

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

Tender No. D-33011/2/2021-Admn. Dated : 03/09/2021

**Notice inviting tender through Advertised Tender Enquiry**

Sealed Tenders are invited by the **Staff Selection Commission (Eastern Region)**, 8<sup>th</sup> Floor, 1<sup>st</sup> 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 Year with further extension up to One Year if required on the Terms & Conditions as stipulated in this Notice Inviting Tender on mutual agreement. The time schedules in tendering process are as under:

- (a) Closing date & time for receipt of bids: 23/09/2021 up to 12:00 Noon
- (b) Date of opening of Technical bids: 23/09/2021 at 03:00 PM
- (c) Date of opening of Financial bids: 27/09/2021 at 03:00 PM

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)**. 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 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: **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.



Deputy Director  
Staff Selection Commission (ER)

**TERMS & CONDITIONS:**

**Introduction:**

Staff Selection Commission carries out recruitment through open competitive examinations / Selection Mode of Examinations for which participating candidates apply through online mode furnishing their particulars. Details of the candidates in the form of electronic data which are called applications are required to be processed in different specified formats for the purposes of communication with the candidates and for use of the Commission. **The bidders should only quote their unconditional rates.**

**1. Scope of work:**

The sense of time is the essence of Data processing works for SSC: all DP works are time-bound in nature and are required to be completed at a very short notice sometimes in a day or two positively. Accuracy is also of utmost importance for such works, and sincere and conscious efforts are required to avoid potential mistakes. Confidentiality is to be maintained strictly without fail. The DP work for SSC (ER) is categorized under three major Heads viz. **(a) Scope of DP work before Written Examination/Computer Based Examination for Open Competitive Examination/Skill Test, (b) Scope of work for Document Verification /Skill Test 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 from time to time and this office's work order.

**A. Scope of DP work before Written Examination for Open Competitive Examination/Skill Test:**

- a. On-line data as furnished by the candidates through their respective registration numbers are handed over to the vendor for processing. The processing of data normally involves the following sequential steps:
  - 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 quality are to be checked in order to confirm whether such images conform to the specifications, photographs without date / photographs having date older than specified time period, photographs with spectacles and caps, adequately legible, recognizable and not blurred 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 particulars 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. Randomization of candidates are 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;
  - vi. 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;
  - vii. Finally after allocating venue, the Roll Number of the candidate is to be allotted Centre wise, Venue wise and shift wise and this Roll Number will be used for all purpose for any particular candidate for the said examination.
  - viii. 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 are to be assigned against each Roll Number for a particular centre/city;
  - ix. 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 PH candidates including candidates requiring assistance of scribe will be intimated from time to time as per requirement of the Commission;
  - x. Bar code against each of the candidates is to be generated. The Bar Code will be printed on the Commission Copy of AC and also on E-Admit card. Bar code should contain certain information which will be intimated through work orders from time to time.
  - xi. 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 to be sent via e-mail or in any other electronic means to the **Staff Selection Commission (Eastern Region), 8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace, 234/4, A.JC Bose Road, Kolkata – 700 020 in a time-bound manner**. Such e-AC is to be uploaded by the Commission in the website of this office viz. [www.sscer.org](http://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 to be sent to **SSC (ER)**. **The Commission's copy of AC will contain photograph and signature of the candidates as well as Bar Code should 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. 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 to be sent to **SSC (ER)**. Requirements of ATTENDANCE SHEET is to be intimated during awarding of work for any particular Examination.
  - v. 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.
  - vi. 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).
  - vii. 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.
  - viii. 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 Functionaries who are also Candidates for the Examination and if any matching found the list of such Examination Functionaries have 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.
  - ix. Vendor have to carry out any other works in relation to the Data Processing work and same would be intimated to the vendor from time to time if Commission brings any changes in procedures in future.
  - x. 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 will be awarded will require retaining and maintaining the complete data of the examination for a period of three years. The Vendor should provide various miscellaneous information from the data base as and when asked for by the Commission during the period of three years.
  - 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.

