

**STAFF SELECTION COMMISSION (SOUTHERN REGION), CHENNAI**  
2nd Floor, EVK Sampath Building, DPI Campus, College Road,  
CHENNAI - 600 006 Phone: (044) 2827 0605; email: sscsr.tn@nic.in

**NOTICE INVITING RFP**

SSC (SR) invites ONLINE BIDS through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) from eligible bidders for empanelment of SERVICE PROVIDERS for providing services relating to Data Processing of Applications for Various Examinations and Related Activities of SSC (SR). The crucial information of the RFP are furnished below:

1.	Name of work	Services relating to Data Processing of Applications for Various Examinations and Related Activities of SSC(SR)
2.	Estimated cost of the work	<b>Rs.1.00crore.</b>
3.	Bid Fee	<b>Rs.1,000/- through NEFT as detailed in RFP in Para 2.4.</b>
4.	Earnest Money Deposit	<b>Exempted. Declaration in lieu of EMD has to be submitted</b>
5.	Bid Opening Date	<b>29-10-2021</b>
6.	Last date of submission of bids	<b>29-11-2021</b>
7.	Pre-bid meeting	<b>15-11-2021</b>
8.	Date and time for opening Technical bids	<b>01-12-2021 11.30 AM</b>
9.	Date and time for opening Financial bids	<b>Will be intimated to Technically qualified bidders.</b>

(T A Kandhan)  
Deputy Director, SSC(SR)

## INDEX

S.N.	PARTICULARS	PAGE No.
1.	INTRODUCTION	3
2.	INSTRUCTION TO BIDDERS	4
3.	PRE-QUALIFICATION CRITERIA	4
4.	SCOPE OF WORK	5
5.	TERMS AND CONDITIONS OF CONTRACT	11
6.	SERVICE LEVEL AGREEMENT	20
7.	PAYMENT TERMS AND CONDITIONS	22
8.	PENALTIES	23
9.	TECHNICAL QUALIFICATION CRITERIA	25
10.	TECHNICAL BID PROFORMA PART - I & II	27
11.	FINANCIAL BID PROFORMA PART -I & II	32
12.	PROFORMA OF MASTER SERVICE AGREEMENT(MSA)	36
	ANNEXURE 1	
13.	DECLARATION OF BLACKLISTING/NON-BLACKLISTING FROM TAKING PART IN GOVERNMENT TENDER	45
	ANNEXURE 2	
14.	PROFORMA FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN STAFF SELECTION COMMISSION (Southern Region)	46
	ANNEXURE 3	
15.	FORMAT OF TENDER ACCEPTANCE LETTER	47

## 1.0 INTRODUCTION

Staff Selection Commission recruits Group 'C' Non-Technical & Group 'B' Non-Gazetted personnel for the Government of India. Departmental Examinations for promotion to posts of Stenographer Grade 'C', SSAs/JSAs and Proficiency Tests are also conducted by the Commission. Southern Region, Chennai handles candidates of Andhra Pradesh, Tamil Nadu, Telangana and Union Territory of Puducherry. Applications from prospective candidates are invited by the Commission either online or manual (offline) or in both mode at present. Following are the main open Examinations conducted by SSC:-

- 1.1 Junior Engineer (Civil & Elect.) Examination.
- 1.2 Combined Graduate Level Examination.
- 1.3 SI/ASI in CPOs & in Delhi Police Examination.
- 1.4 Stenographers Gr. 'C' & Gr. 'D' Examination.
- 1.5 Combined Higher Secondary (10+2) Level Examination.
- 1.6 Multi-Tasking (Non-Technical) Staff Examination.
- 1.7 Junior Translator (CSOLS)/ Junior Hindi Translator Examination.
- 1.8 Constable (GD) in CAPFs.
- 1.9 In addition to above open examinations the Commission makes recruitment for various isolated posts (Non-Technical/Non-Gazetted) in Central Government through Selection Method.

Staff Selection Commission, 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. 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) only in respect of limited candidates. Besides, candidates qualifying in Tier-I for the post of Constable (GD), Constable (Executive) Delhi Police and Sub-Inspectors in CPOs are required to appear in Physical Endurance Test/Detailed Medical Examination (DME).

SSC(SR) requires the services of Data Processing Agencies to perform backend activities related to conduct of examinations such as Data processing (scrutiny of applications, identification of multiple application, normalization, randomization, Centre allocation/change, roll number assignment, Web data generation, report generation etc), printing of admission certificates, Scanning of dossiers and other miscellaneous activities related to dossiers, sending Emails and SMS to candidates.

### 1.1 DEFINITIONS:

“Agency” or “DPA” or “Agency” means the Data Processing Agency who is Bidder and who will execute the work of Data Processing and allied tasks.

“Bidder” means the DPA who are bidding for this RFP

“DP” means Data Processing & Allied activities

“AC” means Admission Certificate

“ACCC” means Commission Copy of Admission Certificate.

“Centre of Exam” means City/Town where examination is conducted.

“SSC” or “SSC (SR)” means Staff Selection Commission, Southern Region who invites the Tender for assigning the Data Processing work for conduct of Examination.

“Services” means all the Services, which the Vendor is required to provide to the Tenderer under the contract.

“Service Provider” Service Provider for conducting Examination.

“MSA” means Master Service Agreement

“Venue of Examination” means the place/Institution within a Centre of Examination, at which Examination is conducted.

## **2.0 INSTRUCTION TO BIDDERS**

2.1. All the Annexures (including Technical and Financial bid) included in SPECIAL TERMS AND CONDITIONS OF CONTRACT Part

2.2. Documents, Annexures and Proformas sought in various Parts of this RFP shall have to be filled and uploaded in bid document. Master Service Agreement has to be signed after issue of Letter of Intent to successful bidder.

2.3. Bid Price is the total weighted cost as arrived in Financial Bid Part II included in the RFP.

2.4. Application fee of Rs.1,000/- has to be paid through NEFT to A/c. No: 2543002100216323, Punjab National Bank, Nungambakkam Branch [IFSC: PUNB0254300], Chennai. Receipt may be emailed to sscsr.tn@nic.in.

## **3.0 PRE-QUALIFICATION CRITERIA**

3.1. The bidder should be a Company or limited liability Partnership firm or Proprietorship Firm registered in India and should have been in operation for a period of at least three years as on bid publishing date. Consortiums, Joint Ventures, Trust and Societies are not eligible for participating in this bid. **Certificate of incorporation/ Registration of Firm to be attached.**

3.2. The bidder must not have been declared bankrupt/insolvent or should not have filed for bankruptcy/insolvency in the past three years or in the process of being declared bankrupt / insolvent before any designated authority in India. **Undertaking to this effect to be submitted.**

3.3. The bidder / 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 of publishing of bid. **(Please enclose Declaration form as in ANNEXURE 1).**

**NOTE: Documents /Information with respect to Pre-Qualification Criteria also shall be uploaded/submitted with Technical Bid and the same will be evaluated along with Technical Bid.**

#### **4.0 SCOPE OF WORK:**

**4.1 SCOPE OF WORK:** - The work of Data Processing activities can broadly be divided into following parts involving various activities, given below which would be required to be performed by the Agency. Any other activity incidental/related to these works would also be required to be performed by the agency.

#### **4.2 Scope of Data Processing (DP) work before Written Examination for Open Competitive Examination:**

The sense of time is the essence of Data processing work for SSC. All DP works are time-bound in nature and are required to be completed at short notice. Correctness and accuracy is 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 (SR) is categorized under four major Heads viz.

- A. Scrutiny of Application data to identify eligible / ineligible Applicants
- B. Data Processing by Centre Allocation/Normalization/Randomization/Venue Allocation/Roll Number Generation etc.
- C. Printing of Commission Copy, Reports, Web data generation etc.
- D. Report generation for Document Verification/Skill Test /PET
- E. Provision of men for manual work of dispatch of Commission copies, extraction of commission copies of successful candidates etc.

On-line data as furnished by the candidates through their respective registration numbers and any other data in electronic form are handed over to the Agency for processing. The processing of data broadly involves the following steps:

*(Indicative in nature and not exhaustive. The requirement may change based on need and the same will be conveyed to the Agency at the time of handing over of work order for specific Examination)*

#### **4.3. Scrutiny of Application to identify ineligible Applicants.**

- The data of the application with clear 'Application Status' to be segregated
- Verification to be carried out for identification of applications with
  - o improper photo/signatures
  - o overage/underage
  - o improper name

- Identification against debarred candidate's data (against latest debarred candidates list).

Report in desired format to be submitted for approval by SSC.

#### 4.4 Identification of multiple Applications.

- Data is to be queried/verified and multiple Applications by the same candidates are to be identified, using various permutations. Report in desired format to be submitted for approval by SSC.

