



Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training



STAFF SELECTION COMMISSION, SOUTHERN REGION

2nd Floor, EVK Sampath Building,
DPI Campus, College Road, Chennai-600 006
Tel: 044-28251138, 28235021, **Fax:** 28270561, **Website:** www.sscsr.gov.in

Notice Inviting Tender for
“Providing facilities/infrastructure for Conduct of Skill Tests on Computers”
in respect of Examinations conducted
by

Staff Selection Commission (Southern Region), Chennai

Closing Date & Time: 14 .06.2019 at 15.00 Hours.

Tender Notice No.11/3/2019-SR-Skill Test dated 04.06.2019

Name of Bidder: _____

Address : _____

Signature of Bidder

TABLE OF CONTENTS

TITLE	SECTION	PAGES
Notice Inviting Tender	Section I	4-5
Introduction	Section II	6
Scope of Work & Infrastructure Requirements	Section III	6-10
Eligibility Criteria and Instructions to Bidder	Section IV	10-19
General conditions of Contract	Section V	19-24
Special conditions of the Contract	Section VI	24-25
Technical Bid	Annexure - A	26-27
Financial Bid	Annexure - B	28
Letter of Authorization for attending Bid opening	Annexure - C	29
Particulars of the Bidder	Annexure - D	30

CHECK LIST FOR BIDDERS

1. Tender Notice contains 30 pages including the cover page. Please check that all pages are intact in the document.
2. The Bidder should ensure that all pages of the Tender document are duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the Bidder. Any other document and papers submitted in this Tender should also be signed by the authorized signatory under his signature with official seal wherever applicable.
3. The following documents should be submitted along with the Tender:-

SI. No	Documents to be submitted	Documents submitted	
		Yes/No	Page No.
1	Earnest Money Deposit (EMD) of <u>Rs.15,000/- (Rupees Fifteen Thousand Only)</u> must be submitted as per clause 11.3 of Bids under Section-IV.		
2	Technical Bid as per Annexure - A		
3	Financial Bid as per Annexure - B		
4	Letter of Authorization for attending Bid opening as per Annexure - C		
5	Particulars of Bidder as per Annexure - D		
6	Any other document in support of the Bid		

No.11/3/2019-SR-Skill Test
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
STAFF SELECTION COMMISSION
(Southern Region)

2nd Floor, EVK Sampath Building,
DPI Campus, College Road,
Chennai-600 006

Dated the 4th June, 2019

SECTION I

NOTICE INVITING TENDER

Subject:- Tender for providing facilities/infrastructure for Conduct of Skill Tests on Computers in respect of Examinations conducted by SSC (SR).

Sealed Tenders are invited from reputed, experienced and financially sound Service Providers by Staff Selection Commission (Southern Region), Ministry of Personnel, Public Grievances & Pensions under two bid system (i.e. Technical Bid and Financial Bid) for providing facilities/infrastructure for Conduct of Skill Tests on Computers i.e. Data Entry Speed Test (DEST)/ Computer Proficiency Test (CPT)/ Typing Test/Stenography Skill Test etc. SSC (SR) intends to form a panel of one or two agencies to perform these functions for a maximum of 75 candidates per Batch initially for a period of two years, which may be extended by one more year by mutual consent of SSC (SR) and Service Provider on the same terms and conditions.

The schedule of activities is as follows:-

Sl. No.	Activity Description	Time Schedule
1	Tender No.	11/3/2019-SR-Skill Test dated 04.06.2019
2	Time and last date of depositing Tender/Bid	15:00 Hours of 14.06.2019
3	Time and date of opening of Tender/Bid	15:30 Hours of 14.06.2019
4	Services to be offered	Providing facilities/infrastructure for Conduct of Skill Tests on Computers in respect of Examinations conducted by SSC (SR)
5	Estimated number of candidates for whom Skill Test is to be conducted annually	Approximately 8000-10000 candidates
6	Estimated number of candidates per Batch	50-60 candidates per Batch.
7	Amount of EMD to be deposited	Rs.15,000/- (Rupees Fifteen Thousand only)
8	Performance Security/Bank Guarantee	Rs.25,000/- (Rupees Twenty Five Thousand only)
9	Duration of Contract	Two years from the date of award of contract which may be extended by one more year.

2. Tender Document can be obtained from Information/Facilitation Counter of Staff Selection Commission (SR), Chennai - 600 006 on all working days between 11.00 AM and 03.00 PM on or before **14.06.2019**. Tender Document can also be downloaded from the website of SSC (SR) i.e. **www.sscsr.gov.in**. The Demand Draft towards Earnest Money Deposit (EMD) should bear a date subsequent to the date of Notice Inviting Tender and on or before the closing date for submission of the Tender and should be sent along with all other documents, failing which the Tender will be outrightly rejected.

3. Interested Service Providers may submit the bids in sealed envelope complete in all respects along with Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen Thousand only) in the form of Account Payee Demand Draft/Bankers Cheque drawn in favour of Regional Director, Staff Selection Commission (SR) payable at Chennai in a sealed cover and delivered at the Reception Counter, SSC (SR), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai 600006. Bids shall not be considered in case the EMD is not submitted along with the required documents and would be summarily rejected. The last date of submission of tender and time of receipt of Tender is 14.06.2019 upto 03:00 PM. Tender received after this deadline shall NOT be entertained under any circumstances whatsoever.

4. The Regional Director, Staff Selection Commission (Southern Region) reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Regional Director, SSC (SR), Chennai in this regard shall be final and binding on all.

Copy to: Website www.sscsr.gov.in

Sd/-
Deputy Director
SSC (SR), Chennai

SECTION II INTRODUCTION

1.0 INTRODUCTION

Staff Selection Commission, an organization under Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, is mandated to undertake Recruitment for Group B (Gazetted / Non-Gazetted) and Group C (Non-Technical) Posts under Government of India and their Attached and Subordinate Offices. SSC has a nationwide network of nine Regional/Sub-Regional Offices located in various cities of India, which implement the policies & programmes of the Commission's HQrs. The Commission conducts various examinations every year, having two/three/four stages viz. Tier-I/Tier-II/Tier-III/Tier-IV. Tier-II/Tier-III Examination would be of Descriptive Type. Tier – IV Examination would be DEST (Data Entry Skill Test)/CPT (Computer Proficiency Test) in respect of limited candidates. In case of Stenographers (Grade 'C' & 'D') Examination, Tier-II would be Stenography Skill Test for candidates declared qualified from the captioned examination.

2.0 PROJECT BACK GROUND

- (i) Staff Selection Commission, Southern Region [SSC (SR)] invites bids from eligible firms for providing facilities/infrastructure for conduct of Skill Tests on computers i.e. Data Entry Speed Test (DEST)/Computer Proficiency Test (CPT)/Typing Test/Stenography Skill Test/Annual Typewriting Test/Proficiency Test for grant of Advance Increment to Stenographers (OG) and any such Skill Test on Computers in respect of examinations conducted by SSC (SR); and
- (ii) Other related activities.

SECTION III

1.0 SCOPE OF WORK & INFRASTRUCTURE REQUIREMENTS

Staff Selection Commission, an organization under Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, undertakes Recruitment for Group B (Gazetted / Non-Gazetted) and Group C (Non-Technical) Posts under Government of India and their Attached and Subordinate Offices. The Commission conducts various examinations every year having two/three/four stages viz. Tier- I, Tier-II, Tier – III & Tier - IV. Tier-II/Tier-III Examination would be of Descriptive Type. Tier –IV Examination would be DEST (Data Entry Skill Test)/CPT (Computer Proficiency Test) in respect of limited candidates.