**B. Scope of work for Document Verification / Physical Test/ Skill Test: ---**

- a. Prepare profile data, photo & Signature of candidates as per Commission's format
- b. Printing of data of online applications in the format of offline applications;
- c. Retrieval of Commission's copies of AC of different stages of the examination;

- d. 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;
- e. Printing and affixing of labels containing the particulars of the candidate on the dossiers.
- f. Data processing work involving the following components:-
  - i. Preparation of schedule of document verification/ physical test/ skill test as per the instructions given by the Commission;
  - ii. Preparation of soft copies of call letters for document verification/ physical test/ skill test;
  - iii. Making pdf files of first page of Call letters of each candidate for Document Verification for uploading on website. The pdf files will have to be named after the roll number of the concerned candidate;
  - iv. Making pdf files of e-Admission certificates of skill test;
  - v. Printing of Commission's copy of AC for Skill Test;
  - vi. Printing of date-wise and batch-wise list of candidates called for document verification/ physical test/ skill test;
  - vii. Printing of date-wise and batch-wise Attendance sheet in respect of the candidates called for document verification/ physical test/ skill test with space for affixing signature of the concerned candidates.
- g. Arranging the dossiers as per the schedule of document verification/ physical test/ skill test (date wise and Batch wise).
- h. The vendor should be able to generate category wise report from the data base as and when required by SSC(ER) in the requisite format.

**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. Dossier cover (front page)
  - ii. Document Verification Sheet (about 03 pages)
  - iii. Application (1 page)
  - iv. Pass Certificate of Matriculation/Other Age Proof Certificate (1 page)
  - v. Certificates relating to Educational Qualification (to be specified by the Commission examination-wise)
  - vi. Caste Certificate (1 page) [wherever applicable]
  - vii. Disability Certificate [wherever applicable]
  - viii. Commission's copy of Admission Certificate/OMR answer sheet of other stages of examination
  - ix. Discharge Certificate for Ex-servicemen (1 page) [wherever applicable]
  - x. No objection Certificate for Central Government Civilian Employees (1 page) [wherever applicable]
  - xi. Result of Physical Endurance Test [wherever applicable]
  - xii. 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.

**D. Scope of work for collating of photographs and comparing between different photographs and submission of reports on face recognition:**

The DP Agency is required to collate the of photographs and submission of reports of face recognition of the candidates uploaded during filling up of application form and photographs captured at different stages of examination including document verification on a single page, taking coloured printout of the same and compare the photographs of the concerned candidate for recognizing him/ her with a view to identify possible cases of impersonation.

**(a) Types of Photographs of the candidates, required to be collated on a single page are as under:**

- (i) Photographs uploaded by the candidates during on line filling up of Application Form;
- (ii) Photographs of the candidates captured at various stages of a particulars examination (Tier-I/Tier-II/Tier-III/Skill Test etc);
- (iii) Photographs of the candidates captured during document verification.

**(b) The following steps are to be followed for the assigned work:**

- (i) Photographs of candidates uploaded at the time of filling up of online application form are to be shared with the DP Agency.
- (ii) Photographs of candidates which have been captured during Tier-I and Skill Test are required to be downloaded from the link available in this office. You are required to depute your personnel in this office and download the same and collect.
- (iii) Photographs of candidates captured during DV will be shared with the DP Agency through e-mail.
- (iv) All the photographs as mentioned above of different stages are to be collated on a single page.
- (v) Colour printout of the same is to be taken and to be sent to SSC, ER.
- (vi) A report is to be submitted to this office after following due process of Face recognition by comparing different photographs of a particular candidates captured at the different stages of a particular Examination with a view to identify possible cases of impersonation.

**2. Eligibility:**

- A. The Data Processor should have the confidence and 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 human resource of 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.
- C. 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.
- D. The bidder must be ISO 9001:2015 and ISO 27001:2013 certified organisation.
- E. The firm should be a Sole Proprietorship/ Partnership firm/ Private Limited Company/Limited Registered Company and should furnish document in support thereof.
- F. The agency should have minimum 02 Developer / Software Engineer and minimum 20 Computer System.
- G. The bidder has to comply with the provisions of the Minimum Wages Act, other various labour laws, service tax, service charges etc. payable for the security work required under this tender.
- H. The firm shall obtain all necessary permit/licenses from authorised agencies such as Municipal Corporation, Other Local Bodies, etc., at his own cost. SSC(ER), Kolkata shall not held responsible for any breach of Rules and Regulations by the agency.

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 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.

