

No.G.310001/10/2017-Estt  
Government of India  
Department of Personnel & Training  
Staff Selection Commission  
(Karnataka Kerala Region)  
1st Floor, E Wing, Kendriya Sadan,  
Koramangala, Bangalore

Tender No.01/2021- SSC (KKR)

Dated : 19/03/2021

**Notice inviting tender through Advertised Tender Enquiry**

Sealed Tenders are invited by the Regional Director, Staff Selection Commission (KKR), 1<sup>st</sup> Floor, Kendriya Sadan, Koramangala, Bangalore (herein called SSC(KKR)/the Commission) in two bid systems (Technical Bid and Financial Bid separately) from reputed firms/companies having their office in Karnataka, for empanelment of Data Processing Agency for Data Processing (DP) works in connection with Examinations being conducted by Staff Selection Commission (KKR) during next two years with further extension of two years if required on the Terms & Conditions as stipulated in this Notice Inviting Tender on mutual agreement. The time schedules in tendering process are as under:-

- (a) Closing date & time for receipt of bids: 09/04/2021 @ 04.00 PM
- (b) Date of opening of Technical bids: 12/04/2021 @ 3.00PM
- (c) Date of opening of Financial bids: 14/04/2021 @ 3.00 PM

2. The terms & conditions specific to the work are mentioned in the following paragraphs. The proforma for submission of bid is given in Annexure-II of this notice inviting tender. Terms & Conditions are provided at Annexure-I

3. The tender form along with the terms & conditions can be downloaded from the website of this office [www.ssckkr.kar.nic.in](http://www.ssckkr.kar.nic.in) and is also available in Central Public Procurement (CPP Portal). The tender complete in all respects must be received in this office i.e SSC (KKR) before the schedule date & time as prescribed. This contract will be initially for two years extendable for further two years, subject to performance review annually, on same terms and conditions. This office will not be responsible for any kind of delay in receipt of tender and the tender received after the schedule date and time will not be considered at any

circumstances. Only one tender should be kept in one cover. The tender is not transferable.

4. The willing bidder may contact this office Smt.R.Lakshmi Prabha, Assistant Director for any queries in connection with submission of bid on prior appointment basis. The bidders may contact at the following landline number: 080-25527342/25520653 for taking appointment only.

5. Any attempt on the part of the bidder to influence in any way for the acceptance of his tender will render the tender null and void.

6. The decision of the Regional Director, SSC(KKR) shall be final on any matter of dispute arising out of this tender.

Regional Director  
SSC (KKR), Bangalore

## **TERMS & CONDITIONS**

### **Introduction:**

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

1. Scope of Work: The sense of time is the essence of Data Processing Works (DP works) for SSC: all DP works are time bound in nature and are required to be completed at a very short notice sometimes in a day or two positively. Accuracy is also of utmost importance for such work, and sincere and conscious efforts are required to avoid potential mistakes. Confidentiality is to be maintained strictly without fail. The DP work for SSC (KKR) will be under four major Heads. Viz.,
  - (a) Scope of DP work before Written examination for Open Competitive Exam
  - (b) Scope of DP work for recruitment to the Selection Posts
  - (c) Scope of work for Document Verification/Skill Test
  - (d) Scope of work for sending Email and SMS to candidates at various stages and
  - (e) Scope of work for Scanning of dossiers of qualified candidates

Further, in addition to above mentioned scope of work, any related work that may arise in future during the contract period, the DP Agency will have to carry out the work on mutually agreed rate and terms & conditions.

#### **A. Scope of DP work before Written Examination for Open Competitive Examination**

1.1 Online data as furnished by the candidates through their respective registration numbers are handed over to the vendor for processing. The processing of data normally involves the following sequential steps:

- a) Particulars of candidates given in the data are checked in order to ascertain whether the applications are complete or not. Entry in certain fields as to be specified by the Commission determines whether an application is complete or not;



- b) Image quality of photo and signature as uploaded by the candidates in online application form checked in order to confirm whether such images conform to the specifications are adequately legible, whether images are objectionable pictures or non human objects or pictures of famous or notorious personalities who cannot be applicants for such recruitment examination. Applications containing unacceptable images are discarded/rejected; other instructions regarding advertisement notice have to be applied.
- c) It is to be checked whether candidates have submitted multiple completed applications which are determined by using the fields of Name, Fathers' Name and Date of Birth of the applicant or any other or any other parameter specified. If the candidate has submitted multiple application all their applications will be rejected.
- d) Debarred candidates to be identified and rejected
- e) Randomizations of candidates are to be done on the basis of certain formula given to the vendor by the Commission. Different kind of intelligent randomization logic to be adopted for each examination as per Commission guidelines;
- f) After randomization of candidates, there will be a normalization of candidates i.e while allocating the candidates of a particular centre/city at the venues, the ratio of Male and Female candidates including their category (SC/ST/OBC/UR/EWS/PH/EXS) is to be maintained. Other parameters may also be given from time to time.
- g) Final Roll Number of the candidate is to be allotted Centre wise. This Roll number will be used for all purpose for any particular candidate
- h) Ticket number may be generated for candidates in respect of offline exam/test. Ticket number is a serial number starting from 9000001 to be assigned against each Roll Number for a particular city/center
- i) Generally the examination is conducted in a number of venues in any particular center if specified. Each venue has a code called venue code or sub center code. Candidates are allotted the venues according to the sequence of Random Numbers in the order of date of examination, session, shift, venue code as per the scheme of the Commission.
- j) Bar code against each of the candidates is to be generated. The Bar Code will be printed on the Commission Copy of AC and also on E-Admit Card. Bar code should contain certain information which will be intimated through work order from time to time.
- k) Successful bidders on selection and award of contract as DP, should have to adhere to strict time lines. Bidders must have to carry out the work within short notice. At times work will go on even after normal working hours and DP to respond to the requirement of this office even after normal office hours. Delay in completion of work will not be allowed in any circumstances.



