

No. D-29012/3/2014- (Admn)  
Government of India  
Staff Selection Commission  
Northern region  
Department of Personnel & Training

5<sup>th</sup> Floor, Block No. 12, CGO Complex  
Lodhi Road, New Delhi, the 05<sup>th</sup> April' 2016

**NOTICE INVITING TENDER**

Subject :- Quotation Tender for Re-designing, uploading of information with interactive queries, data base, downloading of information and maintenance of web-site.

Sealed quotation is invited from eligible firms for designing, uploading of information with interactive queries, data base, downloading of information and maintenance of web-site. The scope of work, eligibility conditions and terms & conditions of the contract are enclosed at Annexure. The notice inviting tender and the tender document are also available on website [www.sscnr.net.in](http://www.sscnr.net.in) and [www.tender.gov.in](http://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 bid, failing which the tender will be summarily rejected.

- |   |  |
|---|--|
| 1. Tender No.                               | : No. 02/SSC(NR)/2016                          |
| 2. Closing date & Time of submission of Bid | : At 1300 hrs. on 27.04.2016                   |
| 3. Due date & Time of opening bid           | : At 1500 hrs. on 27.04.2016<br>(Room No. 507) |

Encl. as above.

(Manoj Manu)  
Under Secretary (Admn)

**TENDER INVITING QUOTATION FOR ANNUAL MAINTENANCE OF THE WEB-SITE OF  
STAFF SELECTION COMMISSION, NORTHERN REGION, NEW DELHI.**

No. D-29012/3/2014 – Admn  
Government of India  
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Block No.12, CGO Complex  
Lodhi Road, New Delhi, the 05<sup>th</sup> April, 2016

**TENDER NOTICE NO. 02/SSC(NR)/2016**

Sealed Tenders are invited for Re-designing and Annual Maintenance of the web-site of Staff Selection Commission, Northern Region, New Delhi, SSC (NR) is interfacing with candidates for various examinations conducted by SSC and lot of on-line correspondence are made with candidates in respect of issue of Admit Card, rejection of application, show cause notices, rejection of candidature, venue and place of holding skill test, physical endurance test (PET), Medical test and interviews. The web-site also hosts instructions, results and report along with link to other regional networks of SSC.

**1. Description of the website :-**

- I. The website of Staff Selection commission, Northern Region is [www.sscnr.net.in](http://www.sscnr.net.in). the present website contains the static information as per Home Portal.
- II. Apart from the above static information, the Website provides several web based services to the candidates of various examinations conducted by the Commission. These services are :
  - i. Informing the roll Number of a candidate of any examination on the basis of name, date of birth and registration of the candidate entered by him/her.
  - ii. Facility of downloading admission certificates for various examinations and call letters to skill tests/interviews/PET-MEDICAL
  - iii. Facility of downloading interview call letters.
  - iv. Publication of Nomination status of individual candidates (Exam-wise) qualified in written examination/interview/skill tests.
  - v. Publication of Roll Number wise and venue wise schedule of interview, skill tests etc. conducted by the Northern Regional office of the Commission.
  - vi. Hosting of the official email address of the Northern regional office of the Commission
  - vii. Publication of various important notices/orders etc. as and when required.

## 2. Scope of Work

- (A) Re-designing the web-site and uploading of Hindi Version
  - i) Redesigning the web page with appropriate font and display
  - ii) Uploading of Hindi version
- (B) Annual Maintenance of the Web-site
  - i) Maintaining the static pages of the website and updating the pages whenever asked for by the authorized official of the SSC (NR).
  - ii) Uploading of the dynamic pages related to the web based services mentioned in Section '1' of this notice.
  - iii) The dynamic pages related to Roll number information and facility of downloadable admission certificate is based on databases which may contain up to more than Ten lakh records. Dedicated server for hosting such databases has to be provided for about two weeks before each examination. The database and the website itself should be hosted on servers capable of handling a large number of requests at a given time.
  - iv) Adequate measures to block spans and other malwares have to be taken.
  - v) Periodic maintenance.
  - vi) Splash designing (unlimited numbers)
  - vii) Website backup
  - viii) Trouble shooting ( unlimited numbers)
  - ix) Performance optimization (always on)
  - x) Change of colour scheme (unlimited numbers)
  - xi) Testing before examinations (unlimited numbers)
  - xii) Include unlimited number of examinations, unlimited updates and news flash items.
  - xiii) Maintenance of E-mail facility.
  - xiv) Embedded security feature along with provision of updated antivirus software.
  - xv) Performance of Website.