5. **Performance Security:**

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

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 envelopes in which there will be two envelopes: (i) Technical Bid will be placed in one sealed envelope, and (ii) Financial Bid will be submitted in another separate sealed cover. **Bidders should invariably fill up the Annexure-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 - 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**.
- 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. The letter of authorization shall be indicated by written power-of-attorney attested by Notary Public.
- 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 III** 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 – III**.
- d. 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 two months 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 be present himself or authorize any one representative (**as in Annexure-V**) to be present in the time of opening of tender on \_\_\_\_\_ at \_\_\_\_\_ HRS 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 eligible for bidding.
  - 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-II. Thereafter the rest of the Technical Portion as per Annexure-III – A, B, C, D& E 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 – III – A, B, C, D & E** respectively.
  - e. 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 be first offered to the **R-1** vendor/bidder for a particular scope of work in case none of the vendors have been awarded any work at the point of time. If the **R-1** vendor is not willing or not in a position to undertake the DP work or do not have capacity to execute the work, the work will be offered to **R-2 vendor/bidder** for executing the DP work at its Quoted Rate and so on. In the event of awarding the work to **R-2 or R-3 Vendor/ Bidder** on the circumstances stated above, they will have to do the work at the rate quoted by **R-1 Vendor or at the rate quoted by the individual vendor whichever is less**.
- c. The allotment of work will be done in such a way so that during allotment of one work, if the **R-1 vendor/bidder** is found to be executing work entrusted with him by this office, the offer will be made to the **R.2 vendor/bidder**. Further, if both **R-1 and R-2 Vendors/bidders** are found to be executing work entrusted with them, the **R-3 vendor/bidder** will be offered the work and so on. Again in case (for eg. if there are three empanelled vendors/bidders) **R-1 or R-3 vendors/bidders** are found to be executing work entrusted with them, the work will be entrusted to **R-2 vendor/bidder**. Further, in case all three vendors are found to be executing work entrusted with them at that point of time, the new work will be offered to **R 1 vendor/ bidder** first and so on.

#### **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 remaining 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. For Document verification and Scanning of dossier 60% payment will be made after completion of work satisfactorily and remaining 40 % will be paid within one month from the declaration of final result of that particular Examination.
- 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.
- c. In the event of inordinate delay exceeding two years from the last scheduled date of examination, in declaration of final result owing to unforeseen circumstance (e.g. Court Cases etc.) where onus for the delay does not lie with the DPA, decision regarding relaxation of terms and condition of payment will lie with the Regional Director on case to case basis.

#### **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 may 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/CD according to the schedule or any lapse on the part of Data Processing Agency or if the Commission's instructions are not followed, the Commission shall have the right to rescind the contract and will have the right to get the work done through 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:**

Regional Director, Staff Selection Commission, Kolkata and the 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. If a dispute of any kind whatsoever that may be cannot be resolved by direct negotiation only then the matter in the dispute will be referred to the 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-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021  
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**

**ANNEXURE-III**

Tender No. D-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021  
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-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021 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 work (Photocopy of registration certificate to be enclosed)	
3.	PAN Number (attested copy to be enclosed)	
4.	GST registration number (copy of order of service tax registration to be enclosed)	
5.	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-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021 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. Tender No D-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021 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.

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

**Local address:** \_\_\_\_\_**Authorised representative:** \_\_\_\_\_**Telephone, mobile No for contact:** \_\_\_\_\_**Email for contact:** \_\_\_\_\_**Note: The Bidders/Vendors have to qualify as per information at Annexure-III.**

Tender No D-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021  
 STAFF SELECTION COMMISSION, EASTERN REGION  
**TENDER FORM – COMMERCIAL BID for OPEN COMPETITIVE EXAMINATION and SKILL TEST**  
**(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-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021 of SSC (ER):  
 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	(a)				
	(b)				

than 10,00000 applications	(c)				
	(d)				
	(e)				

**Items of DP Work:**

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

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

**Note:**

The column "**Consolidated Rate**" 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-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021  
 STAFF SELECTION COMMISSION, EASTERN REGION

**TENDER FORM – COMMERCIAL BID for Document Verification and Skill Test  
 (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-33011/2/2021-Admn.