1.2 After allocation of venues to all the candidates the DP has to generate the following reports in soft copy and hard copy also.

- a) The Data Processor will be required to prepare e-Admission Certificate (e-AC) in the prescribed format (in PDF/HTML file format as per directions of Commission) and. The DP will have to upload the PDF of the e-AC, photo and signature of the candidate in the server of NIC which is available in the office of Staff Selection Commission, Bangalore so that the same could be downloaded by the candidates applying for examinations. Format for e-Admit cards may be changed from time to time and data Processor must have to carry out the modifications/alterations as intimated to them by the Commission from time to time. Call letters for Document verification will also have to be prepared in similar manner.
- b) The DP is also required to prepare a backend data for uploading the status of candidates as well as E-Admit Card of candidates. The format of the database will be intimated to the vendor from time to time.
- c) The DP will be required to print the blank Commission Copy of Admission Certificate (AC) for each candidate in the prescribed format. **Pre-printed blank form of Commission Copy of Admission Certificate will be provided.** Details of candidates, exams, time table, candidate's photograph, signature as well as Bar Code should be printed on the Commission Copy of AC.
- d) The DP will be required to prepare and print ATTENDANCE SHEET (one sheet should be used for a particular no. in the prescribed format and to be handed over to SSC (KKR) for offline exam and document verification.
- e) The DP will be required to generate data in respect of incomplete applications, list of debarred candidates applying for the examination, multiple application etc., and submit the same to the Commission via e-mail and CD.
- f) The DP will provide complete data of all the candidates including that of the rejected candidates. The data will include the fields related to venues of examinations, of roll No, Regd No. ticket nos, and reasons for rejection in the respect of rejected admit card has to be given. This data base is very important.
- g) Data in various other formats are also required to be provided by DP as and when asked by the SSC (KKR). DP will be required to prepare such data base in the desired format from time to time.
- h) DP will have to check the list of Examination Functionaries provided by commission with the candidates data for every exam/skill test to identify whether any of the Exam functionaries happens to be a candidate for the particular examination and report to the RD. Parameters for finding such common Exam Functionaries and candidates would be intimated to the DP from time to time.
- i) DP will have to carry out any other work in relation to allocation of candidates and

preparation of examination, as would be intimated by the Commission from time to time. If the Commission brings any changes in any or all of the procedures in future, the DP will have to carry out the same.

- j) DP must follow the time lines in every case without fail. No deviation from the time line will be allowed.

- 1.3 The DP is required to retain and maintain the complete data of the examination for a period of five years after the declaration of Final result of recruitment process. DP shall not destroy / delete the data without **the prior written approval** of Regional Director SSC (KKR). The DP should provide various miscellaneous information from the database as and when asked for by the Commission..

**B. Scope of work in connection with recruitment to the various Selection Posts:-**

In addition to the scope of works as stated above for Open Competitive Examination the DP has to accept the following scope of work to the Selection Posts:-

- (a) Data Processing of database of provisionally qualified candidates in online CBM exam and providing datasheet in Excel format.
- (b) Scanning of Commission's copy of AC of candidates. The scanned document should be in PDF format for each candidate separately saved with their respective Roll Nos.

**C. Scope of work for Document Verification/Skill Test**

- 1.3 Printing of data of online applications in the format of offline applications;
- 1.4 Printing of Commission Copy of AC. The stationery required in this regard will be provided by the Commission
- 1.5 Printing of labels containing the particulars of the candidate on the dossiers, if required.
- 1.6 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 DV/Skill Test
  - c) Preparation of pdf/html file for uploading the ACs on the website for Document Verification and Skill Test
  - d) Printing Commission Copy of AC
  - e) Printing of date-wise and batch-wise list of candidates called for DV/Skill Test
  - f) Printing of data wise and batch wise Attendance Sheet in respect of the candidates called for Document Verification/skill test with space for affixing signature of the concerned candidates.



- g) Printing of Scrutiny sheets in respect of Candidates called for Document Verification for various posts.

