

No. D-25018/2/2016- (Admn)
Government of India
Staff Selection Commission
Northern region
Department of Personnel & Training

5th Floor, Block No. 12, CGO Complex
Lodhi Road, New Delhi, the 10 March, 2017

TENDER NO. 01/SSC(NR)/2017

Subject :- Quotation Tender for providing facilities/infrastructures for Skill Tests on Computers like CPT/DEST/Typing etc. for various recruitment exams conducted by SSC(NR).

Sealed quotation is invited from eligible firms for providing facilities/infrastructures for Skill Tests on Computers i.e Computer Proficiency Test (CPT)/Data Entry Speed Test (DEST)/Typing etc. for various recruitment exams conducted by SSC(NR). The scope of requirement work, eligibility conditions and terms & conditions of the contract are enclosed at Annexure. The Commission intends to form a panel of three agencies for the provision of said requirement work for a period of one year initially, extendable upto a maximum of two more years, one year at a time on same terms & conditions depending on the satisfaction of the Commission. The notice inviting tender and the tender document are also available on website www.ssc.nic.in, www.sscnr.net.in, and www.tender.gov.in and can be downloaded from the website. However, such firms who submit tender by downloading it from the web-site will have to submit a Bank Draft/Pay Order of Rs.500/- (Rupees Five hundred Only) payable to S.O (Accounts), Staff Selection Commission(NR), New Delhi, towards the cost of tender document along with the bids (i.e Technical & Financial bid), failing which the tender will be summarily rejected.

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| 1. Tender No. | : No. 01/SSC(NR)/2017 |
| 2. Closing date & Time of submission of Bid | : At 1300 hrs. on 03.04.2017 |
| 3. Due date & Time of opening of Technical bid | : At 1500 hrs. on 03.04.2017
(Room No. 515) |

Encl. as above.

(S K Meena)
Under Secretary (Admn)

**TENDER INVITING QUOTATION FOR PROVIDING FACILITIES/INFRASTRUCTURE FOR CONDUCT
OF SKILL TESTS ON COMPUTERS**

No. D-25018/2/2016 – Admn
Government of India
Staff Selection Commission
Northern Region
Department of Personnel & Training

Block No.12, CGO Complex
Lodhi Road, New Delhi, the 10 March, 2017

TENDER NOTICE NO. 01/SSC(NR)/2017

Sealed Tenders are invited for providing facilities/infrastructures for Skill Tests on Computers like Computer Proficiency Test (CPT)/Data Entry Speed Test (DEST)/Typing etc. for various recruitment exams conducted by SSC(NR). The Staff Selection Commission is mandated to make recruitment to Grade 'C' (Non-Technical) and Group 'B' (Non-Gazetted, both technical & non-technical) posts in various Ministries/Departments of GOI and its attached & subordinate offices except those for which recruitment is made by the Railway Recruitment Boards and Government Industrial Establishments. The SSC has a nationwide network of nine Regional/Sub-Regional Offices located in various parts of India, which implement the policies & programmes of the SSC.

2. Tender document is to be submitted in two parts comprising **Part-I: Technical Bid & Part-II: Financial Bid. The Part-I (Technical Bid)** should contain the EMD and statement showing compliance with the criteria /detailed technical specifications as per NIT. **The Part-II (Financial Bid)** should contain the price offered. Both the parts should be properly marked and enclosed in separate sealed envelopes for their proper identification. The envelope superscribed **TECHNICAL BID and FINANCIAL BID** should again be sealed in a third bigger envelope superscribing the tender No. and **"Tender for Providing facilities/infrastructures for Skill Tests "**. **The Part-I (Technical Bid)** will be opened in presence of the tenderers or their authorized representatives on the date of tender opening and the Part-II (Financial Bid) after evaluations of Part-I on ground by the evaluation committee. **The Part-II** of only those tenders shall be opened who are found technically qualified to carry out the work, for which prior intimation will be given indicating the date and time of financial bid opening.

3. Being an executing arm of the recruiting agency, SSC, the SSC (NR) do not have any infrastructure to conduct various skill tests on Computers. The said Skill Tests are conducted for recruitment to various levels of posts of Government of India.