- 2.0** Conducting the Skill Test and DEST involves setting up the Software environment by deploying the Software provided by SSC (HQrs.) (Apache Tomcat Server, JDK Postgres SQL Database) on Server on LAN to be accessed by Clouds on LAN and its supervision. For CPT, feature to work on MS Word, MS Excel and MS Power Point to be available on client machine. Facilities to take printout from Network Printer to be there. The basic requirement for conducting Computer Proficiency Test (CPT)/Data Entry Speed Test (DEST)/Typing Test/Stenography Skill Test/Annual Typewriting Test/Proficiency Test for grant of Advance Increment to Stenographer (OG) and any such Skill Test on Computers for maximum of 75 candidates per Batch for Staff Selection Commission (Southern Region) to be provided. A network IT support Engineer, 1 IT technician and one Attendant are to be provided. There shall be capacities to play Audio CD of Dictation Passage. This also includes convenient accessibility to location by public transport, infrastructure (space, electric power,

computers, printers, UPS, internet connectivity server and their respective backups etc), confidentiality & security in the premises, backend support-technical & manual staff to help during Skill Test. Centres with location of less than 10 km. radius from SSC (SR) i.e. DPI Campus, College Road, Chennai - 600006 is preferable.

3.0 The following tests are likely to be conducted by Commission in near future in the next quarter as part of subsequent tier examinations:-

a) Data Entry Speed Test (DEST)

Types of Skill Test	Duration		Details of Batch
	Trial Test	Actual Test	
Data Entry Speed Test	2 Minutes	15 Minutes	4 Batches per day with 50-60 Candidates per Batch for about 10 - 15 Days (in the second half of July 2019)

b) Computer Proficiency Test (CPT) consisting of 3 Modules

Types of Skill Test	Duration		Details of Batch
	Trial Test	Actual Test	
(i) Word Processing Test	2 Minutes	15 Minutes	4 Batches per day with 50-60 Candidates per Batch for about 10 - 15 Days.
(ii) Test in Spread Sheets in Mircrosoft Excel	-	15 Minutes	
(iii) Test in Generation of Slides (Microsoft Power Point)	-	15 Minutes	

c) Typing Test (TT)

Medium of Skill Test	Duration		Details of Batch
	Trial Test	Actual Test	
English & Hindi	2 Minutes	10 Minutes	4 Batches per day with 50-60 Candidates per Batch for about 10 - 12 Days.

d) Stenography Skill Test

Types of Skill Test	Duration		Details of Batch
	Trial Test	Actual Test	
Grade D	2 Minutes	Dictation – 10 Minutes Transcription Time : 50 Minutes - Stenography in English 65 Minutes - Stenography in Hindi	4 Batches per day with 50-60 Candidates per Batch for about 10 - 15 Days.
Grade C	2 Minutes	Dictation – 10 Minutes Transcription Time : 40 Minutes - Stenography in English 55 Minutes - Stenography in Hindi	

e) Annual Typewriting Test

S.No	Type of Skill Test	Duration		Details of Batch
		Trial Test	Actual Test	
1	Typing Test on Computers (English)	2 Minutes	10 Minutes	Only one Batch to be conducted on a single day for a maximum of 30 candidates
2	Typing Test on Computers (Hindi)	2 Minutes	10 Minutes	Only one Batch to be conducted on a single day for a maximum of 10 candidates

f) Proficiency Test for grant of Advance Increment to Stenographers (OG)

S.No	Type of Skill Test	Duration		Details of Batch
		Trial Test	Actual Test	
1	Stenography Test (100 w.p.m)	2 Minutes	Dictation -10 Minutes Transcription – 40 Minutes (English) 55 Minutes (Hindi)	Only one batch to be conducted on a single day for a maximum of 10 candidates.
2	Stenography Test (120 w.p.m.)	2 Minutes	Dictation – 7 Minutes Transcription – 35 Minutes (English) 50 Minutes (Hindi)	Only one batch to be conducted on a single day for a maximum of 10 candidates.

4.0 Work Flow

- Profile of candidates in the data structure prescribed by Headquarters in postgres database version to be sent to SSC (SR) for onward transmission to HQrs.
- Agency has to collect the software of the Commission for Skill Test and install the same in the server earmarked for the Skill Test.
- Data files of candidates appearing for the Skill Test will be sent through email by SSC (SR) which will have to be loaded in the server and linked to the software.
- One day prior to the date of Skill Test, the systems/client computers will have to be connected to the server. A **mock test** to be done. It should be ensured that systems/labs are as per the specifications given by the Commission.
- Mock test will have to be conducted in the presence of representatives of the Commission.
- Date-wise/Batch-wise Attendance Lists to be generated for all days of Skill Test.
- Various activities/steps involved in the conduct of Skill Test should be appraised to all staff engaged for the purpose, before hand.
- Biometric Registration of candidates are required to be done through online Biometric Attendance System. The agency must ensure installation of Biometric Registration/Verification Link provided by SSC (SR) in adequate number of PCs;
- Document Verification Link provided by SSC (SR) has to be installed in the required no. of PCs at the Venue to facilitate Document Verification of the candidates before they are allowed to take the Skill Test.
- 8 systems on which Document Verification is done shall have Internet connection.
- Taking print out of Answer Scripts of the candidates through network Printer;

- Text files created by SSC software application to be stored/saved in the server Date-wise/Batch-wise and sent to SSC (SR) at the end of the day; the same to be copied in two CDs and handed over to the Regional Office on daily basis.
- After conclusion of the Skill Test, consolidated CD containing Date-wise/Batch-wise data of all days of Skill Tests are to be handed over to SSC (SR).

4.1 Venue provided by the bidder should have the following facilities/infrastructure:-

- Agency can conduct Skill Test either at their own premises or hired Venue subject to fulfillment of all terms and conditions enumerated in the Tender. An undertaking to the effect that Venue is taken to their Possession is to be given if the Venue is a hired one.
- Convenient accessibility to the premises of Skill Test Venue by public transport.
- Noise/disturbance free environment.
- The Venue must have a minimum of 75 Client-Computers (with recent MS Office package) with LAN connection and Internet Connectivity.
- The Venue must upgrade software/technical specifications of Computers from time to time as prescribed by the Commission.
- Arrangement of separate entry & exit for the candidates.
- One or Two Computer Labs of total 70 nodes capacity on LAN with a buffer of 5 computer systems and additional 8 computer systems (2 for biometric registration and 6 for Document Verification) for Document verification. All systems with atleast 2 GB RAM each & LAN Printers, with backup accessories for smooth & disturbance free conduct of Skill Tests. There shall be atleast one Laser Printer connected through Network to all PCs on LAN with another backup Network Laser Printer.
- Each PC must have Power backup with UPS & adequate Generator Sets to ensure smooth conduct of examination without interruptions.
- One room for Online Document Verification for 50-60 candidates per Batch with 6-8 PCs having High Speed Internet connection.
- Two Sound Proof Rooms for taking dictation required for Stenography Skill Tests. Each room should have facility/infrastructure for seating 50-60 candidates for taking dictation.
- Server with atleast 4 GB RAM
- Adequate manual & technical manpower support.
- The PCs must have Soft Touch Key Boards. Ten per cent (10%) of the total Key Boards must be Bilingual (English & Hindi).
- Networking of the Client computers with the Server(s) and Printer(s).
- Provision of authentic Anti-Virus software in both the Server(s) and Client computers.
- Uploading/Downloading/Installation of Softwares as directed by the Commission from time to time.
- Taking print-out of Answer Scripts of the candidates through network Printer.
- Supplying date-wise/consolidated back-up files/text files of Answer Scripts in CDs (in duplicate).
- Stationery material for conduct of various skill tests, Paper, Pens, stamp Pads, etc.
- Potable water for candidates as well as for the staff of the Commission.
- Separate toilet facilities for Male and Female candidates/Staff.
- Waiting Area for candidates.
- The Premises must have Elevator (Lift), if not in Ground Floor.
- All the Rooms must be fully air conditioned (AC).
- Ample parking space for Two & Four wheelers.
- The Premises must be Fire Safety compliant as per the Rules of Government.
- The Premises must be easily accessible for Persons with Disabilities and in compliance of various rules of Government in this regard.
- Adequate security arrangements.