Dated : \_\_. \_\_. 2021 of SSC (ER)

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 1000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
	(f)				
	(g)				
	(h)				
For processing more than 1000 upto 5000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
	(f)				
	(g)				
	(h)				
For processing more than 5000 upto 8000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
	(f)				
	(g)				
	(h)				
For processing more than 8000 up to 10000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
	(f)				
	(g)				
	(h)				
For processing more than 10000 applications	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
	(f)				
	(g)				
	(h)				

**Items of DP Work:**

- (a) Printing of Application form (single page back to back printing);
- (b) Retrieval/Sorting of Commission's Copy of AC of various Tier's Examination;
- (c) Preparation of dossiers consisting of the application form, Commission's copies of AC of all the tiers of the examination of the concerned candidates, arranging the dossiers as per the schedule of document verification/ physical test/ skill test;
- (d) Printing and affixing of labels containing the particulars of the candidate on the dossiers;
- (e) Data Analysis/Processing;
- (f) Making pdf files of AC for skill test;
- (g) Printing of Commission's copy of AC;
- (h) Printing of date wise and batch wise list of candidates;

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

**Note:**

The column "**Consolidated Rate**" 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-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021  
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-33011/2/2021-Admn.  
Dated : \_\_. \_\_. 2021 of SSC (ER)  
Quotes for the work: Rs. (in figure) & (in words also).

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

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

Tender No. D-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021  
STAFF SELECTION COMMISSION, EASTERN REGION

**TENDER FORM – COMMERCIAL BID for Collating of Photographs, Face recognition & taking  
Colour Printout  
(Scope of work 1 – D)  
(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-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021 of SSC (ER)  
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 10,000 applications	(a)				
	(b)				
	(c)				
For processing up to 25,000 applications	(a)				
	(b)				
	(c)				
For processing up to 50,000 applications	(a)				
	(b)				
	(c)				
For processing up to 1,00,000 applications	(a)				
	(b)				
	(c)				
For processing up to 2,00,000 applications	(a)				
	(b)				
	(c)				
For processing up to 5,00,000 applications	(a)				
	(b)				
	(c)				
For processing up to 10,00,000 applications	(a)				
	(b)				
	(c)				

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

**Items of DP Work:**

- (a) Collating of multiple photographs;
- (b) Comparing multiple photographs with one another and preparation of report thereon indicating the matching percentage;
- (c) Colour Printout of photographs collated on a single page along with brief particulars of the candidate;

**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**

Tender No. D-33011/2/2021-Admn. Dated : \_\_\_\_\_.2021  
STAFF SELECTION COMMISSION, EASTERN REGION

**Letter of authentication for attending bid opening**  
**at 03:00 PM on \_\_\_\_\_.2021 at**  
**STAFF SELECTION COMMISSION, EASTERN REGION, 8<sup>th</sup> FLOOR,**  
**1<sup>st</sup> MSO BUILDING, NIZAM PALACE,**  
**234/4, AJC BOSE ROAD, KOLKATA – 700 020.**

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

To,

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

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

Name of the person	Specimen Signature

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

**ANNEXURE- VI**

Tender No. D-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021  
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 – 4 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.)	20-25 days before the date of examination
4.	Furnishing soft copy of complete data through E-Mail 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 PNG 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**

Tender No. D-33011/2/2021-Admn. Dated : \_\_. \_\_. 2021  
 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 <sup>th</sup> Standard)	Higher Secondary (10+2 Standard)	Graduate	Post Graduate
No. of applicants				

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

कर्मचारी चयन आयोग

क्षेत्र : पूर्वी क्षेत्र

वेबसाइट : www.sscer.org

हैल्पलाइन नम्बर : 9477461228/9477461229

ई-मेल आई डी : contact@ssc.org



STAFF SELECTION COMMISSION

Region : Eastern Region

Website : www.sscer.org

Helpline No. : 9477461228/9477461229

Email id : contact@ssc.org

ई-प्रवेश पत्र / e-ADMISSION CERTIFICATE

XX

XX



रजि. सं. /

Reg. No. :

अनुक्रमांक सं. /

Roll No. :

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

प्रलिपिक के लिए विकल्प /

Opted for Scribe :

परीक्षा के लिए पासवर्ड /

Password for Examination :

परीक्षा तिथि / Exam. Date	उपस्थित होने का समय / Reporting Time	प्रवेश बंद होने का समय / Entry Closing Time
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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 :		

<u>Date &amp; Time of Examination</u>	परीक्षा केंद्र / Examination Venue :
---------------------------------------	--------------------------------------