4. Approx 50,000 candidates to be examined through these Skill Tests per annum.

5. The basic requirement for conducting skill tests of various types for recruitment exams of SSC includes convenient accessibility to location by public transport, infrastructure (space, electric power, computers, printers, UPS, internet connectivity server and their respective backups), confidentiality & security in the premises, back and support-technical & manual staff to help during Skill Tests examination.

6. **Eligibility Conditions:-**

- (a) (i) Convenient accessibility of the location by public transports
(ii) Noise/disturbance free environment
- (b) Arrangement of separate entry & exit for the candidates
- (c) Rooms for waiting, documents, supervisors
- (d) Rooms for manual document verification & online data entry with printers & internet connectivity.
- (a) Manpower for online data entry
- (b) Two Sound Proof Rooms for dictation required for Stenographer Skill Tests only. Each room should have proper dictation taking facility/infrastructure for 50 candidates.
- (c) Four Computer Labs of 50 nodes each with atleast 2 GB RAM each & LAN Printers, with backup accessories for smooth & disturbance free conduct of Skill Tests.
- (d) Server with atleast 4 GB RAM
- (e) Internet connectivity with back-ups
- (f) Power backup with online UPS & Generator Sets
- (g) Adequate manual & technical manpower support.
- (h) Canteen, drinking water & sanitation facilities
- (i) Adequate security arrangements
- (j) The bidder should be located and have their base in New Delhi.
- (k) The bidder should have minimum experience of two years in the related field of providing infrastructure/facility for conduct of Skill Tests on Computers to reputed institutions/organizations.
- (l) The bidder should not be in the list of blacklisted/debarred/ depaneled by any Government organization during last five years.
- (m) The Agency should be registered with Directorate of Service taxes.
- (n) Only such bidders will be considered for allotment of work that are having in their possession adequate infrastructure i.e own hardware and experienced & qualified manpower.

7. Terms & Conditions

- i) Successful bidder will be required to execute an agreement on non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) and deposit Performance Security of Rs. 2,00,000/- (Rupees Two Lakh only) before issuing allotment letter which shall be refunded after completion of the contract.
- ii) Offer of rates will be submitted by the parties in Financial Bids only for the jobs.
- iii) The contract holder should also be able to provide manual & technical manpower support as & when required for smooth & disturbance free conduct of Skill Tests.
- iv) No person other than the authorized officials of the firm and/or the officials of the office of SSC(NR) duly authorized by an order issued by the Regional Director, SSC(NR) will have any access to the premises of Skill Tests Centre. Such authorized officials will be responsible for guarding the secrecy & confidentiality of the materials etc. related with Skill Tests.
- v) The firm shall be required to provide the backups of all infrastructure/facilities in order to ensure smooth conduct of Skill Tests.
- vi) Adequate security measures will be taken by the contract holder to foil any attempt of creating disturbance in smooth conduct of Skill Tests. Unauthorized/forceful entry of a person, if any, shall be forthwith reverted.
- vii) It shall be the Endeavour of the contract holder to provide uninterrupted service of infrastructure/facilities stated.
- viii) The Regional Director reserves the right to accept or reject any or all the tenders without assigning any reasons.
- ix) Conditional Offer will not be accepted and validity of offer shall remain open for a period of six months from the date of opening of tenders.
- x) In the event of any tenderer withdrawing after accepting the contract without sufficient reasons acceptable to the competent authority or/and refuses to provide infrastructure for Skill Tests or delays the same unnecessarily, the performance security deposit will stand forfeited and the firm will be black listed. The decision of the Regional Director will be final and binding on the tenderer.
- xi) The Regional Director shall have the authority to impose penalty to the tune of at least Rs 50/- per candidate, taking into consideration the delay and loss caused in the completion of work.

8. Empanelment of Agencies:-

- (i) The Commission will empanel minimum two more agencies in addition to the lowest bidder (L1) on their written consent to work at the rates of lowest bidder.
- (ii) 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 the agreement. All empanelled firms shall have to submit a performance security of Rs.2,00,000/- (Rupees Two Lakh) only at the time of entering into agreement/contract. All other terms & conditions will remain same for all empanelled agencies.
- (iii) The SSC (NR) reserves the right to assign the full or part of the work to one or more agency as per requirement.