D. Scope of work for Scanning of dossiers of qualified candidates:

1.7 The documents generally to be scanned are as follows:-

- a) Online Scrutiny Sheet
  - b) Application
  - c) Pass Certificate of Matriculation/Other Age proof
  - d) All Certificates relating to Educational Qualification and Experience (will be specified by the Commission examination wise)
  - e) Caste / Category Certificate (wherever applicable)
  - f) Disability Certificate (wherever applicable)
  - g) Discharge Certificate for Ex-servicemen (wherever applicable)
  - h) No Objection Certificate for CG Employees (wherever applicable)
  - i) Commission Copy of Admission Certificate at every stage of examination
- This list is not exhaustive. Any other document may also required to be scanned by DP.

1.2 While doing the scanning work, the following steps shall have to be ensured:-

- a) Scanning work will be carried out only in the office premises of SSC (KKR)
- b) Detaching the documents to be scanned, from the dossier, to ensure clear image of the documents
- c) Attach all the documents back in the dossier in an orderly manner
- d) DP Agency has to make single pdf file for each candidate without any blank pages. The pdf has to be copied into a CD and handed over to SSC (KKR) examination wise.
- e) The printer cum scanner and other infrastructure has to be installed by DP in the SSC KKR premises.

## 2.0 ELIGIBILITY CONDITIONS FOR BIDDERS

2.1 **The agency desirous of participating in the tender must have their Headquarters or Office in Bangalore with adequate infrastructure as DP work involves continuous processing of data and sharing the processed data with SSC and a strict time schedule is required to be maintained.**

2.2 The agency should have the confidence and capability to process data of candidates accurately within a short time frame.

2.3 The agency should be a Government / Public or Private Limited Company or Firm registered under Companies Act, 1956.



- 2.4 The agency should have a minimum of five years experience in the field of data processing activities, involving handling of manual as well as online applications, data entry, scanning, processing of applications, generating and printing of Admit Cards etc. for recruitment to organizations like UPSC/State Public Service Commission/ Railway Recruitment Board/ Railway Recruitment Cell/ PSUs/ any other Central Govt. Autonomous Bodies with proven track record (attach documentary proof in support of claim, such as, work orders and certificate for successful completion of work from said organizations duly signed and stamped by the competent authority).
- 2.5 The agency must have an average turnover of Rs. 15.00 lakhs (Rupees fifteen lakhs) during last three financial years (i.e. 2017-18, 2018-19 & 2019-20) only in data processing activities (Audited Profit & Loss Account and Balance Sheet of last three years, duly signed and stamped by seal of Bidder, demarcating the turnover of the above said activities must be submitted).
- 2.6 The Agency / any of its Directors / Partners etc. should have not been blacklisted by any Govt. Organization/ Department or convicted for any offence by any court of law, as on date.
- 2.7 The Agency shall have adequate Manpower including Technical Manpower, Computers, Laser Printers, Line Matrix Printers, Scanners and shall be able to perform all activities/ operations relating to the work in SSC KKR premises.
- 2.8 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 place for doing the work will be provided by the Commission. But necessary computers, laptops, manpower, printers, scanners technical equipment etc have to be arranged by DPA.
- 2.9 The Agency must have sufficient Technical Manpower, at least 04 persons on the rolls of the firm, comprising of the following:  
01 Senior programmer/ Junior programmer and 2 Data Analyst and 01 EDP Assistant.
- 2.10 At least 2 persons out of these may be deputed in the SSC (KKR) office full time on significant days and at least one person on all days for attending to all kinds of work.

### **3.0 COST OF BIDDING**

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

responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

#### **4.0 Late Bids**

Bids received after the specified date and time, as indicated at para-1 above, will not be entertained under any circumstances.

#### **5.0 Earnest Money Deposit (EMD)**

- 5.1 EMD of Rs. 50,000/- (Rupees Fifty thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque, Bank Guarantee from any of the Commercial Bank in favour of Regional Director, SSC(KKR) payable at Bangalore should be accompanied with the bid. Bids without EMD and EMD in any other form other than which has been prescribed herein will not be considered. If the bidders are registered under NSIC, under the M/o MSME, Govt of India and who seeks exemption from submitting EMD, should submit document of registration under NSIC
- 5.2 The EMD should remain valid for a period of at least 6 months
- 5.3 The Bid Security/EMD of the unsuccessful Bidder will be discharged/returned as promptly as possible but not later than 30 days after the expiry of Bid validity period prescribed by SSC (KKR). Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited
- 5.4 In the case of Bidders whose Tender Bids are accepted for empanelment, EMD will be refunded on receipt of Performance Security of Rs.1, 00,000/- (Rupees One lakh only).
- 5.5 The Bid Security (EMD) will be forfeited
  - (a) If the Bidder withdraws his Bid during the period of Bid validity specified by the Bidder in the Bid Form (or)
  - (b) If the Bidder makes any modifications in the terms and conditions of the Tender before acceptance of the Tender (or)
  - (c) In the case of successful Bidder, if the Bidder fails to sign the contract

#### **6.0 Performance Security**

- 6.1 The successful bidder shall be required to give a Performance Security of Rs.1,00,000/- (Rupees One Lakh only) along with acceptance of the offer of contract, within 10 calendar days. Performance Security will be in the form of Fixed Deposit



Receipt (FDR)/ Bank Guarantee (BG) of any commercial bank drawn in the name of Regional Director, Staff Selection Commission (KKR), valid for 30 months [six months beyond the contract period of two years (24 months)] initially and to be revalidated appropriately on extension of the contract.