#### 4.5 Data Processing for Tier-1 CBE

##### 4.5.1 Activities

- Center-wise count of eligible candidates to be provided.
- SSC/ Service Provider for conducting Exams will provide the Venue details
- Candidates are to be allocated to different centers based on their choice of center of examination and also keeping in view the capacity submitted by Service Provider for conducting Exams / other logistics.
- Change of Centre if required for any reason to be decided and center of exam assigned accordingly. To the extent possible female and PwD Candidates have to be provided their first choice of Center.

##### 4.5.2 First level of randomization

First level of randomization of the candidates to be carried out by applying any of the formula prescribed by the Commission.

##### 4.5.3 Normalization

The normalization is done for batches(Shifts) as each batch faces different question papers which may be at different difficulty level. In order to apply normalization across batches(Shifts), the underlying requirement of having candidates, whose average capacity is uniform across batches would arise. This would demand distribution of candidates among batches in such a manner as to ensure uniform capabilities/competencies. In the present circumstances, where the competencies of the candidates are unknown, distributing candidates in equal proportions of the gender, categories and PwD status, among batches is adapted to ensure normalized distribution of the candidates.

The following method of normalization may be adopted: -

The candidates have to be distributed in **equal proportions of gender, category and PwD status** among the **batches/ shifts** within a **Centre of examination** to the maximum extent possible.

In order to do this

- Decide the number of batches(shifts) in which examination is to be conducted in a given center.
- Find out gender-wise count and category-wise count for each gender.
- Find out the proportion of the categories for each gender.

- iv. Find out the proportion of PWD for each gender.
- v. Determine the number of candidates, category-wise, PWD status-wise, against each gender for each batch (shift).
- vi. The count of the candidates, category-wise/gender-wise has to be in equal proportion for each batch to the extent possible. However, some categories of PWD candidates may be allocated in equal proportion in pre- determined batches (in view of logistics and other special administrative reasons for PWD candidates).
- vii. *Pick the candidates from the table to which first level randomization has been applied,*

#### **4.5.4 Second Level Randomization:**

- The candidates assigned to a batch in a venue are required to be randomized (as per formula prescribed by SSC) before assigning Roll Number in order to ensure non-bunching of the candidates.
- Randomization has to be applied for the shift (batch) of a Centre as the normalization already achieved is not to be disturbed while carrying out the process of randomization.

#### **4.5.5 Allocation of Venues:**

- Distribute the candidates among the venues for a given batch (Shift), from out of normalized and randomized batch.
- The above exercise has to be repeated for all batches.
- While allocating PWD candidates, it has to be ensured that PWD candidates are allocated only to PWD friendly venues in equal proportions across pre-defined batches within a center.

#### **4.5.6 Roll Number Assignment:**

- After second level randomization and venue allocation, roll numbers shall be generated sequentially as 10-digit number, in which first 4 digits is Centre Code of SSC.
- The Roll Numbers have to run sequentially for batches starting from the first batch.
- Within a batch, the Roll Numbers has to run sequentially for any given venue of any Centre. For example, the Roll Numbers have to run sequentially for Batch-1 in venue-1 followed by Batch-1 in Venue-2,.....Batch-1 in Venue-n, within the first batch. For the second batch the Roll Numbers have to commence from where it has stopped for first batch, as a next number and shall continue as explained.
- The Roll Numbers is required to be generated only for Tier-1 examinations.
- For Selection Posts Roll Number to be assigned as per the specific format prescribed by SSC.
- For some of the examinations, if they are overlapping/back to back, common candidates have to be allocated in such a manner as to enable them to take the eligible exams, as per instructions of commission.

- Certain categories of PwD may have to be allocated to specific shifts as per the plan provided by the Service Provider for conducting Examination.

#### **4.6 Data Process for subsequent Tiers of Examinations (other than Tier-1):**

The above procedure is required to be applied to every Tier of examination. However, no Roll Number is required to be generated for subsequent Tier examinations. The Roll Number assigned for Tier-1 to be continued. Serial Number/Ticket Number to be assigned for each batch in every Venue after arranging the candidates in Roll Number order to facilitate proper management of Commission Copies.

#### **4.7 Reports**

The Agency is required to provide data in the format desired by the Commission for various purposes such as for uploading of status of candidates, Centre details of the Candidates, data for E-Admit card of candidates from the processed Data.

#### **4.8 Printing of SSC copy of Admission certificate:**

- The Agency is required to prepare preprinted stationery as per format approved by SSC and print the Commission's copy of ADMISSION CERTIFICATE (AC) one for each candidate in the prescribed format on pre-printed Stationary. The Commission's copy of AC will also contain photograph and signature of the candidates as well as Bar Code / QR code 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 Data Processing Agency must have to carry out the modifications/alterations as to be intimated to them by the Commission from time to time.
- The Agency shall arrange all necessary hardware and software required for Printing of Admit cards (Candidate's copy and Commission's copy) containing scanned photograph and signature and Attendance Sheets containing scanned photograph and signature as per the schedule of the Commission. High Speed Laser Printers shall be used by the Agency. Admit cards and Attendance sheet shall be printed with scanned Photograph & Signature with perfect clarity and other details as advised by SSC (SR). Commission at it's discretion may require the photos to be printed in colour or black & white.
- The Agency shall keep a provision of printing Bar Code /QR Code on admit card in conformity with approved standards.
- Pre-printed Stationery required for Printing Admit cards (Candidate's copy (80 GSM) and Commission's copy (80 GSM) and Attendance Sheets (75 GSM) shall be prepared by the Agency as per approved Template/color for each Examination.



- SSC may require AC/ACCC to be in soft version (pdf). The same to be provided by the Agency.

#### **4.9 Miscellaneous Activities**

- If a single Common Screening Test for selection post is conducted for more than one post code and candidate has applied for more than one post codes out of them, then the Agency shall assign single Roll Number and issue single admit card to the candidate indicating all the post codes applied by the candidate for one particular EQ level.
- For subsequent tier examinations, other than Tier-1, the Agency will be required to prepare and print ATTENDANCE SHEET in the prescribed format Such ATTENDANCE SHEETS will not be required when the examinations will be conducted in Computer Based Mode.
- Agency has to verify the list of Examination Functionaries with the candidate data and report any matching found.
- Agency has to carry out any other works in relation to data processing as desired by SSC.
- Agency shall adhere to time line in every case without fail. No deviation from such time line will be entertained.

#### **4.10 Sending intimation to Candidates over SMS & EMAIL.**

The Agency will have to send SMS& email update as prescribed by SSC, to the candidates once for every Stage of Examination. Rarely the same may have to be sent more number of times. As of now SSC (SR) has capability to send sms of Service Category. For any exams the SSC at its discretion may dispense the Agency from sending SMS/email and may resort to doing the same at SSC end.

#### **4.11 Scanning of Nomination dossiers**

- Agency has to scan the Nomination dossiers of finally selected candidates and furnish the same to SSC, as and when required. There will be around **3000 Dossiers** (approx.) to be scanned in a year containing 15 to 20 pages.

#### **4.12 Data Protection /Retention & Exit Management.**

- The Agency is required to retain and maintain the complete data of the examination for a period of three years after completion of all stages of examination, irrespective of the fact as whether contract is existing or concluded.
- Agency has to take regular Backups of data and shall be able to restore data in any eventuality.
- The Agency shall provide various miscellaneous information from the data base as and when asked for by the Commission during the period of three years.

- After conclusion of the Contract , Agency shall complete the unfinished work and shall transfer all the data in desired format in the storage media prescribed by the commission
- Agency shall get Exit sign off from SSC after complying with Exit requirements after conclusion of Contract period.

#### **4.13 Scope of work for Document Verification/Skill Test:**

- 4.13.1 Printing of data of online applications in the format prescribed by SSC;
- 4.13.2 Manual Retrieval of Commission's copies of AC of various stages of the examination from the postal bundles received in SSC i.e. taking out the required ACCC out of bundles sent back by venue after conduct of examination;
- 4.13.3 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.
- 4.13.4 Printing and affixing of labels containing the particulars of the candidate on the dossiers.
- 4.13.5 Data processing work involving the following components:
  - a) Preparation of schedule of document verification/skill test as per the instructions given by the Commission;
  - b) Preparation of soft copies of call letters for document verification/ skill test;
  - c) Printing of Commission's copy of Attendance List;
  - d) Printing of date-wise and batch-wise list of candidates called for document verification;
  - e) Printing of date-wise and batch-wise Attendance sheet in respect of the candidates called for document verification with space for affixing signature of the concerned candidates.
  - f) For effective monitoring and culling out of AC's etc. experienced and reliable personnel to be deputed to this Office.
- 4.13.6 Arranging the dossiers as per the schedule of document verification (date wise and Batch wise).