9. Period of Contract:-

The empanelment of agencies will be for a period of one year initially from the date of signing the agreement/contract extendable for further two years (one year at a time) on satisfactory performances.

10. The willing firms are requested to visit SSC (NR) office at Delhi to clear doubts, if any, regarding the job to be done by them, with prior appointment.

11. The proposal may be placed in sealed envelope clearly superscripted proposal for providing facilities/infrastructures for Skill Tests on Computers like CPT/DEST/Typing etc. for various recruitment exams conducted by SSC and submitted to Shri S K Meena, Under Secretary, Staff Selection Commission (Northern Region), Room No. 515 , Block No. 12, CGO Complex , Lodi Road, New Delhi.

(S K Meena)

Under Secretary (Admn)

Copy to :

1. Notice Board
2. NIC - for uploading on website
3. Sh. Vinesh Kr. SO. - for uploading on website www.tender.gov.in

TECHNICAL BID

(Part-1)

NOTE - Read the instructions/terms & conditions carefully before filling the form.

1. Particulars of Tender:

- i) Name of the Firm
- ii) Year of establishment
- iii) Type of firm (Proprietary/Private/Public/Govt.)
- iv) Office Address with Tel. No. :
-
-
-
- v) Names(s) of the Proprietor/Partner(s) ;
- vi) Details of premises : Owned /Rented :

2. Past experience (Last Three years)

Sl.No.	Name of Organisation	Volume of work handled	Period	Remarks

3. Whether the firm has ever been debarred/ :
- Black listed by any Organization ?
- (if 'Yes' the details and reasons thereof) :

4. Infrastructural & other requirement Details:

(i)	Whether location in the range of 500 meter or less of nearby Bus Stop/Metro Station	
(ii)	Whether separate Entry & Exit possible for candidates	
(iii)	Whether adequate security arrangements available for controlling the candidates	
(iv)	Whether facility of canteen, drinking water & sanitation available	

(v)	Whether sufficient rooms available for waiting (100-200 persons), documents, supervisors etc	
(vi)	Whether two sound proof dictation rooms available for a capacity of 50 candidates each	
(vii)	Whether atleast 4 computer labs of 50 or more nodes available	
(viii)	Whether each lab equipped with atleast 2GB RAM Computer, LAN Printers & Server with atleast 4GB RAM & Internet connectivity alongwith sufficient backups for each item	
(ix)	Whether experienced manual & technical manpower available for smooth conduct of Skill Tests	
(x)	Whether power back up available	

The terms and conditions appended with the tender form are acceptable to me/us.

SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL & COMPLETE ADDRESS

TEL.NO.: _____ MOBILE NO. : _____

FAX No. : _____ PAN NO. : _____

DATE : ____/____/2017

PLACE:

ENCL. : 1. Copies of work orders showing adequate experience.

2. Copy of declaration of not having blacklisted

FINANCIAL BID

(Part-II)

NOTE - Read the instructions/terms & conditions carefully before filling the form.

1. Particulars of Tender:

- i) Name of the Firm
- ii) Year of establishment
- iii) Type of firm (Proprietary/Private/Public/Govt.)
- iv) Office Address with Tel. No. :
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.....
- v) Names(s) of the Proprietor/Partner(s) ;
- vi) Details of premises : Owned /Rented :

5. Rate Schedule

Sl.No.	Job/ Description	Price (Rs.) per Computer Node for a day
1.	Skill Test with manpower (maximum 5 persons) for online data entry	
2.	Skill Test without manpower for online data entry	
3.	Steno. Skill Test with two dictation rooms & manpower (maximum 5 persons) for online data entry	
4.	Steno. Skill Test with two dictation rooms without manpower for online data entry	

The terms and conditions appended with the tender form are acceptable to me/us. i/we submit my/our rates exclusive of taxes as applicable.

SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL & COMPLETE ADDRESS

TEL.NO.: _____ MOBILE NO. : _____
FAX No. : _____ PAN NO. : _____
DATE : ____/____/2017