- 6.2 Performance Security will have to be renewed for such further period corresponding with the renewal of the contract. On termination of the contract, the Performance Security shall be refunded to the vendor without any interest, subject to any deduction as may be applicable as mentioned in the contract.
- 6.3 The vendor should not assign or sublet the empanelment or any part of it to any other agency in any form. If found doing so, the contract shall result in termination of empanelment and forfeiture of Performance Security Deposit
- 6.4 The bidders should only quote their unconditional rates. Overwriting/use of eraser in any form will not be accepted. Each page of the tender documents should be stamped and signed by the authorized signatory.

## 7.0 One Bid per bidder

Each bidder shall submit only one tender either by himself or as a partner/director or by his authorized representative only. Submission of bid on behalf of a consortium will not be accepted.

## 8.0 Preparation and submission of Tender

Bids will be submitted in Two Bid System: Technical Bid & Financial Bid

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

Inner Envelope contents	Addressed to	Super scribed with
EMD Instruments	Regional Director (KKR)	EMD for Data Processing work of SSC(KKR), Bangalore
Documents as per Annexure- Technical Bid	Regional Director (KKR)	Technical Bid for Data Processing work of SSC(KKR), Bangalore
Documents as per Annexure- Financial Bid	Regional Director (KKR)	Financial Bid for Data Processing work of SSC(KKR), Bangalore



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

Outer Envelope contents	Addressed to	Super scribed with
3 Inner Envelopes as mentioned above	Regional Director (KKR)	Tender No. /SSC(KKR)/2020 for Data Processing Work of SSC(KKR), Bangalore

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

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

Bidders should invariably fill up the Annexure II and should enclose relevant documents in support of their submission as per Annexure II, otherwise it would not be possible to evaluate the bid of the respective bidder. If nothing is found mentioned in Annexure-II, marks will not be awarded for the respective field. The envelopes must be properly marked, indicating the type of bids contained therein. The last date of submission of tender is 29/03/2021.

## 8.2 Documents to be submitted with the Technical Bid (Annexure-II):

The bidder should attach the following documents duly signed by authorized signatory and stamped by seal of firm/ agency etc. in support of information provided in Technical BID (Annexure-II):

- Certificate of Incorporation / Registration;
- Memorandum of Association, Articles of Association, Partnership Deed etc. as applicable;
- Audited Balance Sheet and Profit and Loss Account for the last three years;
- Organizational Structure with name, designation, address, contact number etc. of important officers/officials of the agency;
- Detailed Bio-data of the MD/Director or partners or proprietor of the firm;
- Details of employees with their designation, qualification & experience etc.
- Resolution or Power of Attorney in original appointing the authorized signatory of the agency / firm etc.
- Work Order / Certificates from various organizations for which work has been done in the last three year.

- i) Copy of Permanent Account Number (PAN)/TAN issued by competent authority of Govt
- j) Copy of Goods and Service Tax (GST) Registration Number issued by competent authority of Govt
- k) Earnest Money Deposit (EMD).
- l) Any other additional information / documents which proves competency of the Agency and influence the decision of the Commission to assign the work
- m) Copy of ISO 9001:2008 Certificate (if available).
- n) Cost of Bid Document through Demand Draft.
- o) Income Tax Returns for the last three years.
- p) Declaration regarding No Relative working in SSC
- q) Letter of Authorization (Annexure-IV) for attending Bid opening, and
- r) Sealing and Marking of Bids
- s) All the pages of the NIT shall be numbered sequentially and all pages and annexures shall be signed with the firm's stamp by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power of attorney attested by Notary Public.
- t) The acceptance of the offer made by the bidder will be deemed as a contract
- u) No page should be removed/detached from this notice inviting tender
- v) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

### 8.3 Financial Bid

- a) The financial bid must be in the prescribed format as given in **Annexure III A to III D** and submitted in a separate sealed cover. The financial bids of the bidders short listed only after evaluation of technical bids will be opened as per schedule. A duly constituted Tender Committee will evaluate the Technical and Financial bids.
- b) The amount quoted will be exclusive of all taxes
- c) Breakup of the amount quoted must be provided in **Annexure III A to III D**
- d) **The bidder has to comply with the provisions of the Minimum Wages act, Labour Laws, Service Tax, Service Charges etc., payable for the security work required under this tender**
- e) At the time of payment of bill, Income Tax and other taxes, if any, shall be deducted at source as per Government rules and guidelines as prevailing at the time of payments.