## 3. Eligibility conditions

- i) The bidder should be located and have their **base in New Delhi.**
- ii) **The bidder should have minimum experience of two years with designing organization/ academic institutions.**
- iii) **The bidder should not be in the list of blacklisted / debarred / depeneled by any Government organization during last five years.**
- iv) **Computer Agency should be registered with Directorate of Service taxes.**
- v) **Only such bidders will be considered for allotment of work that are having in their possession adequate infrastructure i.e own hardware, experienced and qualified manpower, and development of software and experience of uploading huge volume of data in the relevant field.**

#### **4. 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 & deposit of Rs. 1,00,000/- (Rupees One 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 separately for the jobs.**
- iii) The contract holder should be able to provide maintenance service on 24x7 basis.**
- 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 ,and can modify the contents of the website. Such authorized officials will be responsible for guarding the secrecy of the various passwords required for accessing and modifying the pages of the website.**
- v) Instruction for updating of the WebPages along with the content to be uploaded will be issued by e-mail from the e-mail address of the office to the firm's e-mail address.**
- vi) Application database /images will be the property of the Organization. Soft copy will be supplied by the office to the bidder for uploading data as and when required.**
- vii) The firm shall be required to maintain the backup of result and image files for at least one year from the date of handing over the data.**
- viii) Adequate security measures will be taken by the contract holder to foil any attempt of hacking or of modification of the content and design of the web-site by any means. Provision of generating control statistic for the databases to be hosted on the website will be made and exception report ,if any, will be sent to the Regional Directors'(NR) immediately. Unauthorized modification of the web-pages, if any, shall be forthwith reverted.**
- ix) Apart from maintaining Secrecy, Accuracy and efficiency are the major requirements of the task and therefore successful agency shall have to maintain secrecy and provide 100% accuracy in Data /reports to be supplied as per scope of work. It shall be the responsibility of the firm to keep the data/report strictly confidential and the firm through any of its representative/worker shall in no case, pass it on, or transfer it to any other firm whatsoever, to any third party. Failure to comply with this condition shall make the party liable to legal action and other damages as may be fixed by the Regional Director.**
- x) Issues regarding web server and domain name registration will be addressed by the contract holder, keeping the best interest of the office of SSC(NR) in view.**
- xi) It shall be the Endeavour of the contract holder to provide uninterrupted service of the website.**

- xii) The Regional Director shall have the authority to allot the work in the manner he deems proper.
  - xiii) The Regional Director reserves the right to accept or reject any or all the tenders without assigning any reasons and allot the work.
  - xiv) 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.
  - xv) In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the competent authority or/and refuses to do the allotted work or delays the work unnecessarily, the Earnest Money will stand forfeited and the firm will be black listed. The decision of the Regional Director will be final and binding on the tenderer.
  - xvi) The payment to the tune of 70% payment shall be made within 15 days on submission of bill and balance 30% payment shall be released within three months after submission of bill for the job specified as 'A' above in scope of work being one time job.
  - xvii) The Regional Director shall have the authority to impose penalty to the tune of at least Rs 1000/- per day or more, taking into consideration the delay and loss caused in the completion of work.
  - xviii) Annual maintenance payment will be made on half yearly basis, on the satisfactory report given by the respective Under Secretaries.
  - xix) Complain regarding server should not come from the visitors on website.
  - xx) Commission shall have the authority to impose penalty to the tune of atleast Rs. 1000/- per hour or more, taking into consideration the server down.
  - xxi) The scheduled down time of server should not be during any working day or in day time.
5. 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.
6. The proposal may be placed in sealed envelope clearly superscripted proposal for Re-designing and Maintenance of the web-site of SSC (NR) and submitted to Shri Manoj Manu, Under Secretary, Staff Selection Commission (Northern Region), Room No. 507 , Block No. 12, CGO Complex , Lodi Road, New Delhi.

(Manoj Manu)  
UNDER SECRETARY

## TENDER FORM

**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 Details: ( Type and total no. of Systems with their make and detailed configuration available for the proposed work)

Sl.No.	Configuration of systems	Make/Year	Capacity (Server space & bandwidth)

**5. Rate Schedule**

<b>Sl.No.</b>	<b>Job/ Description</b>	<b>Unit Price (Rs.)</b>
<b>1.</b>	re-designing the website contains the static information as per Home Portal; and uploading of Hindi versions	
<b>2</b>	generation, programming & uploading of result data by automated tools for optimize the load on database server (only in case the total number of candidates appeared in an examination are more than three Lakhs for regions together) (opted)	
<b>3.</b>	Uploading & Updating of database as per requirement on server including conversion of exiting data from <u>MS Access or Foxpro or SQL into MS SQL SERVER/MY SQL server for various examinations.</u>	
<b>4.</b>	Uploading of Text file as pdf/html on the website.	
<b>5.</b>	Annual Maintenance of website to keep the website up including modifications of text data in static pages without changing its layout after expiry of Warranty period of 12 months.	
<b>6.</b>	Per month cost of Indian Based dedicated server to host SSC(NR) website to handle 342202 concurrent Hits.	

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 : \_\_\_\_/\_\_\_\_/2016

PLACE:

ENCL. :

1. Copies of work orders showing adequate experience.
2. Copy of declaration of not having blacklisted /debarred/etc.