#### **4.14 Generating and Printing of Call letters for PET-PST/DME, Skill Test and Document Verification(DV)**

#### **4.15 Scanning work (Approx. 3000 dossiers per annum)**

- a) Scanning work will be carried out only in the office premises of SSC (SR) for approx. 3000 candidates per annum.

Necessary Space will be provided by this Office. However, necessary personnel and equipment is to be arranged by the Data Processor as per the Contract.

**4.16** SSC (SR) at its discretion may resort to in-house processing of Data as indicated at Paras 4.4 to 4.5.6 SCOPE OF WORK (viz., Identification of Multiple Applications and their rejection, First level Randomization, Normalization, Randomization, Venue Allocation, Roll Number Generation ) and hand over processed electronic data to the Agency. The Agency would be required to fulfil further necessary actions w.r.t Reports and Printing of AC on preprinted Stationary as well as prior activities of identifying defective/invalid photos. In lieu of this, SSC will impose **deduction of 50% on the Data Processing Charges**. The charges for printing/stationery would be paid fully subject to deductions, if any.

**4.17** As of now SSC (SR) has capability to send sms of Service Category. For any exams the SSC at its discretion may dispense the Agency from sending SMS/email and may resort to doing the same at SSC end.

## **5.0 TERMS AND CONDITIONS OF CONTRACT**

### **5.1 REQUIREMENT OF WORK & ESTIMATION OF QUANTUM OF WORK**

The Agency shall have to comply with the various parameters of the work like quality, working time, time period of completion, accuracy, format for data entry and output, machines etc. as per given below statement:-

Place of Data Processing	Data Processing work shall be done in the premises of this Office to the extent possible. With the permission/Directions of Regional Director to be carried out at the premises of the Agency within Chennai.
Working Place/State	The Agency shall perform all activities/operations relating to this work in Chennai only.
Number of Applications for Data processing (approximately)	18 lakh annually (Approximate estimate)
No of cases for Scanning	3000 (Approximate estimate per year)

**5.2 The Scope of Work to be performed by the Agency is defined under Scope of Work section of this RFP.**

### **5.3 In-House Data Processing and SMS by SSC.**

SSC(SR) at its discretion may resort to in-house processing of Data as indicated at **Paras 4.4 to 4.5.6 of SCOPE OF WORK** (viz., Identification of Multiple Applications and their rejection, First level Randomization, Normalization, Randomization, Venue Allocation, Roll Number Generation ) and hand over processed electronic data to the Agency. The Agency would be required to fulfil further necessary actions w.r.t Reports and Printing of AC on preprinted Stationary as well as prior activities of identifying defective/invalid photos. In lieu of this,

SSC will impose **deduction of 50% on the Data Processing Charges**. The charges for printing/stationery would be paid fully subject to deductions, if any.

As of now SSC (SR) has capability to send sms of Service Category. For any exams the SSC at its discretion may dispense the Agency from sending SMS/email and may resort to doing the same at SSC end.

**5.4** The Agency must have adequate number of computers, printers, software experts, technical support persons, office accommodation for providing DP services for large public examinations conducted by Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or a national level examination body.

**5.5** The Agency should have a minimum of Two years' experience in the field of data processing activities, involving handling of online applications, scanning, processing of applications, generating and printing of Admit Cards etc.

**5.6** The Agency should also be able to do the work relating to data processing from the premises of Commission's office itself for any work of confidential nature. The nature of work will be determined by this Office and Agency will be required to perform the same. The space for doing the work will be provided by the Commission whenever commission requires the Agency to perform from SSC Premises. But necessary computers, laptops, manpower, printers, scanners, technical equipment etc. have to be arranged by DPA.

**5.7** The bidder must have minimum team of following personnel/professionals on its regular rolls for deployment for this contractual work:

Sl No	Post	No. of Persons	Minimum Qualification
1	IT Manager or equivalent	1	BE/BTech graduates in ECE/IT/CS or equivalent with 5 years' experience in Data Base Analysis/Management. Certification in Database Management must be submitted.
2	Senior Programmer / equivalent	2	BE/BTech graduates in ECE/IT/CS or equivalent with at least 3 years' experience in Programming & Data Base Programming Analysis/Management. Certification in Database Programming must be submitted.
3	Jr. Programmer/ Jr. executive or equivalent	2	Degree/Diploma in IT/CS or equivalent
4	Assistants or equivalent *	6	Matriculate and above
	Total	11	

\* May vary depending on work load. The bidder may outsource Assistants

**5.8** Sufficient persons out of these may be deputed to SSC (SR) office on full time whenever need arises, for:

- (i) Collecting the printed Commission Copies from DPA, checking the Commission copies received from DPA, sorting and packing of Commission copies center wise, for dispatch to respective Venues. The Dispatch work will be undertaken by this Office.
- (ii) Once the Tier-wise results are declared, the ACCC of qualified candidates are to be grouped out from the record for preparation of Dossiers and arranging the same for subsequent Tiers. The Commission copies are to be arranged Exam-wise in a systematic manner.
- (iii) Any other related work.

**5.9** Further, in addition to above mentioned scope of work, any additional work that may arise in future during the contract period, the DP Agency will have to carry out the work on mutually agreed terms & Conditions.

**5.10** The Agency will have to perform the Services as elaborated under Scope of Work of this RFP.

**5.11 PERFORMANCE SECURITY:**

- 1 The successful Agency shall have to furnish a Performance Bank guarantee or Fixed/Term Deposit Receipt for **Rs.3,00,000/-** (Rupees Three Lakhs Only) from any Nationalized or Scheduled Bank in favor of Regional Director, Staff Selection Commission payable at Chennai within **Seven days** of acceptance of award of contract along with the agreement to be executed with the Commission. Performance Security shall be valid for a period of **three years** from the date of signing of the Agreement.
- 2 Performance Security Deposit shall be liable for appropriation / adjustment against any liquidated damages due to deficit in performance as per terms & conditions of the contract, after issuing a "SHOW-CAUSE NOTICE" to the contractor.
- 3 If the contractor duly performs and completes the contracts in all respects, the SSC shall refund the Performance Bank Guarantee to the Contractor after deducting the costs and other expenses that the SSC may have incurred for making good any loss due to any action attributable to the contractor which the SSC is entitled to recover from the contractor.
- 4 Performance Bank Guarantee will be refundable/returnable only after full settlement of final bill for the works contracted/executed under the contract.

- 5 SSC(SR) will not be liable to pay any interest on the performance security.

#### 5.12 EMPANELMENT OF AGENCIES

- 1 The Commission will **empanel one or more agencies** (not exceeding three) in addition to the lowest bidding Agency (L1), on their written consent to work at the rates of lowest bid(L1) by providing option to the next least bidders.
- 2 All empanelled agencies shall have to enter into a contract with the Commission separately and individually by signing of the agreement and this will be effective from the date of signing of agreement. All empanelled firms shall have to submit performance security of Rs. 3,00,000/- (Rs. Three Lakhs Only) at the time of entering into agreement/contract. All other terms and conditions will remain same for all empanelled agencies.
- 3 The SSC (SR) reserves the right to assign the full or part work of Examination/ Examinations to one or more agencies on the panel, as per requirement.

#### 5.13 PERIOD OF CONTRACT:

- 1 The empanelment of agencies will be for a period of **Two years** initially from the date of signing the agreement extendable for further two years (one year at a time) on satisfactory performance on the same terms and condition.
- 2 The Agency shall be liable to complete all pending activities in respect of work already assigned during the period of Contract/Agreement.
- 3 After the expiry of Agreement / Contract with Agency or termination of contract by whatever reason, the Commission would be entitled to get the work done from any other firm/Agency or person and the Agency would be liable to hand over all application forms, the database, source code, application dependences, 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 hand-hold with the new selected company for a period three months (if required).
- 4 Agency will not be entitled to terminate the contract during the processing of applications for a particular examination. Contract at the

request of the Agency can be terminated only after job related to the particular examination is fully and satisfactorily completed.

#### **5.14 MASTER SERVICE AGREEMENT / CONTRACT:**

- 1 The successful Tenderer shall be required to enter into an Agreement with SSC within 15(Fifteen) working days of receipt of Letter of Intent through email on a non-judicial stamp paper of Rs.200/- (Two hundred only) (as per prescribed proforma) at his own cost and in the form annexed hereto to this effect. Such agreement must conform to all the terms and conditions of Bid document and other such condition in the tender offer as may be agreed upon by RD, SSC (SR), CHENNAI. The Agreement will also include a clause for “Non Disclosure of Information”.
- 2 The SSC 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 under this clause shall not construe the breach of contract.