### 9.0 Validity of Bids

The bids shall be valid for a period of two months from the date of opening of tenders. This has to be so specified by the bidder in the financial bid

### 10.0 Opening & Evaluation of Tender

- 10.1 The bidder is at liberty either to be present himself or authorize any one representative (as in Annexure-IV) to be present in the time of opening of tender and he must produce a proof of identity at that time.
  - a. Financial bids of those bidders who obtain at least 70% marks in Technical bid, as per Annexure II will be eligible for bidding
  - b. Authority letter for attending Bid opening meeting shall be submitted by the bidder's representative before they are allowed to participate in bid opening. Only one representative for any bidder shall be authorized and permitted to attend the bid opening.
  - c. The bidder's representatives who are present shall sign on the Attendance Sheet
  - d. A duly constituted tender Opening Committee (TOC) will open all the Technical bids as well as Financial Bids received, in presence of the bidder or their authorized representatives who choose to attend tender opening



meeting on scheduled date and time.

- e. The tender opening committee (TOC) shall check primarily the tender for the availability of the following
  - (i) Bank draft enclosed with the technical bid towards EMD/EMD exemption documents
  - (ii) Whether two bid system has been followed
- f. TOC will also verify following criteria as per tender terms:
  - (i) Whether all the pages of the tender documents are signed, stamped & submitted
  - (ii) Whether all documents as sought in the NIT have been submitted or not
- g. The TOC if considered necessary, may visit the offices of technically qualified bidders for physical/technical verification of documents/technical infrastructure etc of each technically qualified bidders for final evaluation to arrive at individual actual technical score as per Annexure II.
- h. Thereafter, TEC will take up necessary evaluation with reference to final technical Score and Bidders Financial Bids to finalise Bidders Rank through QCBS procedure.
- i. All Statements, documents, certificates, proof of EMD etc., submitted by the bidders will be verified for technical evaluation in due course after opening of the Technical & Financial Bids before finalizing Bidders Rank as stated at 10.1h above. The clarifications, particulars, if any, required from the bidders will be obtained either online or in the conventional method by addressing the bidders. The bidders must be qualified as per Annexure-II. Thereafter the rest of the Financial Portion as per Annexure-III – A,B,C,D will be considered.
- j. Bids not having any of the above documents will be summarily rejected.

10.2 The ranking of the DP Agency will be determined by applying Quality and Cost Based Selection (QCBS) method.

10.3 For the purpose of conversion of financial bid amount to Financial score only consolidated rate for processing of each application will be considered.

10.4 Separate ranking will be determined for each type of work on the basis of rate quoted by the vendors for each type of work separately as per Annexure-III- A,B,C,& D respectively.

10.5 The decision of the Regional Director, Staff Selection Commission, Karnataka Kerala

10.5 The decision of the Regional Director, Staff Selection Commission, Karnataka Kerala Region on evaluation and selection of bids shall be binding and final

10.6 Staff Selection Commission, (KKR) reserves the right to cancel the tendering process at any stage without assigning any reason.

## 11. AWARD OF CONTRACT (EMPANELMENT)

- 11.1 The award of a particular work will be first offered to the **shortlisted** L-1 vendor for a particular scope of work. If this vendor is not willing to perform the DP work or do not have the capacity to execute the work, the work will be offered to **shortlisted** L-2 vendor for executing the DP work at its Quoted Rate and so on. In the event of refusal/non-capacity to execute the DP work, the approved quotation of the particular vendor would be treated as cancelled and the said vendor would be debarred from submission of fresh tender of SSC(KKR) for 3 years period.
- 11.2 A panel of vendors may be formed on their written consent to work at the prices / rates of lowest Bidder. Other Bidders shall match the lowest unit price / rates finalized. If none of the Bidders other than shortlisted L1 Bidder agree to work at this rate, there shall be only one vendor on panel.
- 11.3 In the event the vendor's firm or the concerned division of the firm is taken over/ bought over by another company, all the obligations and execution responsibilities under the agreement with SSC (KKR), should be passed on for compliance by the new firm in the negotiation for their transfer.
- 11.4 All empanelled vendors have to agree for honoring all Tender conditions and adherence to all aspects of fair trade practices in executing the work order placed by SSC (KKR).
- 11.5 In the case of Bidder(s) whose Tender Bids is/are accepted for empanelment, Bidder(s) shall be required to give Performance Security of Rs.1,00,000/- (Rupees One Lakh only) along with acceptance of the offer of contract, within 10 calendar days. Performance Security will be in the form of Fixed Deposit Receipt (FDR)/ Bank Guarantee (BG) of any commercial bank drawn in the name of Regional Director, Staff Selection Commission (KKR), valid for 30 months [six months beyond the contract period of two years (24 months)] initially and to be revalidated appropriately on extension of the contract.
- 11.6 Performance Security will have to be renewed for such further period corresponding with the renewal of the contract. On termination of the contract, the Performance Security shall be refunded to the vendor without any interest, subject to any deduction as may be applicable as mentioned in the contract.
- 11.7 The vendor should not assign or sublet the empanelment or any part of it to any other



agency in any form. If found doing so, the contract shall result in termination of empanelment and forfeiture of Performance Security Deposit