- The bidder should be located and have their base in Chennai/office in Chennai. They should have capability for conducting such Skill Tests in Hyderabad also, if need arises.
- The bidder should have minimum one year of experience in providing facilities/infrastructure for conduct of Skill Tests on Computers.
- Only such bidders will be considered for allotment of work who are having in their possession adequate infrastructure i.e. own hardware and experienced & qualified manpower.
- Separate room to be provided for safe custody of bags and personal belongings of the Candidates.

SECTION IV

ELIGIBILITY CRITERIA AND INSTRUCTIONS TO BIDDER

1.0 ELIGIBLE BIDDERS

- 1.1 The agency desirous of participating in the tender must have their Office in Chennai with adequate infrastructure. Agency should also ensure availability of adequate facilities/infrastructure for conducting the Skill Test in Hyderabad, if required.
- 1.2 The agency should be a company registered under Companies Act, 1956 or Partnership Firm or Limited Liabilities Partnership Firm or Proprietorship Firm.
- 1.3 The bidding agency should be in operation from atleast 2 years and shall have a minimum of one year experience of conducting skill tests/Computer Proficiency Test on computers for any Recruiting Agency of Central or State Govt. or PSUs or Educational Institution with proven track record (attach documentary proof in support of claim).
- 1.4 The bidding agency should be financially sound and should have a minimum annual turnover of Rs.10 lakhs (Rupees 10 lakhs only) during last three financial years (i.e. 2015-16, 2016-17 & 2017-18) in conduct of Computer Based Examination or similar such business. (Audited Profit & Loss Account and Balance Sheet of last three years, duly signed and stamped by seal of Bidder, demarcating the turnover of the above said activities must be submitted).
- 1.5 The Agency / any of its Directors / Partners etc. should not have been blacklisted by any Govt. Organization/ Department or convicted for any offence by any court of law, as on date.
- 1.6 The Agency shall have Work Place, Manpower including Technical Manpower, Computers, Laser Printers and shall be able to perform all activities/ operations relating to the Skill Test in Chennai City, Tamil Nadu State at present and also in Hyderabad (Telangana), if required. (Provide relevant documentary proof).
- 1.7 The Agency must have sufficient Technical Manpower, atleast 6 persons on the rolls of the firm, comprising of the following:-

Post	No. of Persons	Qualification
IT Manager	1	BE/B.Tech. Graduates in ECE / IT / CS or equivalent with 5 years experience.
Network Administrator	1	BE/B.Tech. Graduates in ECE / IT / CS or equivalent.
It support Technician	2	Degree / Diploma in IT / CS or equivalent.
Attendant	2	Higher Secondary and above.
Total	6	

2.0 COST OF BIDDING

The Bidder shall be responsible for all costs incurred in connection with participation in the Tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by SSC (SR) to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the Bid process. SSC (SR) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

3.0 DOCUMENTS TO BE SUBMITTED

The services required to be rendered; Bidding procedures and General and Special Conditions of Contract are prescribed in the Bid Documents. The Bid Documents include:-

TITLE	SECTION
Technical Bid	Annexure - A
Financial Bid	Annexure - B
Letter of Authorization for attending Bid opening	Annexure - C
Particulars of the Bidder	Annexure - D

4.0 CLARIFICATION OF BID DOCUMENTS

A prospective Bidder, requiring any clarification on the Bid Documents shall notify SSC (SR) in writing or by E-MAIL to Staff Selection Commission (SR), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600 006 at the mailing address indicated in the invitation of Bid i.e., email: sscsr.tn@nic.in.

5.0 AMENDMENT OF BID DOCUMENTS

- 5.1 At any time, prior to the date of submission of Bids, SSC (SR) may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify Bid Documents by amendments.
- 5.2 The amendments if any shall be notified in SSC (SR) website and these amendments will be binding on the bidder. The Bidder shall not change any Clause in Tender Document downloaded from website. However, the printed version of Tender Document available along with amendments (if any) issued by SSC (SR) will be applicable to all Bidders in case of any discrepancies.
- 5.3 In order to afford prospective Bidders reasonable time to take the amendment into account in preparing their Bids, SSC (SR) may, at its discretion, extend the deadline for the submission of Bids.

6.0 PREPARATION OF BIDS

- A. Bid Security furnished in accordance with Clause - 11.
- B. Technical Bid Form & Financial Bid, completed in accordance with Clauses-7 & 8.

7.0 TECHNICAL BID FORM

The Bidder shall complete the Technical Bid as per Annexure - A along with documentary proofs.

8.0 FINANCIAL BID

8.1 Prices / Rates shall be quoted on “per client computer per day basis” and shall include all or any incidentals thereof as per price/rate schedule given in Annexure - B. The offer shall be in Indian Rupees. No foreign exchange will be paid / made available by Staff Selection Commission (SR), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600006.

8.2 A Bid submitted with conditions, adjustable price / rate quotation will be treated as non-responsive and rejected.

9.0 DOCUMENTS ESTABLISHING BIDDER’S ELIGIBILITY AND QUALIFICATION

9.1 The Bidder should submit the Technical Bid as per **Annexure - A**, giving complete details including their capacity for conducting various types of Skill Tests.

9.2 The Bidder is required to submit their Financial Bid for providing facilities/infrastructure for conduct of various types of Skill Tests. A consolidated price / rate including cost of stationery and all other related work pertaining to the conduct of said Skill Test including taking print out of Answer Scripts of candidates; generation of reports - hard copies and soft copies in CDs etc. may be quoted in the format enclosed (**Annexure - B**). GST and any other taxes as applicable should be indicated separately, failing which these will be treated as subsumed in the rate quoted.

9.3 In case, the day of Bid submission is declared Holiday by Govt. of India, the next working day will be treated as day for submission of Bids. There will be no change in the timings.

9.4 The following documents shall be enclosed by every bidder along with the Technical Bid:-

A. List of important clients.

B. Any other document which the vendor may feel necessary to support the services/Bid.

9.5 Tender Form must contain the Name, Office and after Office hours addresses including telephone number(s) of the person(s) who is/are authorized to submit the Bid with signature(s).

9.6 Unsigned & unstamped Bid shall not be accepted.

9.7 All pages of the Bid being submitted must be signed and sequentially numbered by the Bidder irrespective of the nature of content of the documents.

9.8 Bids **NOT** submitted as per the specified format and nomenclature will be outrightly rejected.

9.9 Ambiguous Bids will be outrightly rejected.

9.10 SSC (SR) will **NOT** be responsible for any delay on the part of the vendor in obtaining the terms and conditions of the Tender notice or submission of the Tender Bids.

9.11 The offers submitted by telegram/ fax/ E-mail etc. shall **NOT** be considered. No correspondence will be entertained in this regard.

9.12 Bidder shall indicate his prices/rates in clear/visible figures as well as in words. In case of a mismatch, the prices / rates written in words will prevail.