#### **5.15 TERMINATION OF AGREEMENT/CONTRACT:**

- 1 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.
- 2 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 by the Agency, the Commission at its discretion may terminate the contract without any prior notice and in that case the Commission would not be liable to pay any amount on any account to the Agency.
- 3 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 by SSC (SR), the SSC (SR) reserves the right to cancel the contract and/ or forfeit Performance Security submitted by the Agency and/ or to take legal action including black listing the Agency, at any point of time during the period of contract without prior notice.
- 4 The Agency shall strictly comply with the terms and conditions of the contract. In case of violation of any of the terms and conditions, the contract shall be liable to be cancelled immediately and Performance Security shall also be forfeited and the Agency will not be entitled to any amount payable to them under this contract.

**5.16 FORCE MAJEURE:**

- 1 Notwithstanding the provisions of the tender, the Agency shall not be liable for forfeiture of its Performance Security, 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.
- 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.
- 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.

**5.17 ARBITRATION:**

- 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 or to the sole arbitration of some other person appointed by RD (SR) willing to act as such arbitrator.
- 2 The award of the arbitrator shall be final and binding on the parties.
- 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. The arbitration & conciliation would be subject to Indian Arbitration & Conciliation Act 2019 (as amended from time to time).

**5.18 BAR ON SUB-CONTRACTS**

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

**5.19 OTHER TERMS AND CONDITIONS:**



1. The Bid Document should be clearly filled. The DPA should quote rates as per Financial Bid.
2. Each and every page of Bid document are to be signed while submitting BID.
3. BID offer should be valid for 120 days from the date of BID opening.
4. Rate should be inclusive of all taxes except Service Tax which will be paid extra as applicable.
5. The rates should be inclusive of the cost of transportation to and fro the Commission, handling and delivery of documents and required machinery & manpower at every stage in contract etc.
6. Agency should take care that the rate and amount should be written both in words & Figure in such a way that interpolation is not possible. No column/ space should be left blank which may otherwise make the bid liable for rejection.
7. Agency submitting the bid will be presumed to have considered and accepted all the terms and conditions. No enquiry, verbal or written shall be entertained in respect of acceptance or rejection of the bid.
8. Any act on the part of the Agency to influence any person in the Commission will be a cause for rejection.
9. Bid must be unconditional.
10. In no case any job or work under this contract and arising thereto shall be sub-contracted and/ or assigned by the Agency in any manner to any other Agency/firm/person etc.
11. The timelines and secrecy are the essence of the contract, which should be strictly adhered to by the Agency.
12. The Agency shall undertake full responsibility of the safe custody and secrecy of the documents supplied / received from the Commission. The data given by the Commission shall be kept strictly confidential and no part of it shall 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.
13. The Agency will arrange for collection of input documents/ data from the Commission's Office or any other place so designated and return the same along with output reports at the Commissions office or any other place so designated, without any additional cost.
14. All the data / result files of all the recruitments 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/ applications etc. in any manner on any account. Non-performance of any part of the contract by the Commission shall not be ground for the Agency to retain the property of the Commission and/ or use it in any manner in any eventuality. All intermediate data would also be supplied to the Commission in disks (Secondary storage) and on such other storage media as would be required for the purpose.
15. The Agency shall maintain all activities in comprehensive integrated software to make the database searchable. The software may include the role based privileges with users - IDs & passwords of officials and proper track record/history of these activities and to monitor it and MIS (Management Information System) Reports for effective control on these activities.

16. The Agency shall at all times allow the duly authorized officer / officials of the Commission to inspect the work of data entry and processing, scanning and cropping, generation of admit cards and attendance sheets and other reports etc. for its accuracy, quality and timely completion of all stages of the work. The Agency shall be bound to comply with the instructions of the authorized officers of the Commission.
17. Final processing in respect of all the reports will be done only after getting clearance in writing from the Commission.
18. The Agency shall not provide, by way of sale or otherwise, any kind of data of application forms to any third party. Further, the Agency shall not use such data for any work/purpose other than that of the Commission.
19. In case of any dispute the decision of the Regional Director (SR) will be final and binding on the Agency.
20. Notwithstanding anything mentioned above, the Commission reserves the right to assess the Agency's capability, capacity, infrastructure, integrity and credibility to perform the said work and the Commission's decision shall be final. The Commission reserves the right to accept/ reject any or all the bids, not necessarily the lowest bid, without assigning any reason.
21. The Agency shall also provide appropriate hardware and software proportionate to the work load at different point of time.
22. The Agency shall ensure confidentiality and security of data and information. The Commission will have full right to counter check over these activities and would have supervision of the same on regular basis.
23. All statutory obligations towards his employees like payment or PF etc. would be fulfilled by the Agency and shall be the role responsibility of the Agency.
24. 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.
25. The Staff Selection Commission (SR) will be under no legal obligation to provide employment to any of the personnel of the Agency after expiry of agreement period and the Commission recognizes no employer-employee relationship between the Commission and the personnel deployed by the Agency. The SSC (SR) shall not be responsible financially or otherwise for any injury to the staff deployed by the Agency in the course of performing the duty for and on behalf of the Agency.
26. The SSC (SR) expects 100% accuracy for all the works/ activities of the contract. Whatever intermediary processing/printing/checking etc. is involved to ensure 100% accuracy it will be the responsibility of the Agency. No extra charges will be paid to Agency for such work.
27. 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.
28. 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 exam

for which Agency has been awarded work. Information of all such employee(s) will be furnished by the Agency 21 days in advance from scheduled date of exam.

29. In addition to the penalties imposed for erroneous work, the Agency shall be liable to correct entire data without any additional cost towards Commission.
30. Bid document is not transferable.
31. The tenderer shall certify and sign on each and every page of tender document at the bottom right hand corner and at other places wherever required in the tender document as his acceptance of each and every condition of the contract.
32. The Commission reserves the right to accept the bids in part or in full or reject, without assigning any reason.
33. The Hon'ble Courts of Chennai shall have exclusive jurisdiction in case of any dispute on any account arising between the parties.

## **5.20 TERMINATION OF THE BID**

Notwithstanding anything contained in this RFP, SSC(SR) reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefor.

SSC(SR) reserves the right to reject any Proposal if:

- (i) at any time, a material misrepresentation is made or discovered, or
- (ii) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified / rejected, then the Authority reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

## **5.21 MODIFICATION OF BID AND EXTENSION OF BID DUE DATE:**

At any time prior to the deadline for submission of Proposal, SSC(SR) may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP by the issuance of Addendum / Corrigendum. The amendment will be notified through Corrigendums/Addendums on e- Procurement Portal (<https://eprocure.gov.in/>) on which this RFP is floated as well as and website of SSR(SR) ([www.sscsr.gov.in](http://www.sscsr.gov.in)) and this will be binding on all the bidders.

In order to afford the Applicants a reasonable time for taking an Addendum /Corrigendum into account, or for any other reason, SSC(SR) may, at its own discretion, extend the Bid Due Date.

## 6.0 SERVICE LEVEL AGREEMENT

### 6.1 TIMELINES FOR VARIOUS ACTIVITIES (only indicative and subject to change due to exigencies of work)

S.No.	Task /Activities	Time Schedule
1. a)	Identification of defective/invalid Photo and Signature images.	Within 7 days of awarding work w.r.t particular Examination.
b)	Identification of photos with invalid date.	Within 10 days of awarding work w.r.t particular Examination.
2.	Identification of Multiple Applications	Within 3 days after online database made available to the agency.
3.	Summary of number of candidates Examination Centre wise.	Within 1 day from request
4.	Data Processing as per scope of work	7 days from date of completion of rejections
5.	Printing of Admit Cards (Candidate's copy).	Immediately after the above Stage, at the rate of minimum 30,000 prints per day.
6.	Sending of SMS & Email	Within 1 day from receipt of requisition
7.	Furnishing the processed data in the prescribed format for uploading to Web Portal & Sharing with Examination Service Provider etc.	Within 1 day from receipt of requisition
8.	Handing over of entire record of a particular Examination/ post code to the Commission	As per the date fixed by the Commission.
9.	Any other report desired by the Commission	As per the date fixed by the Commission from time to time.

*Note:- Any change in time schedule will be informed by the SSC in advance and the agency is bound to comply to it strictly.*

**Email communication will be used as far as possible for fulfillment of Service Level Agreements. Valid Email may be provided.**

### 6.2 PENALTIES:

- 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 direction of the Commission.
- 2 The Commission shall impose penalties on the agency for omission/ commission of mistakes/ irregularities/ errors/ delays/ non-execution of work, committed by the agency. The following list of penalty is

indicative in nature and not exhaustive. A list of type of error and penalties proposed are as under:

S.No.	Nature and Type of Error	Penalties
1.	Any Application form Lost/torn or wrong scanning or scanning of wrong candidates etc.	Rs.100/- per application
2.	Data Processing error of Online Data	Rs.100/- to Rs.500/- per error depending on gravity of error to be decided by SSC.
3.	Mismatch of Photograph and or Signature on Admit Card, Mismatch of Roll Number with Registration Number or Bar Code or any such related issue	Rs.100/- per Admit Card and rectification and reprinting without any additional cost.
4.	In case of delay in completion of work as per fixed schedule/direction of the Commission	Minimum Rs.1000/- per day or one percent of work order value for each day.
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, non-submission of reports on due time, non-submission of reports with signature of authorized signatory & seal of agency	Rs. 1000/-per report

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 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 applications will be around 18 lakhs annually, it is possible that the numbers of applications are less or more for a particular open examination or for selection post. The Agency shall have no right to refuse any particular work having less number or more number of applications if they are assigned the work. Refusal of work may amount to penal action and even termination of contract.