## **12 PAYMENT TERMS**

- 12.1 The payment will be made in Indian Rupees only. The mode of payment shall be as follows, subject to submission of pre-receipt invoice/bills in duplicate after the successful completion of each exam/work as per the accepted rate in the contract.
- 12.2 The payment of the bills will be made only after satisfactory and timely completion of the job in respect of a particular examination. However, 70% payment will be made on receipt of bill after completion of the written examination. The remaining 30% will be paid within one month from the date of the declaration of final results of the examination on receipt of bill.
- 12.3 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. The Vendor shall be fully responsible for all claims made by the third party and shall also be responsible for all expenses incurred by SSC (KKR) in any litigation initiated by any third party.

## **13 AUDIT AND TECHNICAL EXAMINATION**

SSC (KKR) shall have the right to have/conduct an audit and technical examination of the work and the final bills of the Bidder including all supporting vouchers, abstract etc. to be made after payment of the final bill and if as a result of such audit and technical examination, any sum is found to have been overpaid in respect of any work done by the contractor under the contract or any work claimed by him to have been done by him under the contract and found not to have been executed, the contractor shall be liable to refund the amount of over payment and it shall be lawful for the SSC (KKR) to recover the amount towards overpayment from the Bidder.

## **14 PRICES/RATES**

- 14.1 Prices/Rates charged by the DP for the services performed under the contract shall not be higher than the price/rate quoted by the Bidder in his Bid.
- 14.2 Prices/Rates will be fixed at the time of issue of work order as per taxes and statutory duties applicable at that time.
- 14.3 In case of reduction of taxes and other statutory duties during the scheduled delivery period, SSC (KKR) shall take the benefit of decrease in these taxes/duties for the



services made from the date of enactment of revised duties /taxes.

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

## 15 CHANGES IN WORK ORDER

- 15.1 SSC (KKR) may, at any time, by a written order given to a DP, make changes within the general scope of the contract related to terms & references, enlarging the scope, analysis or specifications.
- 15.2 If any such change causes an increase or decrease in the cost of, or the time required for the execution of the contract, an equitable adjustment shall be made in the contract price/rate or delivery schedule, or both, and the contract shall accordingly be amended. Any proposal by the Bidder, for adjustment under this Clause must be made within thirty days from the date of receipt of change in order. **However, the decision of Regional Director, SSC (KKR) on the issue would be final and binding on the DP**

## 16 SUB-CONTRACTS

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

## 17 DELAY/DEFICIENCIES IN THE BIDDER'S PERFORMANCE

- 17.1 In case of any mistake or delay in the supply of the output reports in CD/DVD/Mail/Pen Drive according to the schedule or any lapse on the part of DPA or if the Commission's instructions are not followed, the Commission shall have the right to rescind the contract and will have the right to get the work done through other agency at the risk and cost of the DPA. Any loss arising out of the same shall be borne by the DPA.
- 17.2 The Commission reserves the right to assign part-work of a particular examination to some other agency and the right to cancel the contract at any time if the work performed by the DPA is not satisfactory or not according to the guidelines/instructions issued by the Commission, without assigning any reason whatsoever and the decision of the Commission in this regard shall be final and binding. In the latter case, the DPA shall forfeit the Security Deposit.
- 17.3 The DPA shall not terminate the contract after the commencement of the job relating

to a particular examination. The contract can be terminated by serving one month's notice but only after the entire job relating to the particular examination is fully and satisfactorily completed.

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

## 18 PENALITES

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

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

Sl.No.	Nature and Type of Error	Penalties
1.	For every application form lost/torn	Rs.2000/- per application
2.	Every missing Registration No./Roll No. from final data	Rs.2000/- per missing Roll number
3.	Error in Data Entry of manual application or wrong data processing of online data	(i) Rs.1000 per candidate if error relates to result affecting field such as category, age relaxation code, post preference etc. (State code, Naxal/Militancy Affected District Code, etc in Constable (GD) Exam) and depends on gravity of error and the error detection stage of exam (ii) For others: Rs.500/- per candidate
4.	Mismatch of photograph and/or signature, Blurred photo/signature on Admit Card	Rs.1000/- per Admit Card
5.	Error in printing – Admit Card, Call Letters	Rs. 1000/- to Rs.2000/- per Call letter/Admit Card depending on the error
6.	In case of delay in completion of work as per field time schedule/directions of the Commission	Minimum Rs. 1000/- per day or one percent of work order value whichever is higher, for first 3 days. Then Rs.10,000/- per day
7.	Non-execution of work and/or	No payment for partly executed work +



	showing unwillingness to carry out the work assigned	termination of agreement + forfeiture of Performance security + penalty for the losses/expenses incurred in completion of work.
8.	Errors in report, non-submission of report in the format decided by the Commission etc	Rs. 5000/- per report
9.	Missing sheet in Envelope containing Commission's Copy of Admission Certificate or Attendance Sheet meant for Venue Supervisor	Rs. 500/- per Missing Sheet
10	Any other error specific to the situation	Upto 10% of amount to be paid to vendor for that particular tier of exam, Delay in SMS, Delay in uploading AC copies