9.13 Any alteration/overwriting/cutting in the Bid should be duly countersigned else it will be outrightly rejected.

9.14 Conditional Tenders shall **NOT** be accepted on any ground and shall be rejected straightway.

9.15 If any clarification is required, the same should be obtained before the submission of Bids.

- 9.16 Bidder shall furnish a compliance statement (Point-wise) of the requirements with the Technical Bid. **No deviation in terms & conditions** of the Tender Document will be accepted in anycase.
- 9.17 Tender process will be over after the issue of empanelment letter(s) to the selected vendor(s).
- 9.18 Copy of GST No. allotted by the Tax Authorities, as well as PAN/TAN number of the firm allotted by the Income Tax authorities should be submitted. The Bidder should be registered with Service Tax Department of the Government.

10.0 PROPOSED SERVICES TO BE RENDERED

- 10.1 Providing facilities/infrastructure for Conduct of Skill Tests/Computer Proficiency Test on computers i.e. Data Entry Speed Test (DEST)/ Computer Proficiency Test (CPT)/Typing Test/Stenography Skill Test/Annual Typewriting Test/Proficiency Test for grant of Advance Increment to Stenographers (OG) and any other Skill Test on Computers in respect of examinations conducted by SSC (SR) ; and
- 10.2 Other related activities.

11.0 BID SECURITY

- 11.1 Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen Thousand Only) as Bid Security (EMD) must be submitted as part of the Bid. No interest shall be paid by SSC (SR) on the Bid Security for any period, whatsoever.
- 11.2 The Bid Security/EMD is required to protect SSC (SR) against the risk of Bidder's conduct, which would warrant the security's forfeiture, pursuant to Clause 11.7.
- 11.3 Bid Security/EMD shall be paid in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or a Bank Guarantee in acceptable form, from any of the Nationalized or Scheduled Banks, in favour of Regional Director, Staff Selection Commission (SR), payable at Chennai. The EMD should remain valid for a period of 45 days beyond the final Tender validity period.
- 11.4 A Bid not secured in accordance with Clauses 11.1 & 11.3 shall be rejected by SSC (SR) as non-responsive at the Bid opening stage and returned to the Bidder.
- 11.5 The Bid Security/EMD of the unsuccessful Bidder will be discharged/returned as promptly as possible but not later than 30 days after the expiry of Bid validity period prescribed by SSC (SR) pursuant to Clause 12.
- 11.6 In the case of Bidders whose Tender Bids are accepted for empanelment, EMD will be refunded on receipt of Performance Security/Bank Guarantee of Rs.25,000/- (Rupees Twenty Five Thousand only).

11.7 The Bid Security (EMD) will be forfeited,

- (i) If the Bidder withdraws his Bid during the period of Bid validity specified by the Bidder in the Bid Form (or)
 - (ii) If the Bidder makes any modifications in the terms and conditions of the Tender before acceptance of the Tender (or)
 - (iii) In the case of successful Bidder, if the Bidder fails to sign the contract in accordance with this tender.
- 11.8 In the above cases [mentioned in paras 11.7(i), 11.7(ii) & 11.7(iii)], the Bidder will not be eligible to participate in the Tender for same item for two years from the date of issue of letter of intent. The Bidder will not approach the court against the decision of SSC (SR) in this regard.

12.0 PERIOD OF VALIDITY OF BIDS

- 12.1 Bid shall remain valid for 60 days after the date of opening of Bids prescribed by Staff Selection Commission (SR), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai – 600006. A Bid valid for a shorter period shall be rejected by SSC (SR) as non-responsive.
- 12.2 In exceptional circumstances, SSC (SR) may request the consent of the Bidder for an extension to the period of Bid validity. The request and the response thereto shall be made in writing. The Bid Security provided as per Clause 11.1 shall also be suitably extended. The Bidder may refuse the request without forfeiting his Bid Security. A Bidder accepting the request and granting extension will not be permitted to modify his Bid.

13.0 FORMAT AND SIGNING OF BIDS

- 13.1 Bid shall be typed or printed and all the pages numbered consecutively and shall be signed by the Bidder or a person or persons duly authorized by the Bidder to the contract. The Letter of Authorization shall be indicated by written power of attorney accompanying the Bid. All pages of the original Bid, shall be signed by the person or persons signing the Bid. The Bids submitted shall be sealed properly.
- 13.2 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.

14.0 SUBMISSION OF BIDS

14.1 Documents to be submitted with the Technical Bid (Annexure-A)

- 14.1.1 The bidder should attach the following documents duly signed by authorized signatory and stamped by seal of firm/ agency etc. in support of information provided in Technical Bid **(Annexure - A)** :-
- (i) Certificate of Incorporation /Registration for Company/firm
 - (ii) Memorandum of Association, Articles of Association, Partnership Deed etc. as applicable;
 - (iii) Audited Balance Sheet and Profit and Loss Account for the last three years;
 - (iv) Organizational Structure with name, designation, address, contact number etc. of important officers/officials of the agency;
 - (v) Detailed Bio-data of the MD/Director or partners or proprietor of the firm;
 - (vi) Details of employees with their designation, qualification & experience etc.
 - (vii) Resolution or Power of Attorney in original appointing the authorized signatory of the agency / firm etc.
 - (viii) Work Order / Certificates from various organizations for which work has been done in the last three years.
 - (ix) Copy of Permanent Account Number (PAN)/TAN issued by competent authority of Govt.
 - (x) Copy of GST Registration Number issued by Competent Authority of Govt.
 - (xi) Earnest Money Deposit (EMD).
 - (xii) Any other additional information / documents which proves/supports competency of the Agency.
 - (xiii) Copy of ISO 9001:2008 Certificate (if available).
 - (xiv) Cost of Bid Document through Demand Draft.
 - (xv) Income Tax Returns for the last three years.
 - (xvi) Affidavit of declaration regarding No Relative working in SSC.
 - (xvii) Notarized Letter of Authorization (Annexure - C)
 - (xviii) Sealing and Marking of Bids.

- (xix) An undertaking by the agency that no information relating to Candidate, Software or methodology of Skill Test divulged to any third party.
- (xx) Certificate that during the conduct of Skill Test no other exam/tests/ classes, etc. are conducted in the same Venue.

14.1.2 Bids should be submitted in a single sealed envelope, with three different inner sealed envelopes, as explained below:-

Inner Envelope Contents	Addressed to	Superscribed with
EMD Instruments	Regional Director (SR)	EMD for providing facilities/infrastructure for Conduct of Skill Test on Computers in respect of Examinations conducted by SSC (SR).
Documents as per Annexure - A Technical Bid	Regional Director (SR)	Technical Bid for providing facilities/infrastructure for Conduct of Skill Test on Computers in respect of Examinations conducted by SSC (SR).
Documents as per Annexure - B Financial Bid	Regional Director (SR)	Financial Bid for providing facilities/infrastructure for Conduct of Skill Test on Computers in respect of Examinations conducted by SSC (SR).

14.1.3 All the above 3 (three) envelopes should be sealed and placed in another one single outer envelope and submitted as follows:-

Outer Envelope Contents	Addressed to	Superscribed with
3 Inner Envelopes as mentioned above	Regional Director (SR)	Tender No. 11/3/2019-SR-Skill Tests for providing facilities/infrastructure for Conduct of Skill Test on Computers in respect of Examinations conducted by SSC (SR).

