1st lapse/default	2% of Quarterly bill amount
2nd lapse/default	5% of Quarterly bill amount
3rd lapse/default	10% of Quarterly bill amount
More than 3rd lapse/default	Appropriate action will be taken by the Competent Authority

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(b) In case of any major break down in any website(s), the agency shall have to rectify the problems within 12 hours. If the agency is not able to rectify the problem, the deduction will be made from the monthly bill as under:-

Excess time after 12 hours	**Rate of Penalty**
From 6 hours to 12 hours	2% of Quarterly bill amount
From 12 hours to 18 hours	5% of Quarterly bill amount
From 18 hours to 24 hours	10% of Quarterly bill amount

If the breakdown of website(s) lasts for more than 24 hours, SSCER reserves the right to terminate the contract suo moto with forfeiture of security deposit in addition to normal penalty and transfer the work of maintenance to any other agency as deemed fit.

(c) In case of default or unsatisfactory service, SSCER reserves the right to terminate the contract at the risk and cost of the contractor.

(d) In the event of refusal/non-capacity to executive 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, the same will be implemented.

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SECTION – IV

TECHNICAL BID EVALUATION MATRIX:

Sl. No.	Criteria	Points
1	**A Registered Company/Partnership Firm/Proprietorship Firm registered in India for**	
a.	More than 1 year upto 2 years	**3**
b.	More than 2 years upto 3 years	**4**
c.	Above 3 years	**5**
2	**The bidding firm should have a team profile of Software Professionals**	
a.	3 to 5 nos.	**3**
b.	6 to 8 nos.	**5**
c.	8 to 10 nos.	**7**
d.	Above 10 nos.	**10**
3	**Capacity of Primary ISP (Internet Service Provider) Download Speed per month**	
a.	50 mbps to 100 MBPS	**10**
b.	More than 100 mbps upto 150 mbps	**15**
c.	More than 150 mbps upto 200 mbps	**20**
d.	More than 200 mbps upto 300 mbps	**25**
e.	Above 300 mbps	**30**
4	**Capacity of Web Hosting Bandwidth per month**	
a.	100 GB to 200 GB	**10**
b.	More than 200 GB upto 300 GB	**15**
c.	More than 300 GB upto 400 GB	**20**
d.	More than 400 GB upto 500 GB	**25**
e.	Above 500 GB	**30**
5	**Experience of work of maintenance/designing of website/webportal inCentral/State Govt. Organisation/PSU/Public Listed Company (Valid Certificate to be produced)**	
a.	Experience of more than 1 Year upto 2 Years	**10**
b.	Experience of more than 2 Years upto 3 Years	**12**
c.	Experience of more than 3 Years	**15**
6	**Availability of Physical Server**	
a.	01 server with 01 backup	**05**
b.	02 server with 01 backup	**10**
****Tender from Firms with no server will be Rejected**		

NOTE:

FIRMS SHOULD PRODUCE RELEVANT DOUCMENTS IN SUPPORT OF THEIR DECLARATION IN RESPECT OF EACH OF THE SL. NO AS MENTIONED ABOVE.

Signature of bidder with Seal

SECTION-V

(The Bid must contain following information)

Bid format for Annual Maintenance Contract (including all taxes):-

Sl. No.	**Particulars**	**Amount (Rs.) Inclusive Of All Taxes**
1.	Charges for servicing & updating of Website including uploading and downloading of data/records and publication of results including software development/query based software programme if any for one (01) year	*Not to be filled in Technical Bid*

Note:

(a) In the bid document, if it is found that the firm submitted the Financial Proposal along with the technical proposal, such bid would liable to be rejected.

We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same.

Date: Signature of Authorised Person of Firm with Seal

Signature of bidder with Seal

SECTION - VI

Details of calculation procedure to be adopted during bid evaluation:

Conversion of financial bid amount to Score:

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

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

*** **For the purpose of evaluation of Financial Bid only the consolidated rate will be considered**.

Consolidated Technical & Financial Score:

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

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

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

Signature of bidder with Seal

SECTION-VII

FIRM'S DETAILS

1.	Name of Tendering Company/ Firm / Agency (Attach certificate of registration) :	
2.	Name of proprietor / Director of Company/Firm/agency :	
3.	Full Address of Reg. Office with Telephone No., FAX No. & E-Mail :	
4.	Full address of Operating/Branch Office with Telephone No., FAX No. & E-Mail :	
5.	PAN/GIR/TAN No. (attach self attested copy) :	
6.	GST Registration No. (attach self attested copy) :	
7.	Team profile of Software Professionals :	
8.	Capacity of Primary ISP (Internet Service Provider) Download Speed per month :	
9.	Capacity of Web Hosting Bandwidth per month :	
10.	Experience of work of maintenance/designing of website/webportal in Central/State Govt. Organisation/PSU/Public Listed Company (Valid Certificate to be produced)	
11.	Availability of Physical Server:	
12.	Balance Sheet/ITR/Turnover for Last 3 years	

UNDERTAKING

No near relative is working in the office of Staff Selection Commission (Eastern Region), Kolkata.

We agree to the above terms and conditions.

Date: Signature of Authorised Person of Firm with Seal

Signature of bidder with Seal

SECTION-VIII

DECLARATION FOR NON TAMPERING OF TENDER DOCUMENT

I We /Proprietor/ Partner(s)/ Director(s) of *M/s* _____

hereby declare that I/ We have not tampered the tender document issued vide BID NO. _____ Dated: ....., by the *O/o the Staff Selection Commission(ER), Kolkata.*

Signature.....

Name.....

Name & address of the firm: .....

.....

.....

.....

Signature of bidder with Seal

SECTION-IX

DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING *FROM TAKING PART IN GOVT. TENDER BY SSCER/GOVT. DEPT*

I/We Proprietor/Partner(s)/Director(s) of M/S..... hereby declare that the firm/company namely M/S..... has not been blacklisted or debarred in the past by SSCER or any other Government organization from taking part in Government tenders.

Or

I/We Proprietor/Partner(s)/Director(s) of M/S..... hereby declare that the firm/company namely M/S..... was blacklisted or debarred by SSCER or any other Government Department from taking part in Government tenders for a period of ..... years w.e.f..... The period is over on..... and now the firm/company is entitled to take part in Government tenders.

In addition to the above, O/o the Regional Director (ER), Staff Selection Commission, Kolkata-700020 will not be responsible to pay the bills for any completed/partially completed work.

Signature. . . . . .

Date:

Name .....

Capacity in which as signed:.....

Name & address of the firm.....

.....

Signature of bidder with Seal

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

Sr. 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

Signature of bidder with Seal