**Note:**

- (i) The agency shall have to correct all errors/omissions without any additional charges.
- (ii) For any loss, damage, financial liability etc. occurring to the Commission by way of court matter; litigation or under Right to Information Act, or otherwise on account of any irregularities, negligence, omission, commission or mishandling or additional cost incurred by SSC due to the DP's lapses 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 05 to 10 lakhs approx. annually, it is possible that the number of applications is very less for a particular open examination or for Selection Post. Once assigned, the Agency shall have no right to refuse any particular work having less number of applications. Refusal of work may amount to penal action and even termination of contract.

18.3 The penalties indicated are not exhaustive but only illustrative and will be reviewed by the Regional Director (KKR) for each examination/test based on the mistakes committed by the Data Processor.

## **19 FORCE MAJEURE**

19.1 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, it's delay in performance or other failure to perform its obligations

under the contract is the result of an event of Force Majeure.

- 19.2 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.
- 19.3 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.



**TECHNICAL BID TO BE SUBMITTED IN SEALED COVER TO  
STAFF SELECTION COMMISSION (KKR)**

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

**(a) Particulars of the Agency / Firm:-**

Sl.No.	Items	Details
1.	Name	
2.	Year of Establishment	
3.	Registration Number	
4.	Address	
5.	Telephone (Landline/Mobile), Fax & Email	
6.	Details of Physical Infrastructure/Area available with the firm (Whether Leased/Owned)	
7.	Manpower details: (Permanent/on Roll) (Give details of all staff with designation, qualification and experience)	
8.	Details of Hardware/ Software owned by the firm	
9	Data Transfer Speed for Uploading/ Downloading of Data: Internet Facility available with the firm	
10.	Experience in the Industry (a) Nature of work undertaking by the organization in the past  (b) Experience in Manual & Online Data Processing including Scanning of Photograph & signature with specific reference to examination	
11	Nature of work to be undertaken:	

	Ref Scope of work	
13	Name and Address of Major Clients with contact Number	(i)  (ii)  (iii)  (iv)
14	(a) GST NO.  (b) PAN/TAN No.	
15	Contact Person (s)  (a) Name  (b) Designation  (c) Address  (d) Tel (Landline)  (e) Mobile  (f) Fax  (g) Email	

#### UNDERTAKING

1. I/We undertake that I/We have carefully studied all the Terms & Conditions of Tender No. .... dated..... of SSC(KKR) and understood the parameters of the proposed work. I/We undertake to abide by the same.
2. I/We also undertake that I/We understood the parameters and technical specifications for conducting the work mentioned in the notice inviting tender to Tender No ..... dated .....of SSC(KKR) and shall conduct the work strictly as per these parameters and technical specifications for conducting the work.
3. I/We further undertake that the information given in this bid and accompanying documents are true and correct in all respects and I/We take full responsibility for the same.

Signature of the Bidder with seal and date



**TENDER FORM – FINANCIAL BID FOR OPEN COMPETITIVE EXAMINATION**

(Scope of work 1-A)

Name of Bidder: \_\_\_\_\_

We offer the following quotes for the work as per requirements given in Tender No. D-33011/2/2019-Admn dated 28.08.2019 of SSC(KkR)

Quotes for the work: (in figure) &amp; (in words also)

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

	Items of DP work	Item wise rate (in Rs.)	Consolidated Rate (exclusive of taxes)	Remarks, if any
For processing up to 25000 applications	(a)			
	(b)			
	(c)			
	(d)			
For processing data more than 25000 & up to 50000 application	(a)			
	(b)			
	(c)			
	(d)			
For processing data more than 50000 & up to 100000 application	(a)			
	(b)			
	(c)			
	(d)			
For processing data more than 100000 & up to 300000 application	(a)			
	(b)			
	(c)			
	(d)			

Items of DP Work:

- (a) Data Analysis/Processing
- (b) Printing of Commission Copy of AC
- (c) Printing of Attendance Sheets
- (d) Generating Bar Code

Signature of the bidder with seal and date

Note:

The column Consolidated Rate (exclusive taxes) will be considered for final selection. It is also mandatory on the part of the bidders to mention separate rate for each of the item.

**TENDER FORM – FINANCIAL BID FOR OPEN COMPETITIVE EXAMINATION**

(Scope of work 1-B)

Name of Bidder: \_\_\_\_\_

We offer the following quotes for the work as per requirements given in Tender No.