14.1.4 The name and address of the Bidder should be mentioned on each envelope.

14.1.5 The proposal should be filled by the Bidder in English language only.

14.2 Submitting Bids

14.2.1 The duly completed Sealed (Packing PVC tape/Sealing wax) Bid Documents shall be submitted to Regional Director, Staff Selection Commission (SR), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai - 600 006 as per detailed instructions given in the Bid Document, either in person or by Registered AD, so as to reach before 15:00 hrs on 14.06.2019. This Office is not responsible for delay if any occurred in transit. No claims on this account shall be entertained. Tenders received after due date & time shall not be entertained.

14.2.2 SSC (SR) shall at its discretion, extend this deadline for submission of Bids by amending the Bid Documents in accordance with Clause 5 in which case all rights and obligations of SSC (SR) and Bidder will be subjected to the deadline as extended.

14.3 Late Bids

Any Bid received by SSC (SR) after the deadline for submission of Bids prescribed by SSC (SR) pursuant to Clause 14, shall be rejected and returned unopened to the Bidder. It is the sole responsibility of the Bidder to ensure timely submission of the Bid.

14.4 Modification and Withdrawal of Bids

- 14.4.1 The Bidder may withdraw his Bid after submission provided that the written notice of the withdrawal is received by SSC (SR) prior to the deadline prescribed for submission of Bids.
- 14.4.2 The Bidder's withdrawal notice shall be prepared, sealed, marked and dispatched as required in the case of Bid submission in accordance with the provision of Clause 14. A withdrawal notice may also be sent by email but followed by the signed confirmation copy by post so as to reach SSC (SR) **not later than the deadline for submission of Bids.**
- 14.4.3 No Bid shall be modified subsequent to the deadline for submission of Bids.

15.0 SELECTION PROCEDURE

- 15.1 SSC (SR) shall constitute a Technical Evaluation Committee to evaluate the responses of the Bidders to the Tender and all supporting documents / documentary evidence. The Committee on the basis of Eligibility Criteria will undertake an initial screening and compilation of all the Bids. The Bids not meeting the eligibility requirements or barred by any government, will be summarily rejected.
- 15.2 Each of the responses shall be evaluated as per the criteria and requirements specified in the Tender. The decision of SSC (SR) in regard to evaluation & selection shall be FINAL and binding on Bidders.
- 15.3 SSC (SR) reserves the right to reject any Bid for any reason, without liability. The information provided by the Bidder/ gathered by SSC (SR) shall become SSC (SR)'s property even if the Bid is rejected and can be used by SSC (SR) in any manner, if deemed fit.
- 15.4 "Financial Bid" of only those Bidders, whose Technical Bid has been approved by the Competent Authority of SSC (SR) after detailed examination of Technical Bid strictly as per the scope of work, technical capability of the Bidders and compliance to the Pre-Qualification Criteria, would be opened.
- 15.5 Financial evaluation and identification of **L-1** Bidder would be based on price / rate per client computer per day.

16.0 BID OPENING AND EVALUATION

16.1 Opening of Bids

- 16.1.1 The sealed covers containing EMD only will be opened in the first instance in the presence of representatives of the Bidders who choose to remain present at the Office of SSC (SR).
- 16.1.2 Technical Bids of only those Bidders, whose EMD instruments are found to be in order, will be opened afterwards in the same Bid opening session, in the presence of the vendor's representatives.
- 16.1.3 Financial Bids of only those Bidders, whose Bids are found technically qualified by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently for further evaluation.
- 16.1.4 One authorized representative of each of the Bidder would be permitted to be present at the time of afore mentioned opening of Bids.

17.0 Technical Evaluation Process

- 17.1 Technical Bids will be evaluated in accordance with the requirements mentioned in **Annexure - A**.
- 17.2 A duly constituted *Technical Evaluation Committee (TEC)* will shortlist Technical Bids on the basis of technical parameters including visit to inspect offices of the agencies to verify their claim.
- 17.3 The shortlisted Bidders may be asked to demonstrate their capacity to carry out the work through a sample assignment either at their own premises or by deploying their own equipment and technical manpower, at the Office of SSC (SR) as per schedule to be intimated to them. In case the vendor fails to demonstrate within the time-frame given by SSC (SR) for evaluation, the Bid shall be rejected.
- 17.4 For Technical Evaluation, Bidders have to ensure the availability of appropriate technical personnel, from their organization for interacting with TEC and Evaluation Team. In case a Bidder fails to provide required technical personnel along with proper documentation, then such defaulting Bidder shall be taken off the Tender Evaluation Process and the Bid will stand rejected.

18.0 Evaluation of Financial Bids

- 18.1 The Financial Bids of only those Bidders shortlisted from the Technical Bids by TEC will be opened in the presence of their representatives on a specified date and time to be intimated to respective Bidders and the same will be evaluated by a duly constituted Financial Evaluation Committee (FEC).
- 18.2 Lowest Quoting Bidder will be finalized after following the provisions of Clause 18.1.
- 18.3 The maximum period of matching prices / rates will not be more than 7 working days from the date of issuance of offer letter from SSC (SR) to the concerned Bidders.
- 18.4 No enquiry shall be made by the Bidder(s) during the course of evaluation of the Tender, after opening of Bid, till final decision is conveyed to the successful Bidder(s). However, the Committee/its authorized representative and Office of SSC (SR) can make any enquiry/seek clarification from the Bidders, which the Bidders must furnish within the stipulated time, failing which Bids of such defaulting Bidders will be rejected.

19.0 CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of Technical Bids, SSC (SR) may, at its discretion ask the Bidder for the clarification of its Bid. The request for clarification and response shall be in writing. **However, no post Bid clarification at the initiative of the Bidder shall be entertained.**

20.0 CONTACTING SSC (SR)

- 20.1 No Bidder shall try to influence SSC (SR) on any matter relating to its Bid, from the time of Bid opening till the time the contract is awarded.
- 20.2 Any effort by a Bidder to influence SSC (SR) during Bid evaluation, Bid comparison or contract award decision shall result in rejection of the Bid.

21.0 AWARD OF CONTRACT (EMPANELMENT)

- 21.1 A panel of One or Two vendors may be formed on their written consent to work at the prices/ rates of lowest Bidder. Other Bidders shall match the lowest unit price/ rates finalized. If none of the Bidders other than L1 Bidder agree to match the L1 rate, there shall be only one vendor on panel.

- 21.2 In the event the vendor's firm or the concerned division of the firm is taken over/ bought over by another company, all the obligations and execution responsibilities under the agreement with SSC (SR), should be passed on for compliance by the new firm in the negotiation for their transfer.
- 21.3 All empanelled vendors have to agree for honouring all Tender conditions and adherence to all aspects of fair trade practices in executing the work order placed by SSC (SR).
- 21.4 In the case of Bidder(s) whose Tender Bids is/are accepted for empanelment, Bidder(s) shall be required to give Performance Security/ Bank Guarantee of Rs.25,000/- (Rupees Twenty Five Thousand only) along with acceptance of the offer of contract, within 10 calendar days. Performance Security will be in the form of Fixed Deposit Receipt (FDR)/ Bank Guarantee (BG) of any commercial bank drawn in the name of Regional Director, Staff Selection Commission (SR), valid for six months beyond the contract period of two years and to be revalidated appropriately on extension of the contract.
- 21.5 Performance Security/Bank Guarantee will have to be renewed for such further period corresponding with the renewal of the contract. On termination of the contract, the Performance Security/Bank Guarantee shall be refunded to the vendor without any interest, subject to any deduction as may be applicable as mentioned in the contract.
- 21.6 The vendor should not assign or sublet the empanelment or any part of it to any other agency in any form. If found doing so, the contract shall result in termination of empanelment and forfeiture of Performance Security/Bank Guarantee.