3 In the event of the contractor:

- (i) Failing to observe or perform any of the conditions of the work as set out herein; OR,
- (ii) Failing to execute the work in good manner and to the satisfaction of the Regional Director, Staff Selection Commission, Southern Region.

One or more of the following penalties will be imposed by the Regional Director, SSC (SR):

- (i) Five per cent of the award value of the work in case of non-major mistakes;
- (ii) Ten per cent of the award value of the work in case of major mistakes.

4 In the event that the Agency commits some deficiencies/omissions and the same have since been rectified by him in a satisfactory manner, the SSC (SR) would consider as to whether penalty would be required to be imposed on the Agency.

5 In the event of any serious deficiency in execution of work by the Agency, the Staff Selection Commission, Southern 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 Agency.

6 The Regional Director, SSC (SR) reserves the right to terminate the services of the Agency at any time by giving Notice of 30 days, without assigning any reasons therefor.

## **7.0 PAYMENT TERMS AND CONDITIONS:**

7.1 The Contractor shall submit Pre-receipted machine numbered bills in triplicate to Regional Director, SSC (SR) Chennai after successful conduct of Examination/ Skill Test/Interview. Bill should contain PAN/TAN/Service Tax Registration/ Account Detail and stamped.

7.2 On receipt of bill 80% Payment will be made through NEFT/RTGS (after deducting penalty amount, if any) on successful completion of written examination/Tier-I or work awarded in terms of quantity & quality and remaining 20% will be paid on receipt of bill within one month on completion of full contracted work from the date of the declaration of final results of the examination.

7.4 Tax deduction at Source as applicable from time to time will be deducted from the bill.

## 8.0 PENALTIES:

- 8.1 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 direction of the Commission.
- 8.2 The Commission shall impose penalties on the agency for omission/ commission of mistakes/ irregularities/ errors/ delays/ non-execution of work, committed by the agency. The following list of penalty is indicative in nature and not exhaustive. A list of type of error and penalties proposed are as under:

S.No.	Nature and Type of Error	Penalties
1.	Any Application form Lost/torn or wrong scanning or scanning of wrong candidates etc	Rs.100/- per application
2.	Data Processing error of Online Data	Rs.100/- to Rs.500/- per error depending on gravity of error to be decided by SSC.
3.	Mismatch of Photograph and or Signature on Admit Card, Mismatch of Roll Number with Registration Number or Bar Code or any such related issue	Rs.100/- per Admit Card and rectification and reprinting without any additional cost.
4.	In case of delay in completion of work as per fixed schedule/direction of the Commission	Minimum Rs.1000/- per day or one percent of work order value for each day.
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, non-submission of reports on due time, non-submission of reports with signature of authorized signatory & seal of agency	Rs. 1000/-per report

Note:

- (iv) The agency shall have to correct all errors/omissions without any additional charges.
- (v) For any loss, damage, financial liability etc. occurring to the Commission by way of court matter; litigation 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.

- (vi) Though the number of applications will be around 18 lakhs annually, it is possible that the numbers of applications are less or more for a particular open examination or for selection post. The Agency shall have no right to refuse any particular work having less number or more number of applications if they are assigned the work. Refusal of work may amount to penal action and even termination of contract.

8.3 In the event of the contractor:

- (iii) Failing to observe or perform any of the conditions of the work as set out herein; OR,
- (iv) Failing to execute the work in good manner and to the satisfaction of the Regional Director, Staff Selection Commission, Southern Region.

One or more of the following penalties will be imposed by the Regional Director, SSC (SR):

- (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.

8.4 In the event that the Agency commits some deficiencies/omissions and the same have since been rectified by him in a satisfactory manner, the SSC (SR) would consider as to whether penalty would be required to be imposed on the Agency.

8.5 In the event of any serious deficiency in execution of work by the Agency, the Staff Selection Commission, Southern 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 Agency.

8.6 The Regional Director, SSC (SR) reserves the right to terminate the services of the Agency at any time by giving Notice of 30 days, without assigning any reasons therefor.



## 9.0 TECHNICAL QUALIFICATION CRITERIA

1. The bidder should have achieved minimum annual average turnover of Rs.30,00,000/- (Rupees Thirty Lakh only) during financial years 2017-18, 2018-19 and 2019-2020 in the books of accounts . **Duly certified Turnover statement by the auditor of the Company or Chartered Accountant to be submitted.**
  
2. The bidder should have achieved minimum turnover of Rs. 20,00,000/- (Rupees Twenty lakhs) in data processing activities during two financial years 2018-19 and 2019-20. **Duly certified Turnover statement by the Auditor of the Company or Chartered Accountant indicating revenue exclusively from data processing to be submitted.**
  
3. The bidder should have positive net worth for the financial years 2019-20 & 2020-21. **Auditor/Chartered Accountant certificate to be submitted.**
  
4. The bidder must have an established Office in Chennai with sufficient space not less than 500 sft to be able to perform all activities/operation relating to work in the City of Chennai. **Provide relevant documentary proof such Self Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address at Chennai.**
  
5. The bidder must have minimum team of following personnel/professionals on its regular rolls for deployment for this contractual work:

Sl No	Post	No. of Persons	Minimum Qualification
1	IT Manager or equivalent	1	BE/BTech graduates in ECE/IT/CS or equivalent with 5 years' experience in Data Base Analysis/Management. Certification in Database Management must be submitted.
2	Senior Programmer / equivalent	2	BE/BTech graduates in ECE/IT/CS or equivalent with at least 3 years experience in Programming & Data Base Programming Analysis/Management. Certification in Database Programming must be submitted.
3	Jr. Programmer/ Jr. executive or equivalent	2	Degree/Diploma in IT/CS or equivalent
4	Assistants or equivalent *	6	Matriculate and above
	Total	11	

\* May vary depending on work load. The bidder may outsource Assistants

**Documentary proof in the form of Biodatas of the above personnel from Sl.No.1 to 3 along with a certificate on the letter head that they are on the regular payroll of Agency is to be furnished.**

6. The Agency must have adequate number of computers, printers, software experts, technical support persons, office accommodation for providing DP services for large public examinations conducted by Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or a national level examination body.

7. The Agency should have a minimum of Two years' experience in the field of data processing activities, involving handling of online applications, scanning, processing of applications, generating and printing of Admit Cards etc.

8. The Agency should also be able to do the work relating to data processing from the premises of Commission's office itself for any work of confidential nature. The nature of work will be determined by this Office and Agency will be required to perform the same. The space for doing the work will be provided by the Commission whenever commission requires the Agency to perform from SSC Premises. But necessary computers, laptops, manpower, printers, scanners, technical equipment etc. have to be arranged by DPA.

**10. TECHNICAL BID (PART-I)**  
**(To be filled and uploaded as Bid document)**

**TO**

**STAFF SELECTION COMMISSION (SR)**

**TENDER FOR DATA PROCESSING OF ONLINE APPLICATIONS FOR VARIOUS EXAMINATIONS AND RELATED ACTIVITIES**

**(a) PROFILE OF AGENCY**

<b>Sl.No.</b>	<b>Items</b>	<b>Details</b>
1.	Name of Agency along with address of its Head Office	
2.	Full Office Address of Agency in Chennai	
3.	Year of Establishment	
4.	Registration Number and Date of Registration	
5.	Registered Address:  Chennai Address:	
6.	Telephone (Landline/Mobile), Fax & Email	
7.	Please specify as to whether Agency is a proprietorship firm or partnership firm or company (Pvt. or Public) or any other entity.	
8.	Details of Physical Infrastructure/Area available with the firm (Whether Leased/Owned)	
9.	Manpower details: (Permanent/on Roll)  (Give details of minimum team to be deployed under the contract with designation, qualification and experience)	Managing Director Directors Partners System Analysts /Business Analysts Programmers / Project Lead / Project Managers Data Entry Operators Scanner Operator Others