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

चरण-I / Tier-I	विषय / Subject		अंक / Marks
(वस्तुनिष्ठ प्रकार) (Objective Type)	1. सामान्य बुद्धिमत्ता एवं तर्कशक्ति	1. General Intelligence and Reasoning	50
	2. सामान्य जानकारी	2. General Awareness	50
	3. परिमाणात्मक अभिरुचि	3. Quantitative Aptitude	50
	4. अंग्रेजी परिज्ञान	4. English Comprehension	50

**Note: - Please click here to Download Instructions.**

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

TO BE SENT TO SSC(ER), KOLKATA



भारत सरकार / Government of India

कर्मचारी चयन आयोग (पू.क्षे.) कोलकाता/ STAFF SELECTION COMMISSION (E.R.) KOLKATA

XX  
XX

प्रवेश प्रमाणपत्र / ADMISSION CERTIFICATE / आयोग प्रति / COMMISSION'S COPY

उम्मीदवार का नाम / Name of Candidate :		लिंग / Sex :	Signature of Candidate:
अनुक्रमांक सं / Roll No. :		जन्म-तिथि / Date of Birth :	
वर्ग / Category :		केन्द्र कोड / Centre Code :	
परीक्षा केन्द्र का नाम / Name of the Centre :			
तिथि / समय Date / Time	निरीक्षक की सम्मुख / In the presence of Invigilator		निरीक्षक का नाम एवं हस्ताक्षर Name & Signature of Invigilators
	बार कोड / Bar Code	उम्मीदवार के बाएं हाथ के अंगुठे की छाप Left Thumb Impression (LTI) of the Candidate	

THE CANDIDATE SHOULD WRITE HIS / HER ADDRESS AND STATEMENT ON THE REVERSE

Tear from here / यहां से काटें

TO BE SENT TO SSC(ER), KOLKATA



भारत सरकार / Government of India

कर्मचारी चयन आयोग (पू.क्षे.) कोलकाता/ STAFF SELECTION COMMISSION (E.R.) KOLKATA

XX  
XX

प्रवेश प्रमाणपत्र / ADMISSION CERTIFICATE / आयोग प्रति / COMMISSION'S COPY

उम्मीदवार का नाम / Name of Candidate :		लिंग / Sex :	Signature of Candidate:
अनुक्रमांक सं / Roll No. :		जन्म-तिथि / Date of Birth :	
वर्ग / Category :		केन्द्र कोड / Centre Code :	
परीक्षा केन्द्र का नाम / Name of the Centre :			
तिथि / समय Date / Time	निरीक्षक की सम्मुख / In the presence of Invigilator		निरीक्षक का नाम एवं हस्ताक्षर Name & Signature of Invigilators
	बार कोड / Bar Code	उम्मीदवार के बाएं हाथ के अंगुठे की छाप Left Thumb Impression (LTI) of the Candidate	

THE CANDIDATE SHOULD WRITE HIS / HER ADDRESS AND STATEMENT ON THE REVERSE

<p>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.</p>	
<p>..... ..... ..... .....</p>	<p>“यदि फोटो अस्पष्ट / भ्रामक और संदेहास्पद हो तो अभ्यर्थी की नवीनतम फोटो चिपकाएँ” “if the photo is unclear / misleading and suspicious, paste candidate's recent photo.”</p>

कृपया लिखें / Please write

माता का नाम / Mother Name: .....  
उम्मीदवार के हस्ताक्षर  
Signature of Candidate

<p>उम्मीदवार स्पष्ट अक्षरों में अपना पता नीचे लिखें / The Candidate should write his/her address below, in running handwriting:</p>	
नाम / Name .....	
पता / Address .....	पिन / PIN .....
मोबाइल नं. / Mob. No. ....	ई-मेल / E-mail: .....

सील / हस्ताक्षर केन्द्र परीक्षक  
Seal / Sign Venue Head

Tear from here / यहां से काटें

<p>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.</p>	
<p>..... ..... ..... .....</p>	<p>“यदि फोटो अस्पष्ट / भ्रामक और संदेहास्पद हो तो अभ्यर्थी की नवीनतम फोटो चिपकाएँ” “if the photo is unclear / misleading and suspicious, paste candidate's recent photo.”</p>

कृपया लिखें / Please write

माता का नाम / Mother Name: .....  
उम्मीदवार के हस्ताक्षर  
Signature of Candidate

<p>उम्मीदवार स्पष्ट अक्षरों में अपना पता नीचे लिखें / The Candidate should write his/her address below, in running handwriting:</p>	
नाम / Name .....	
पता / Address .....	पिन / PIN .....
मोबाइल नं. / Mob. No. ....	ई-मेल / E-mail: .....