22.0 SSC (SR)'s RIGHT TO ACCEPT ANY BID AND TO REJECT ALL BID OR ANY BID

- 22.1 SSC (SR) may, at any time, terminate the empanelment by giving written notice to the empanelled vendor without any compensation, if the empanelled Bidder/vendor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SSC (SR).
- 22.2 In case of any mistake or delay in the supply of the output reports in CD according to the schedule or any lapse on the part of Agency or if the Commission's instructions are not followed, the Commission shall have the right to rescind the contract and get the work done through other agency at the risk and cost of the Bidder. Any loss arising out of the same shall be borne by the Bidder.
- 22.3 The Commission reserves the right to assign part-work of Skill Test of a particular examination and the right to cancel the contract at any time if the job assigned to the Bidder is not according to the guidelines/instructions issued by the Commission, without assigning any reason whatsoever and the decision of the Commission in this regard shall be final and binding. In the latter case, the agency shall forfeit the Performance Security/Bank Guarantee.
- 22.4 The agency shall not terminate the contract after the commencement of the job relating to a particular Skill Test. The contract can be terminated by serving one month notice but only after the entire job relating to the particular Skill Test is fully and satisfactorily completed.
- 22.5 In case of any dispute as to interpretation of the terms of the contract, the decision of the Regional Director (SR) shall be final and binding.

23.0 ISSUE OF LETTER OF INTENT

- 23.1 The issue of a Letter of Intent shall constitute the intention of SSC (SR) to enter into contract with the Bidder.
- 23.2 The Bidder shall within 3 days of issue of the Letter of Intent, give his acceptance along with Performance Security/Bank Guarantee in conformity with Clause 21.4 provided in Award of Contract (Empanelment).

24.0 SIGNING OF AGREEMENT

- 24.1 Successful Bidders shall be required to enter into an Agreement with SSC (SR), within a week on being called upon, on a non-judicial stamp paper of appropriate value at his own cost. The signing of agreement shall constitute the award of contract on the Bidder. The agreement with the successful Bidder shall be signed by SSC (SR) within a week of submission of his acceptance. Such agreement must conform to all the terms and conditions of Notice Inviting Tender and other such conditions in the Tender offer as may be agreed upon by Regional Director, SSC (SR).
- 24.2 As soon as the Tender is approved by the competent authority, EMD will be refunded on receipt of Performance Security/Bank Guarantee of Rs.25,000/- (Rupees Twenty Five thousand only).
- 24.3 SSC (SR) reserves the right to cancel the agreement executed without any compensation whatsoever to the contractor at any time before the award of the work. The action of SSC (SR) under this Clause shall not constitute breach of contract.

25.0 ANNULMENT OF AWARD

Failure of the successful Bidder to comply with the requirement of Clauses 23 & 24 shall constitute sufficient ground for the annulment of the award and forfeiture of the Bid Security, in which event, SSC (SR) may award the bid to any other Bidder at its discretion or call for new Bids.

SECTION-V

GENERAL CONDITIONS OF CONTRACT

1.0 APPLICATION

The general conditions mentioned in this Section, shall apply for the contract for the services contained in the tender document made by SSC (SR) with the successful Bidder(s)/Vendor(s).

2.0 STANDARDS

Bidder selected for appointment shall abide by all relevant rules & regulations of the government as issued from time to time, shall keep SSC (SR) informed about any change in their status etc.

3.0 PATENT RIGHTS

- 3.1 All data files of all the Skill Tests and any material, data and intermediate files prepared therefrom shall be the exclusive property of the Commission. Agency shall not have any right in any manner nor shall be entitled to retain the database in any manner on any account. Non-performance of any part of the contract by the Commission shall not be the ground for the agency to retain the property of the Commission and/or use it in any manner in any eventuality.
- 3.2 All rights for reproduction, future use of data/files of all the Skill Tests and any material, data and intermediate files shall be with SSC (SR) unless otherwise stated explicitly & agreed by SSC (SR) at the time of accepting the proposal. The Bidder shall indemnify SSC (SR) against any third party claims of infringement of patent, copyright, trade mark or industrial design, Intellectual property rights arising from use of any design/model if any under the scope of contract.

4.0 CONFIDENTIALITY

The Agency must ensure that **TOTAL CONFIDENTIALITY** is maintained while performing any job entrusted by the Commission. The agency shall undertake full responsibility of the safe custody and secrecy of the data/documents supplied / received from the Commission. The data given by the Commission will be kept strictly confidential and no part of it will be divulged to any person without written authorization from the Commission. In case of any lapse found/ noticed by the Commission, Agency/ Firm etc. shall be fully responsible for the consequences, including criminal action and termination of contract.

5.0 SECURITY DEPOSIT

- 5.1 In the case of those Bidders whose Technical Bids do not qualify, the Earnest Money Deposit (EMD) will be refunded without any interest accrued within one month of the acceptance of TEC (Technical Evaluation Committee)'s recommendations.
- 5.2 In the case of those Bidders who are not empanelled, the Earnest Money Deposit (EMD) will be refunded without any interest accrued within one month of the acceptance of FEC (Financial Evaluation Committee)'s recommendations.
- 5.3 In the case of Bidders whose Tender / Bids are accepted for empanelment, EMD will be refunded on receipt of Performance Security/Bank Guarantee.

6.0 INSPECTION AND TESTS

- 6.1 SSC (SR) or his representative shall have right to enquire / inspect the premises/ method of services by Bidder.
- 6.2 If the inspection points out to the need for improvement, necessary alteration shall be incorporated free of cost to SSC (SR).
- 6.3 Nothing in Clause 5 shall in any way release the Bidder, from any obligations under this contract.
- 6.4 If any service or any part thereof before it is taken over is found unsatisfactory or fails to fulfill the requirements of the contract, SSC (SR) shall give the Bidder, notice setting forth details of such short comings or failure and the Bidder, shall make or alter the same to make it comply with the requirements of the contract forthwith. These replacements shall be made by the Bidder, free of all charges. Should it fail to do so within this time, SSC (SR) reserves the discretion to reject and replace cost of the whole or any portion of service as the case may be, which is unsatisfactory or fails to fulfill the requirements of the contract. The cost of any such replacement made by SSC (SR) shall be deducted from the amount payable.

7.0. AUDIT AND TECHNICAL EXAMINATION

SSC (SR) shall have the right to cause an audit and technical examination of the work. If as a result of such audit and technical examination, any sum is found to have been overpaid in respect of any work done by the contractor under the contract or any work claimed by him to have been done by him under the contract and found not to have been executed, the contractor shall be liable to refund the amount of over payment and it shall be lawful for the SSC (SR) to recover the amount towards overpayment from the Bidder.

8.0 PAYMENT TERMS

- 8.1 The payment will be made in Indian Rupees only. The mode of payment shall be as follows, subject to submission of pre-receipt invoice/bills in duplicate after the successful completion of each Skill Test as per the accepted rate in the contract.
- 8.2 The payment of the bills will be made only after satisfactory and timely completion of the job in respect of a particular Skill Test.

8.3 The agency shall not provide, by way of sale or otherwise, any kind of data to any third party. Further, the agency shall not use such data for any work/purpose other than that of the Commission. The Bidder shall be fully responsible for all claims made by the third party and shall also be responsible for all expenses incurred by SSC (SR) in any litigation initiated by any third party.

9.0 PRICES/RATES

9.1 Prices/Rates charged by the Bidder for the services performed under the contract shall not be higher than the price/rate quoted by the Bidder in his Bid.

9.2 Prices/Rates will be fixed at the time of issue of work order as per taxes and statutory duties applicable at that time.