	Details of machines, Computers, printers, Scanners and other infrastructure available with Agency	<p>Details of equipment</p> <ol style="list-style-type: none"> <li>Server/Computers</li> <li>High Speed Laser Printers</li> <li>High Speed Colour Laser Printers</li> <li>High Speed Scanners</li> <li>Any other</li> </ol> <p>Also mention as whether the company has its own printing facility for Printing color &amp; Black &amp; white or would be hiring the Services.</p>
	Brief detail of Application and Software to be used by the agency for execution of the said work (attach separate sheet, If needed)	
10.	Details of Hardware/ Software owned by the firm including any specific software to identify the Photograph of the candidates whether it is clear or otherwise.	
	SMS & E- Mail sending capability/facility. Explain as how the same would be done	
11	Data Transfer Speed for Uploading/ Downloading of Data: Internet Facility available with the firm	
12.	<p>Experience in the Industry</p> <ol style="list-style-type: none"> <li>Nature of work undertaken by the organization in the past</li> <li>Experience of Online Data Processing with specific reference to Examination</li> </ol>	
13.	<p><b>CAPACITY</b></p> <ol style="list-style-type: none"> <li>Capacity for handling number of online applications and scanning.</li> <li>Capability to Printing of <ol style="list-style-type: none"> <li>Admission Certificates in Black &amp; White</li> <li>Admission Certificates in color</li> </ol> </li> </ol>	No. of Admission Certificates/day (Min & Max)

14	Name and Address of Major Clients with contact Number	(i)  (ii)  (iii)  (iv)
15	Contact Person (s)  (a) Name  (b) Designation  (c) Address  (d) Tel (Landline)  (e) Mobile  (f) Fax  (g) Email	
16	Any other relevant information	
17	Whether any near relative is working in the Office of SSC	

Signature of Agency

## TECHNICAL BID (PART-II)

(To be filled and uploaded as Bid document)

S.No.	Items	
1.	Tender acceptance letter in prescribed format-Annexure J	
2.	The certificate of incorporation / registration;	
3.	The memorandum of association, article of association, partnership deed etc. As applicable;	
4.	Audited balance sheet and profit and loss account for the last three years;	
5.	Organizational Structure with name, designation, address, contract number etc. of important officers/officials of the agency;	
6.	Detailed bio-data of the MD/Director or partners or proprietor of the firm;	
7.	Details of the number of employees with their designation, qualification & experience etc;	
8.	The resolution or Power of attorney in original appointing the authorized signatory of the agency / firm etc.	
9.	Work order / Certificates from various organizations for which work has been done in the last three years.	
10.	Copy of the Permanent Account Number (PAN) issued by competent authority of Government.	
11.	Copy of the GST Registration Number issued by competent authority of Government.	
12.	Declaration in lieu of Earnest Money Deposit (EMD).	
13.	Any other additional information / documents which proves competency of the Agency and influence the decision of the Commission to assign the work.	
14.	Cost of Bid Document through Demand Draft.	Rs.1,000/- (Rupees One Thousand only)
15.	Income Tax Return and GST Return for the last three years.	
16.	Declaration regarding No Relative working in SSC on Rs. 20/- Stamp paper (Annexure-E),	

17.	Notarised letter of Authorisation (Annexure-C).	
18.	<p>Experience in the Industry</p> <p>i. Nature of work undertaken by the organization in the past</p> <p>ii. Details of past experience during the last three financial years in the work of pre-examination processing of application activities involving verifying the data on several parameters as per the Recruitment Notice and bringing out finally eligible candidates for examination, generating/printing of Admit Cards etc. for recruitment activities of renowned organisations like UPSC/SSC/State Public Service Commission's/Staff Selection Board/RRB/ PSUs and Central Government Autonomous bodies with proven track record in the last 3 years)</p> <p>iii. (Attach proof such as work orders/Certificates issued by various Organisations, duly signed by authorized Signatory &amp; Stamped with seal of the Agency).</p> <p>iv. Experience of Online Data Processing including Scanning of documents and creating pdf file;</p>	
19.	Whether Agency and / or its Director/Partners have ever been Black listed by any Government Department/Organisation at any point of time, Give details.	
20.	Whether Agency or any other entity with which any of its Director/Partner or proprietor etc., are/have been associated or any Director/Partner etc. had ever been convicted for any offence by any Court of Law at any point of time. Give details, if any.	

**NOTE: Documents /Information with respect to Pre-Qualification Criteria also shall be uploaded/submitted with Technical Bid and the same will be evaluated along with Technical Bid.**

**11 FINANCIAL BID PROFORMA PART -I**

(To be filled and uploaded as BID document )

To  
SSC(SR),  
2nd Floor, EVK Sampath Building, DPI Campus,  
College Rd, Chennai, Tamil Nadu 600006

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work:** \_\_\_\_\_

Sir/ Madam

Having examined the above Request for Proposal and having submitted the techno commercial bid for the same, we, the undersigned, hereby submit the financial bid for data processing of online application of various exam related activities as per the schedule of requirements and in conformity with the said tender documents.

Competitive Prices: We hereby offer to supply the data processing work/services at the prices and rates mentioned in Financial Bid Part II enclosed herewith.

2) Terms, Conditions and Validity: All terms, conditions of tender shall apply mutatis mutandis to this Financial Bid.

3) Our bid shall remain valid for the validity period of 120 days from the Bid Due Date.

4) We understand that during the contract period for services, NO additional payment shall be payable to us towards any increase in prices of related ingredients/ components, such as raw material, electricity, transportation cost, labour, revision of applicable taxes on raw material, or for any other increase whatsoever.

5) Incidental Services: The Prices Quoted is inclusive of all incidental services

Dated.....

(Signature with date) .....

(Name and designation)

Duly authorized to sign Bid for and on behalf of.....

[Name& address of the Bidder and seal of company]



**FINANCIAL BID Part II**

(To be filled and uploaded as BID document)

**PRICE/RATE FOR JOB/WORK**

Sl.No.	Activity/Service	Rate <i>per application</i> processed /per A4 sheet/per Dossier as applicable. [Bidder has to quote]	Estimated number of Applications / cases per annum	Max Ceiling for rates quoted against Column 'C' (in Rupees)	Total amount on the basis of which L1 will be assessed [Computed Field]
A	B	C	D	E	F = C x D
1.	Complete Data Processing of Application for Tier-1 as per scope of work mentioned. Note: SSC at its discretion may resort to in-house processing of Data as indicated at paras 4.4 to 4.5.6 of Scope of Work Part (Identification of Multiple Applications and their rejection, First level Randomization, Normalization, Randomization, Venue Allocation, Roll Number Generation ) and hand over processed electronic data to the Agency. The Agency would be required to fulfil further necessary		18,00,000	2.50	

	actions w.r.t Reports and Printing of AC on preprinted Stationary as well as prior activities of identifying defective/ invalid photos. In lieu of this SSC will impose <b>deduction of 50% on the Data Processing Charges.</b> The charges for printing would be paid fully subject to deductions, if any.				
2.	Processing of Application for subsequent Tiers (ie apart from Tier-I) (approx. 20000 applications)		20,000	2.00	
3.	Preprinted stationery and AC printing with <b>Black and White</b> photo and signature		8,00,000	2.00	
4.	Preprinted stationery and AC printing with <b>Color</b> Photo and signature		10,20,000	2.50	
5.	Printing on A4 size paper of Attendance Sheet for 20,000 candidates with per page 6 Candidates. Paper and Printing		6600	2.50	
6.	Scanning of 3000 Dossiers each dossier containing around 15-20 pages		3000 (dossiers)	10	
7.	Preparation of dossiers consisting of the application form, culling out of Commission's copies of Admission Certificates and other related		3000 (dossiers)	8	

	documents of all the tiers of the examination of the concerned candidates.				
8.					Total(T)

NOTE-1: Bidder has to bid against Column 'C' only.

NOTE-2: Computed value against column F = C x D

NOTE-3: Max Ceiling Price for the items against Column 'C' are mentioned in column 'E'. ***Rates shall not exceed indicated ceiled price against column 'E'***

NOTE-4: Quoting/ bidding rates above max ceiling price will invalidate the bid.

**NOTE-5: L1 will be the one with lowest T (Total), which is sum of computed value against column 'F'.**

NOTE-6 : The rate quoted shall be inclusive of all costs and exclusive of applicable GST.

I/We hereby certify that:-

1. I/We have read the description of all activities, terms and conditions and other information mentioned in Bid Document very carefully before filling up this Financial Bid.
2. Financial BID is valid for 120 days from the date of opening of BID.

Signature of Agency:

Name of the Agency:—

Rubber Stamp of Agency:

**PROFORMA OF MASTER SERVICE AGREEMENT(MSA)  
for Award of Data Processing Contract by Regional/ Sub-Regional Office**

**STAFF SELECTION COMMISSION (SR), Chennai**

**Tender No. 3/22/2021-SR**

**AGREEMENT**

This agreement made this day of \_\_\_\_\_ between the Staff Selection Commission (Southern Region), 2<sup>nd</sup> Floor, EVK Sampath Building, DPI Complex, College Road, Chennai 600 006, hereinafter called the Commission, represented by the Deputy Director on one part and XYZ., hereinafter called the Agency, on the other part which shall include his executors, administrators and representatives in interest.