Admn dated \_\_\_\_\_ of SSC(KKR)

Quotes for the work: (in figure) &amp; (in words also)

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

	Items of DP work	Item wise rate (in Rs.)	Consolidated Rate (Exclusive of taxes)	Remarks, if any
For processing up to 25000 applications	(a)			
	(b)			
	(c)			
	(d)			
For processing data more than 25000 & up to 50000 application	(a)			
	(b)			
	(c)			
	(d)			
For processing data more than 50000 & up to 100000 application	(a)			
	(b)			
	(c)			
	(d)			
For processing data more than 100000 & up to 300000 application	(a)			
	(b)			
	(c)			
	(d)			

Items of DP Work:

- Data Processing of data base of provisionally qualified candidates in online Computer Based Exam and providing datasheet in Excel format.
- Printing of applications wherever required/embossing of Roll nos. of hard copies of application of PE candidates shortlisted in scrutiny process and arranging of applications Roll Nos. wise in ascending order for each category.
- Data Analysis/Processing
- Scanning of Commission's copies of AC. The scanned document should be in pdf format for each candidate separately saved with their respective Roll Nos.



Signature of the bidder with seal and date

Note:

The column Consolidated Rate (exclusive taxes) will be considered for final selection. It is also mandatory on the part of the bidders to mention separate rate for each of the item.

**TENDER FORM – FINANCIAL BID FOR OPEN COMPETITIVE EXAMINATION**

(Scope of work 1-C)

Name of Bidder: \_\_\_\_\_

We offer the following quotes for the work as per requirements given in Tender No.

Admn dated \_\_\_\_\_ of SSC(KKR)

Quotes for the work: (in figure) &amp; (in words also)

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

	Items of DP work	Item wise rate (in Rs.)	Consolidated Rate (exclusive of taxes)	Remarks, if any
For processing up to 25000 applications	a)			
	b)			
	c)			
	d)			
	e)			
	f)			
	g)			
For processing data more than 25000 & up to 50000 application	a)			
	b)			
	c)			
	d)			
	e)			
	f)			
	g)			
For processing data more than 50000 & up to 100000 application	a)			
	b)			
	c)			
	d)			
	e)			
	f)			
	g)			
For processing data more than 100000 &	a)			
	b)			
	c)			

up to 300000 application	d)			
	e)			
	f)			
	g)			

Items of DP Work:

- (a) Printing of Application form (single page back to back printing)
- (b) Retrieval/Sorting of Commission's copy of AC of various Tier's Examination
- (c) Preparation of dossiers
- (d) Data Analysis/Processing
- (e) Making pdf file of Admission Certificate for skill test
- (f) Printing of Commission's copy of AC
- (g) Printing of date wise and batch wise list of candidates

Signature of the bidder with seal and date

Note:

The column Consolidated Rate (exclusive taxes) will be considered for final selection. It is also mandatory on the part of the bidders to mention separate rate for each of the item.



**TENDER FORM – FINANCIAL BID FOR OPEN COMPETITIVE EXAMINATION**

(Scope of work 1-D)

Name of Bidder: \_\_\_\_\_

We offer the following quotes for the work as per requirements given in Tender No.

Admn dated \_\_\_\_\_ of SSC(KKR)

Quotes for the work: (in figure) &amp; (in words also)

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

Rate of scanning (per A4/Legal size page)	Rs.....
(work will be carried out in the office premises of SSC(KKR))	(exclusive of applicable taxes)

Signature of the bidder with seal and date

Note:

The column Consolidated Rate (exclusive taxes) will be considered for final selection. It is also mandatory on the part of the bidders to mention separate rate for each of the item.

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**  
**(To reach Regional Director before date of Bid Opening)**

To  
Regional Director  
Staff Selection Commission (KKR)  
1st Floor, E Wing,  
Kendriya Sadan, Koramangala,  
Bangalore-34.

Subject: Authorization for attending Bid Opening on .....(date) in the Tender No.  
----- dated ----- for Data Processing of Manual and Online applications

Sir/Madam,

Following person(s) is/are hereby authorized to attend the Bid Opening for the Tender mentioned above on behalf of .....(Bidder) in order of Preference given below.

Name of the person	Specimen Signature

Signature of Bidder with seal and date

Tender No. .... Dated .....

STAFF SELECTION COMMISSION, KARNATAK KERALA REGION



**TASK TIME FRAME**

Tentative only (may be changed for various reasons.)

1.	Furnishing list of invalid applications, debarred candidates applying for the examination and candidate submitting multiple application	Within 2 days of receipts of data from Commission
2.	Furnishing list of Rejected candidates on the grounds of improper Photo & Signature	Upto 2 lakh photo & signature – 2days; and for increase in volume one day for every lakh of photo and signature subject to maximum 5 days.
3.	Furnishing centre-wise randomized list of all candidates as per randomization formula	1 month before the date of examination
4.	Furnishing soft copy of complete data in DVD/pendrive	20-25 days before the examination
5.	Furnishing data for uploading the status of application status in the website	15-20 days before the examination
6.	Completion of printing of Commission Certificate and hand over to the Commission	20 days before the schedule date of examination
7.	Uploading pdf files/html data of candidates in the server of NIC for uploading the Admission Certificate in our website (The NIC server is placed in the office premises of the Commission)	15 days before the schedule date of examination
8.	Reports sought by the Commission in various form	Immediately within 2-3 hours

Signature of the bidder with seal and date