सील / हस्ताक्षर केन्द्र परीक्षक  
Seal / Sign Venue Head



**Technical Bid evaluation matrix:**

Sl. No.	Parameters	Details of Parameters		Distribution of Marks
1.	Details execution of work	Bidders/Vendors are to submit flow chart of execution of Data Processing work to be carried out in accordance with the provisions as stipulated in the scope of work and task wise time frame of this NIT.		For Open Competitive Examination (including both CBE and examinations in Pen & Paper base) – <b>Maximum 20 Marks</b>
				For Document Verification /Skill Test – <b>Maximum 10 Marks</b>
2.	Details of Human Resources for DP work  (with relevant documents)	No of Developer  <b>(a)</b>	Nos. of Software Engineer  <b>(b)</b>	8 or more Personnel <b>(a+b)</b> – 15;  6 Personnel <b>(a+b)</b> – 12;  4 Personnel <b>(a+b)</b> – 08;  2 Personnel <b>(a+b)</b> – 03;  <b>[Bidders should have to mention the educational qualification and submit relevant documents and marks will not be awarded on the basis of declaration only].</b>
3.	Nos. of Data Processing works done during last 4 years (with relevant documents)	Nos. of work involving nos. of applications during last 4 years....  (i)  (ii)  (iii)  ...  ...  Documentary evidence in support of the claim to be produced.		Applications from 5,00,001 and more – 04  <b>[02 Marks for each work done];</b>  Applications from 3,00,001 to 5,00,000 – 03  <b>[1.5 Marks for each work done];</b>  Application from 1,00,001 to 3,00,000 – 02  <b>[01 Marks for each work done];</b>  Applications from 50,001 to 1,00,000 – 01  <b>[0.5 Marks for each work done];</b>  Below 50,000 applications - <b>No marks will be awarded.</b>
4.	Whether worked for Government or Public Sector in last 4 years	Documentary evidence in support of the claim to be produced.		<b>2 marks will be awarded</b>
5.	Hardware system dedicated for DP work	Nos. of working Computer systems & Specifications of the systems		More than 50 Computer – 13;  More than 40 & up to 50 Computer – 10;  More than 30 & up to 40 Computer – 7;  More than 20 & up to 30 Computer – 4;  <b>[Bidders having Computer system less than 20 will be</b>

			<b>awarded zero Marks].</b>
		Server System & its specification <b>(Server means dual processor with RAID)</b>	1 Server with 2 backup Server – 05 Marks; 1 Server with 1 backup Server – 03 Marks <b>[Bidders having No Server system will be awarded zero Marks].</b>
6	(a) Printing capacity	Nos. of A4/Legal size page that can be printed per day	2,00,000 and more applications – 10; 1,00,000 and more applications – 8; 80,000 and more applications – 6; 60,000 and more applications – 4; 40,000 and more applications – 2; <b>[Bidders having printing capacity less than 40,000 will be awarded zero Marks].</b>
	(b) Scanning Capacity	Nos. of A4/Legal size page that can be scanned per day	40,000 and more applications – 10; 30,000 and more applications – 8; 20,000 and more applications – 6; 10,000 and more applications – 4; 5,000 and more applications – 2; <b>[Bidders having scanning capacity less than 5,000 will be awarded zero Marks].</b>
7	Annual Turnover during last three financial years	Full Marks will be awarded if & only if the Annual Turnover meets both the conditions of amount and duration.	(i) More than Rs.1,00,00,000/- <b>05 Marks;</b> (ii) Between Rs.75,00,000/- &Rs. 99,99,999/- - <b>03 Marks;</b> (iii) Between Rs.50,00,000/- &Rs. 74,99,999/- - <b>01 Marks;</b> <b>[Bidders having Annual Turnover less than Rs.50,00,000/- during last three financial years will be awarded zero Marks].</b>

Technical Bid Score:

Bidder Details	Score in Technical Bids
Bidder 1	
Bidder 2	
Bidder 3	
.....	

Signature of the bidder with seal and date

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

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

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

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

**\*\*\* For the purpose of evaluation of Financial Bid 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 Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder
Bidder 1	70% of Technical Score + 30% of Financial Score		
Bidder 2			
Bidder 3			
Bidder 4			
.....			
.....			

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