And whereas the said Agency has tendered his rates, as mentioned hereunder, for the data processing / manual processing work of the Commission as detailed in General Conditions laid down in the tender document.

Sl. No	Service/Activity	Rate <i>per application</i> processed/per A4 sheet/per Dossier as applicable. [Bidder has to quote]
A	B	C
1.	Complete Data Processing of Application for Tier-1 as per scope of work mentioned.	
2.	Processing of Application for subsequent Tiers (ie apart from Tier-I) (approx. 20000 applications)	
3.	Preprinted stationery and AC printing with <b>Black and White</b> photo and signature	
4.	Preprinted stationery and AC printing with <b>Color</b> Photo and signature	
5.	Printing on A4 size paper of Attendance Sheet for 20,000 candidates with per page 6 Candidates. Paper and Printing	
6.	Scanning of 3000 Dossiers each dossier containing around 15-20 pages	
7.	Preparation of dossiers consisting of the application form, culling out of Commission's copies of Admission Certificates and other related documents of all the tiers of the examination of the concerned candidates. The stationery required in this regard will be provided by the Commission.	
8.	Total(T)	

The above rates have been approved and accepted by the Commission.

**Note:**

SSC at its discretion may resort to in-house processing of Data as indicated at paras 4.4 to 4.5.6 of Scope of Work Part (Identification of Multiple Applications and their rejection, First level Randomization, Normalization, Randomization, Venue Allocation, Roll Number Generation) and hand over processed electronic data to the Agency. The Agency would be required to fulfill further necessary actions w.r.t Reports and Printing of AC on preprinted Stationary as well as prior activities of identifying defective/invalid photos. In lieu of this SSC will impose **deduction of 50% on the Data Processing Charges**. The charges for printing would be paid fully subject to deductions, if any.

**Now, therefore, this agreement witnesses:**

1. That now the Agency will carry out all the Data Processing work as **detailed and specified in General Conditions laid down in the tender** document as and when called upon to do so during the currency of this agreement.

2. That the Parties would be bound by all the Terms & Conditions laid down in the Request for Proposal document which shall be deemed to form part Annexure-1 of this agreement.

3. The Agency hereby declares that nobody connected with or in the employment of the O/o Regional Director, SSC (SR), Chennai shall ever be admitted as partner in the contract.

4. The Agency shall deploy sufficient number of persons in the space allocated to them in this office. The persons so deployed shall have adequate expertise in the field of Data Processing. The persons deployed in this office shall adhere to the office timing of the Commission and whenever required should work late and also on Saturday, Sunday & Public holidays.

5. The DPA shall install all the infrastructure required for Data Processing work such as computer, printers etc in the space provided to them. However, seating arrangements, electricity etc. shall be provided by the Commission.

6. The Agency hereby declares that he shall undertake full responsibility of the safe custody and secrecy of the 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 shall be fully responsible for the consequence including criminal action and termination of contract.

7. In case of violation of any of the terms/conditions of the tendered work, any mistake or delay in the supply of output returns/DVDs according to the schedule or any lapse on the part of Agency or in case of non-implementation of the instructions of the Commission, 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 Agency. In that case the Agency shall forfeit the Security deposit Performance Bank Guarantee. Any loss arising out of the same shall be borne by the Agency. In the event of cancellation of contract, the Agency will be

required to handover all applications/material/paper etc., in proper condition to the Commission in its premises within two days from the date of such intimation.

8. The Agency will at all times allow the duly authorized officials / officers of the Commission to inspect the Data/manual Processing work for its accuracy, quality, timely completion at all the stages of the work as per the laid down schedule. The Officers/Officials so authorized will issue necessary instructions to the Data/Manual Processor and to his operators as may be necessary after the inspection of the work and the Agency shall be bound to comply with such instructions both verbal and written.

9. It will be the responsibility of the Agency to ensure that no pilferage / replacement of the envelope nor any addition of envelope is done by anyone including Agency's handling staff at any stage. The Agency shall bring all discrepancies to the notice of the Commission. The Commission will issue instructions to the Agency with regard to the disposal of such cases. The Agency shall not take any unilateral action with regard to the disposal of such applications.

10. The Agency shall neither communicate any information regarding applications; Centres allotted, Roll Number given to the candidates etc., nor share any of the contents of the application with any individual or any private/semi-government/government Agency. The Agency will carry out processing work in their own premises and with their own employees and shall not outsource or subcontract all or part of the work to any other individuals, contractors, organizations or Agencies under any circumstances, which shall be a violation of this contract.

11. The time schedule laid down by the Regional Director (SR), Staff Selection Commission, Chennai for completion of the work will be strictly adhered to by the Agency and no extension under any circumstances will be given. In particular, the Admission Certificates are required to be issued by the Agency, so as to reach the candidates at least one month before the date of examination. Failure on part of the Agency to the time frame given by the Commission will be viewed seriously and will render the said firm(s) liable to pay penalty as per Penalty Clause for the period of delay and the amount will be deducted from the bill.

12. The Commission will have the right to impose a penalty (as per Penalty Clause). The quantum of penalty levied will be based on whether the mistake is major or minor. The penalties indicated are not exhaustive and will be reviewed by the Regional Director (SR) for each examination based on the mistakes committed by the Agency.

13. All papers used by the Agency for the preparation/printing of data shall be of standard quality as mentioned in Tender. Transportation charges in connection with examination work and expenses incurred on standard quality stationery paper used for generation of Attendance lists in triplicate, Master index with Alphabetical and Roll Number list and other reports in hard copies, soft copies in CDs, etc., will have to be borne by the Agency. Any additional manual / data entry / printing / dispatch / spiral binding work etc., incidental to different tiers of the same examination will be considered part and parcel of the examination work and the same will be completed by Agency without claim for any extra payment.

14. The Agency will be required to collect all specimen copies of the data layout, applications, forms, certificates, alpha list, attendance list, Data verification sheet and soft copy format etc., from the office of the Commission well in advance before commencing the actual work of Data Processing. The Agency shall communicate progress of manual and online data processing work to the Commission on daily basis without fail, by FAX/Email.

15. The Commission reserves itself the right to maintain a panel of Agencies and to utilize the services of anyone or all of them, and assign part-work of a particular examination to the Agency in connection with the Commission's work during the subsistence of the contract, at the discretion of the Regional Director (SR), whenever a need for such engagement arises.

16. The Agency shall not terminate the contract after the commencement of the job relating to particular examination. The contract can be terminated by serving one month's notice only after the entire job relating to the particular examination is fully and satisfactorily completed.

17. Performance Security of Rs.3,00,000/- (Rupees three lakhs only) made by the Agency in the form of Fixed/Term Deposit Receipt/Bank Guarantee, duly drawn in favour of the Regional Director (SR), Staff Selection Commission shall stand as Security Deposit. This Security Deposit will not earn any interest.

18. The payment of the bills will be made only after satisfactory and timely completion of the job in respect of a particular examination. However, 80% payment will be made on receipt of bill on successful completion of the first tier of the examination. The remaining 20% will be paid within fifteen days from the date of the declaration of final results of the examination.

19. Tax/GST at the applicable rates will be deducted on each payment to the Agency and amount will be recovered from the bills by the Drawing and Disbursing Officer, Staff Selection Commission (SR), Chennai.

20. 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.

21. The contract will be valid for a period of two year commencing from -----  
----- to ----- but can be extended from time to time, by mutual Agreement. Notwithstanding that the contract may have expired the Agency shall continue to carry out the work allotted by the Regional Director, at the rate agreed to in the original contract, until other arrangements are made by the Regional Director. However, the Commission shall be at liberty to terminate the agreement if it thinks so at any time during the currency of the agreement without assigning any reasons, by giving 30 days notice to the Agency.

## **22 ARBITRATION:**

- 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 or to the sole arbitration of some other person appointed by RD (SR) willing to act as such arbitrator.
- 2 The award of the arbitrator shall be final and binding on the parties.
- 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. The arbitration & conciliation would be subject to Indian Arbitration & Conciliation Act 2019 (as amended from time to time).