9.3 In case of reduction of taxes and other statutory duties during the scheduled delivery period, SSC (SR) shall take the benefit of decrease in these taxes/duties for the services made from the date of enactment of revised duties/taxes.

9.4 In case of increase in duties/taxes during the scheduled delivery period, SSC (SR) shall revise the prices/rates as per new duties/taxes for the services, to be made during the remaining delivery period as per terms and conditions.

10.0 CHANGES IN WORK ORDER

10.1 SSC (SR) may, at any time, by a written order given to a Bidder, make changes within the general scope of the contract related to terms & references, enlarging the scope, analysis or specifications.

10.2 If any such change causes an increase or decrease in the cost of or the time required for the execution of the contract, an equitable adjustment shall be made in the contract price/rate or delivery schedule or both and the contract shall accordingly be amended. Any proposal by the Bidder for adjustment under this Clause must be made within thirty days from the date of receipt of change in order. **However, the decision of Regional Director, SSC (SR) on the issue would be final and binding on the Bidder.**

11.0 SUB-CONTRACTS

The Bidder shall not assign, sub-contract or sublet the whole or any part of the work covered by the contract.

12.0 DELAY/ DEFICIENCIES IN THE BIDDER'S PERFORMANCE

12.1 In case of any mistake or delay in the supply of the output reports in CDs according to the schedule or any lapse on the part of 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 at the risk and cost of the bidder. Any loss arising out of the same shall be borne by the agency to whom the contract has been awarded.

12.2 The Commission reserves the right to assign part-work of Skill Test of a particular Examination and the right to cancel the contract at any time if the job assigned to the bidder is not according to the guidelines/instructions issued by the Commission, without assigning any reason whatsoever and the decision of the Commission in this regard shall be final and binding. In the latter case, the agency shall forfeit the Security Deposit.

12.3 The bidder shall not terminate the contract after the commencement of the job relating to a particular Skill Test. The contract can be terminated by serving one month notice but only after the entire job relating to the particular Skill Test is fully and satisfactorily completed.

12.4 In case of any dispute as to interpretation of the terms of the contract, the decision of the Regional Director (SR) shall be final and binding.

13.0 PENALITES

13.1 The Agency shall be responsible for 100% accuracy and confidentiality in the execution of work. The agency shall be responsible for completion of work as per time schedule stipulated in the Bid Document/ agreement and as per the directions of the Commission.

13.2 Following is an illustrative list of specific penalties levied and deducted:-

S.No.	Nature and Type of Error	Penalties
1.	Every missing Roll Number from the Master data	Rs.1,000/- per missing Roll Number
2.	Every missing Answer Sheet	Rs.1,000/- per missing Answer Sheet
3.	Error in taking print out of Answer Script	Rs.500/- per error Answer Script
4.	In case of delay in completion of work as per fixed time schedule/ directions of the Commission	Minimum Rs.1000/- per day or one percent of work order value whichever is higher, for each day of delay.
5.	Non-execution of work and / or showing unwillingness to carry out the work assigned	No Payment for partly executed work + termination of agreement + forfeiture of Performance Security.
6.	Errors in reports, non-submission of reports in the format decided by the Commission.	Rs.500/- per report
7.	Any other error specific to the situation	10% of amount to be paid in this Head/ category per occasion.

Note:

- (i) The agency shall have to correct all errors/omissions without any additional charges.
- (ii) For any loss, damage, financial liability etc. occurring to the Commission by way of court matter; litigation or under Right to Information Act, or otherwise on account of any irregularities, negligence, omission, commission or mishandling etc., the Agency shall be accountable and the entire damage or loss of financial liability shall be borne entirely by the Agency.
- (iii) Though the number of candidates qualifying for the Skill Tests will be around 8,000 – 10,000 annually, it is possible that the number of candidates qualifying for appearing in a particular Skill Test is very less or more. Once assigned, the Agency shall have no right to refuse any particular work having less/more number of candidates. Refusal of work may amount to penal action and even termination of contract.

13.3 The penalties indicated are not exhaustive but only illustrative and will be reviewed by the Regional Director (SR) for each Skill Test based on the mistakes committed by the agency to whom the contract has been awarded.

14.0 FORCE MAJEURE

14.1 Notwithstanding the provisions of the Tender, the Agency shall not be liable for forfeiture of its Performance Security/Bank Guarantee, liquidated damages or termination for default, to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

- 14.2** For purposes of this Clause, “Force Majeure” means an event beyond the control of the agency and not involving the Agency’s fault or negligence and not foreseeable. Such event may include, but are not restricted to, acts of the client either in its sovereign or contractual capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 14.3** If a Force Majeure situation arises, the qualified agency shall promptly inform the Commission in writing of such conditions and the cause thereof. Unless otherwise directed by the Commission in writing, the Agency shall continue to perform its obligations, under the contract as far as reasonably possible and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Commission may terminate the contract, by giving a written notice of 7 days to the agency, if as a result of force Majeure, the agency being unable to perform activities/ functions for a period of more than two weeks.

15.0 TERMINATION OF AGREEMENT FOR DEFAULT

- 15.1** SSC (SR) may, without prejudice to any other remedy for breach of contract, send to the Bidder written notice of default. If the Bidder fails to make good the defaults, SSC (SR) will have the right to terminate the contract in whole or in part.
- 15.2** In the event SSC (SR) terminates the contract in whole or in part pursuant to Clause 12.1, SSC (SR) may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the Bidder shall be liable to SSC (SR) for any excess cost for such similar services. However, the Bidder shall continue the performance of the said contract in this regard and to the extent of services not terminated therein.
- 15.3** In case of any delay in execution of work assigned, the Agency would be liable to pay penalties. However, in case of repetitive delays, the Commission would be entitled to cancel the agreement and in that case, the agency will not be entitled to any amount payable to them under this contract.
- 15.4** In case of excessive errors and if the Commission is of the view that the work has not been performed satisfactorily and cannot be performed/ continued by the Agency, the Commission at its discretion may terminate the agreement without any prior notice and in that case, the Commission would not be liable to pay any amount on any account to the Agency.
- 15.5** If the work of the agency is not found satisfactory or any breach of the terms and conditions of the contract is noticed or any manipulation is reported to or noticed, then SSC (SR) reserves the right to cancel the contract and/ or forfeit Performance Security/Bank Guarantee submitted by the agency and/ or to take legal action including blacklisting the agency, at any point of time during the period of contract without prior notice.
- 15.6** In case the contract is terminated with agency, the Commission would be entitled to get the work done from any other firm/agency or person and the bidder would hand over all database, source code, licenses, Application software/programs, other valuable information/reports, completed and incomplete work to the Commission and will not object in any manner to the work being completed by any other agency. The Agency will handhold with the new selected company for three months (if required).
- 15.7** The agency shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms and conditions, the agreement shall be liable to be cancelled immediately and Performance Security/Bank Guarantee shall also be forfeited and the agency will not be entitled to any amount payable to them under this contract.

16.0 TERMINATION FOR INSOLVENCY

SSC (SR) may at any time terminate the Contract by giving written notice to the Bidder without compensation, in case the Bidder becomes bankrupt or otherwise insolvent as declared by a competent court. Such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SSC (SR).

17.0 ARBITRATION

- 17.1 In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Regional Director, SSC (SR), Chennai.
- 17.2 The award of the arbitrator shall be final and binding on the parties.
- 17.3 In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his Office or being unable to act for any reasons whatsoever, such Regional Director, SSC (SR), Chennai or the said Officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessor.
- 17.4 The Hon'ble Courts of Chennai shall have exclusive jurisdiction in case of any dispute arising on any account between the parties.