### 23 SERVICE LEVEL CONDITIONS

**TIMELINES FOR VARIOUS ACTIVITIES** (only indicative and subject to change due to exigencies of work)

S.No.	Task /Activities	Time Schedule
1. a)	Identification of defective/invalid Photo and Signature images.	Within 7 days of awarding work w.r.t particular Examination.
b)	Identification of photos with invalid date.	Within 10 days of awarding work w.r.t particular Examination.
10.	Identification of Multiple Applications	Within 3 days after online database made available to the Agency.
11.	Summary of number of candidates Examination Centre wise.	Within 1 day from request
12.	Data Processing as per scope of work	7 days from date of completion of rejections
13.	Printing of Admit Cards (Candidate's copy).	Immediately after the above Stage, at the rate of minimum 30,000 prints per day.
14.	Sending of SMS & Email	Within 1 day from receipt of requisition
15.	Furnishing the processed data in the prescribed format for uploading to Web Portal & Sharing with Examination Service Provider etc.	Within 1 day from receipt of requisition
16.	Handing over of entire record of a particular Examination/ post code to the Commission	As per the date fixed by the Commission.
17.	Any other report desired by the Commission	As per the date fixed by the Commission from time to time.

*Note:- Any change in time schedule will be informed by the SSC in advance and the Agency is bound to comply to it strictly.*



## 24. PENALTIES

- 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 direction of the Commission.
- 2 The Commission shall impose penalties on the Agency for omission/ commission of mistakes/ irregularities/ errors/ delays/ non-execution of work, committed by the Agency. The following list of penalty is indicative in nature and not exhaustive. A list of type of error and penalties proposed are as under:

S.No.	Nature and Type of Error	Penalties
1.	Any Application form Lost/torn or wrong scanning or scanning of wrong candidates etc	Rs.100/- per application
2.	Data Processing error of Online Data	Rs.100/- to Rs.500/- per error depending on gravity of error to be decided by SSC.
3.	Mismatch of Photograph and or Signature on Admit Card, Mismatch of Roll Number with Registration Number or Bar Code or any such related issue	Rs.100/- per Admit Card and rectification and reprinting without any additional cost.
4.	In case of delay in completion of work as per fixed schedule/direction of the Commission	Minimum Rs.1000/- per day or one percent of work order value for each day.
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, non-submission of reports on due time, non-submission of reports with signature of authorized signatory & seal of Agency	Rs. 1000/-per report

Note:

- (vii) The Agency shall have to correct all errors/omissions without any additional charges.
- (viii) For any loss, damage, financial liability etc. occurring to the Commission by way of court matter; litigation 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.

- (ix) Though the number of applications will be around 18 lakhs annually, it is possible that the numbers of applications are less or more for a particular open examination or for selection post. The Agency shall have no right to refuse any particular work having less number or more number of applications if they are assigned the work. Refusal of work may amount to penal action and even termination of contract.

3 In the event of the contractor:

- (v) Failing to observe or perform any of the conditions of the work as set out herein; OR,  
(vi) Failing to execute the work in good manner and to the satisfaction of the Regional Director, Staff Selection Commission, Southern Region.

One or more of the following penalties will be imposed by the Regional Director, SSC (SR):

- (v) Five per cent of the award value of the work in case of non-major mistakes;  
(vi) Ten per cent of the award value of the work in case of major mistakes.

4. In the event that the Agency commits some deficiencies/omissions and the same have since been rectified by him in a satisfactory manner, the SSC (SR) would consider as to whether penalty would be required to be imposed on the Agency.

5. In the event of any serious deficiency in execution of work by the Agency, the Staff Selection Commission, Southern 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 Agency.

6. The Regional Director, SSC (SR) reserves the right to terminate the services of the Agency at any time by giving Notice of 30 days, without assigning any reasons therefor.

## **25. PRICE/RATE FOR JOB/WORK**

Sl.No.	Activity/Service	Rate per application processed /per A4 sheet/per Dossier as applicable
1.	Complete Data Processing of Application for Tier-1 as per scope of work mentioned. Note: SSC at its discretion may resort to in-house processing of Data as indicated at paras 4.4 to 4.5.6 of	

	Scope of Work Part (Identification of Multiple Applications and their rejection, First level Randomization, Normalization, Randomization, Venue Allocation, Roll Number Generation ) and hand over processed electronic data to the Agency. The Agency would be required to fulfil further necessary actions w.r.t Reports and Printing of AC on preprinted Stationery as well as prior activities of identifying defective/ invalid photos. In lieu of this SSC will impose <b>deduction of 50% on the Data Processing Charges</b> . The charges for printing would be paid fully subject to deductions, if any.	
2.	Processing of Application for subsequent Tiers (ie apart from Tier-I) (approx. 20000 applications)	
3.	Preprinted stationery and AC printing with <b>Black and White</b> photo and signature	
4.	Preprinted stationery and AC printing with <b>Color</b> Photo and signature	
5.	Printing on A4 size paper of Attendance Sheet for 20,000 candidates with per page 6 Candidates. Paper and Printing	
6.	Scanning of 3000 Dossiers each dossier containing around 15-20 pages	
7.	Preparation of dossiers consisting of the application form, culling out of Commission's copies of Admission Certificates and other related documents of all the tiers of the examination of the concerned candidates.	
8.		

NOTE-1: Bidder has to bid against Column 'C' only.

NOTE-2: Computed value against column F = C x D

NOTE-3: Max Ceiling Price for the items against Column 'C' are mentioned in column 'E'. ***Rates shall not exceed indicated ceiled price against column 'E'***

NOTE-4: Quoting/ bidding rates above max ceiling price will invalidate the bid.

**NOTE-5: L1 will be the one with lowest T (Total), which is sum of computed value against column 'F'.**

**26. MANPOWER DEPLOYMENT**

I/We agree to deploy the following minimum team from the regular payrolls of our Firm/Company during the contractual period:

Sl No	Post	No. of Persons	Minimum Qualification
1	IT Manager or equivalent	1	BE/BTech graduates in ECE/IT/CS or equivalent with 5 years experience in Data Base Analysis/Management
2	Senior Programmer or equivalent	2	BE/BTech graduates in ECE/IT/CS or equivalent with atleast 3 years experience in Programming & Data Base Programming Analysis/Management.
3	Jr. Programmer/ Jr. executive or equivalent	2	Degree/Diploma in IT/CS or equivalent
4	Assistants* or equivalent	6	Matriculate and above
	<b>Total</b>	<b>11</b>	

\* May vary depending on work load. Agency may outsource them.

( Deputy Director)  
Signed on behalf of SSC(SR)

( )  
Signed on behalf of Agency

(Name .....)

(Name .....)

(Designation .....  
.....)

(Designation

Seal:

Seal:

Witness:

1.

2.

Signature of Agency with Seal

**ANNEXURE 1**

**DECLARATION OF BLACKLISTING/NON-BLACKLISTING FROM TAKING PART IN GOVERNMENT TENDER BY SSC/GOVT. DEPTT**

(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the Agency)

I /We Proprietor/ Partner(s)/ Director(s) of M/s.\_\_\_\_\_hereby declare that the firm/company namely M/s.\_\_\_\_\_has not been blacklisted or debarred in the past by SSC or any other Government organization from taking part in Government tenders.

Or

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

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by O/o RD (SR), SSC, Chennai-600006, and EMD/SD shall be forfeited. In addition to the above O/o RD (SR), SSC, Chennai-600006, will not be responsible to pay the bills for any completed / partially completed work.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Capacity in which as signed: \_\_\_\_\_

Name & address of the firm: \_\_\_\_\_

Date:

Signature of Agency with seal

## ANNEXURE 2

### **PROFORMA FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN STAFF SELECTION COMMISSION (Southern Region), Chennai 600 006**

(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the Agency)

Sh/Ms is s/o            Resident of

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in Staff Selection Commission, Chennai 600 006 as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, SSC shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of Agency with seal\*

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c)The one is related to the other in manner as father, mother, son(s) & son's wife(daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of Agency with seal\*

## ANNEXURE 3

### FORMAT OF TENDER ACCEPTANCE LETTER

(To be given in Company letter Head/with Company Stamp)

To  
SSC(SR),  
2nd Floor, EVK Sampath Building, DPI Campus,  
College Rd, Chennai, Tamil Nadu 600006

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work:** \_\_\_\_\_

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

2. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

4. I/We hereby certify that my firm/Agency/company is not black listed by any Government Department/Organisations on date.

5. I/We hereby certify that neither this firm/company /Agency nor any other entity with which the undersigned/any of the partners/directors are/have been associated nor the said individually have ever been convicted for any offence by any court of law as on date.

6. I/We hereby certify that the Commission has not terminated/cancelled any agreement with this firm/Agency/company or any other entity with which the undersigned / any of the partners/directors are / have been associated, with previous two years ie., 2018-19 and 2019-2020.

7. I/We hereby certify that I/We have not tampered the tendered document downloaded from the website.

*(Please strike off whichever is not applicable for the Agency)*

This is to certify that I/We before signing this bid have carefully read the contents of Bid Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.

I certify that all information/facts given in the Annexure are fully correct and true. In case any information/facts found to be incorrect, misleading or factually wrong, Commission is empowered to take any decision / action, as deems fit.

I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Date:

Place:

Signature of Agency

Name of Agency

Seal of Agency