18.0 LABOUR LAWS

The Agency shall comply with the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Law/ Acts/ Rules in force from time to time at his own cost. In case of violation of any such Statutory provisions under Labour Laws or any other law applicable on the Agency/ Company, there will not be any liability on the Commission.

SECTION VI

SPECIAL CONDITIONS OF THE CONTRACT

1.0 APPLICABILITY

The special conditions mentioned in this Section, shall apply for the contract for the services contained in the tender document made by SSC (SR) with the successful Bidder(s)/Vendor(s)/Agency (ies).

2.0 PERIOD OF CONTRACT

The initial contract shall be for a period of two years (unless terminated otherwise). However, the contract may be extended for a further period of one more year on the same terms and conditions subject to the satisfaction of the Commission.

3.0 DOCUMENTS TO BE ENCLOSED WITH TECHNICAL BID

The following documents shall be enclosed by every vendor along with the Technical Bids:-

- a) List of important clients.
- b) Any other document which the vendor may feel necessary to support the services/Bid.

4.0 OTHER CONDITIONS

- 4.1 Tender Bid must contain the name, Office and after Office hours addresses including telephone number(s) of the person(s) who is/are authorized to submit the Bid with signature(s).
- 4.2 Unsigned & unstamped Bid shall not be accepted.
- 4.3 All pages of the Bid being submitted must be signed and sequentially numbered by the Bidder irrespective of the nature of content of the documents.
- 4.4 Bids **NOT** submitted as per the specified format and nomenclature will be outrightly rejected.
- 4.5 Ambiguous Bids will be outrightly rejected.
- 4.6 SSC (SR) will **NOT** be responsible for any delay on the part of the vendor in obtaining the terms and conditions of the Tender notice or submission of the Tender Bids.
- 4.7 Bidders shall indicate their Prices/Rates in clear/visible figures as well as in words. In case of a mismatch, the Prices/ Rates written in words will prevail.
- 4.8 Any alteration/overwriting/cutting in the Bid should be duly countersigned else it will be outrightly rejected.
- 4.9 Conditional Tenders shall **NOT** be accepted on any ground and shall be rejected straightway.
- 4.10 If any clarification is required, the same should be obtained before the submission of Bids.
- 4.11 Bidder shall furnish a compliance statement (Point-wise) of the requirements with the Technical Bid. **No deviation in terms & conditions** of the Tender Document as well as technical specifications will be accepted in any case.
- 4.12 The offers submitted by telegram/ fax/ E-mail etc. shall **NOT** be considered. No correspondence will be entertained in this regard.
- 4.13 The Staff of the Agency, in case found to be indulging in any undesirable or unfair activities relating to work assigned to the agency in the premises of the Commission or at any other place, the agency will solely be responsible for all the consequences, apart from liberty to the Commission to lodge complaints before appropriate authorities.
- 4.14 Agency will ensure that no employee/staff will be engaged who himself or his near relative in blood relation going to appear in that particular Skill Test for which agency has been awarded work. Information of all such employees will have to be furnished by the Agency 15 days in advance from scheduled date of exam.

**TECHNICAL BID TO BE SUBMITTED IN SEALED COVER TO
STAFF SELECTION COMMISSION (SR)****TENDER FOR PROVIDING FACILITIES/INFRASTRUCTURE FOR
CONDUCT OF SKILL TESTS ON COMPUTERS IN RESPECT OF
EXAMINATIONS CONDUCTED BY SSC (SR)****Particulars of the Agency /Firm**

Sl.No.	Items	Details
1.	Name	
2.	Year of Establishment	
3.	Registration Number	
4.	Address	
5.	Telephone (Landline/Mobile), Fax & E-Mail	
6 (i)	Details of Physical Infrastructure/ Area available with the firm (Whether Leased/Owned)	
(ii)	No. of Rooms/Labs/ Computer Nodes/Server available	
(iii)	Whether Computer Nodes are connected through LAN If so, the number of Computer systems connected	
(iv)	No of Server Server Configuration No of Nodes/Client Machine Client machine configuration Network Printer No Network Printer Specifications LAN Specifications Internet Connectivity Type Bandwidth	
7.	Manpower details: Permanent / on Roll) (Give details of all staff with designation, qualification and experience and Role in your organization)	

8.	Data Transfer Speed for Uploading/Downloading of Data; Internet Facility available with the firm	
9.	Experience in the Industry (a) Nature of work undertaken by the Organization in the past (b) Experience In conducting various types of Skill Tests	
10	CAPACITY (a) Capacity of accommodating four Batches of 60-70 candidates per batch per day for 10-15 days.	
11	Name and Address of Major Clients with Contact Numbers	(i) (ii) (iii) (iv) (v)
12	(a) PAN/TANNo. (b) GST No.	
13	Contact Person(s) (a)Name (b)Designation (c)Address (d)Tel (Landline) (e)Mobile (f)Fax (g)email	

**FINANCIAL BID
(in separate envelope)**

**PRICE/RATE FOR CONDUCT OF SKILL TESTS ON COMPUTERS IN RESPECT OF
EXAMINATIONS CONDUCTED BY SSC (SR)**

To be submitted in official letter head					
Quotation for Conduct of Skill Tests on Computers					
Name of Tenderer					
Sl. No.	Name of Service	Price (Rs) per client computer per day	Rate of GST (%)	Tax Amount per client computer (Rs.)	Net Amount (per client computer)* (Rs.)
1	Conduct of Skill Tests on Computers i.e. Data Entry Speed Test (DEST)/ Computer Proficiency Test (CPT)/ Typing Test/ Stenography Skill Test etc., with one or two sound proof Rooms for dictation/infrastructure inclusive of Stationery items related to the conduct of the Skill Test.				

*- Amount to be quoted per Computer Node per day.

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach Deputy Director before date of Bid Opening)

To

Deputy Director
Staff Selection Commission (SR)
2nd Floor, E.V.K Sampath Building
DPI Campus, College Road
Chennai – 600 006.

Subject: Authorization for attending Bid Opening on _____ (date)
in the Tender No.....dated... .. for Conduct of Skill Tests on
Computers in respect of examinations conducted by SSC (SR).

Sir/Madam,

Following person(s) is/are hereby authorized to attend the Bid Opening for the Tender
mentioned above on behalf of

_____ (Bidder)
in order of Preference given below:-

Order of Preference	Name	Specimen Signature
I		
II		
Alternative Representative		

Signature of Bidder
or
Officer authorized to sign the Bid Documents
on behalf of the Bidder

PARTICULARS OF BIDDER

(To be submitted by Bidder on their letter heads)

- (i) Name of the Bidder
- (ii) Address of Office at Chennai
- (iii) Tele. Nos.
Mobile Nos.
Fax No.
E –mail
- (iv) Full address of the Head Office (Registered Address)/other Offices Tele. Nos.
Mobile No. Fax No.
E –mail
- (v) Year of Establishment
- (vi) Legal status of the Bidder (Proprietor/Partnership/Private Ltd./Public Ltd.)
- (vii) Memorandum of Association/Articles of Association to be submitted.
- (viii) Dedicated team of professionals (Name, designation, qualification, telephone numbers and experience of each professional to be indicated) for Staff Selection Commission, Southern Region, 2nd floor, E.V.K. Sampath Building, DPI Campus, College Road, Chennai–60006.

(ix) Year-wise financial turnover <u>only</u> in conduct of Skill Tests.	2015-16	
	2016-17	
	2017-18	

I/we hereby certify that all the particulars given above are correct and true to the best of my knowledge.

Signature _____

Full Name _____

Designation _____

Address _____