

No. D-25018/2/2013 - (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 03 Nov, 2015

TENDER NO. 13/SSC(NR)/2015

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

Sealed quotation is invited from eligible firms 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. 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 website 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.

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|--|--|
| 1. Tender No. | : No. 13/SSC(NR)/2015 |
| 2. Closing date & Time of submission of Bid | : At 1300 hrs. on 20.11.2015 |
| 3. Due date & Time of opening bid | : At 1500 hrs. on 20.11.2015 (Room No. 516) |

Encl. as above.

(S C Kashyap)
Under Secretary (Admn)

Annexure

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

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Government of India
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Block No.12, CGO Complex
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TENDER NOTICE NO. 13/SSC(NR)/2015

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. 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. 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.

3. The number of candidates to be examined through these Skill Tests varies from 20,000-25,000 per annum.

4. 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 end support-technical & manual staff to help during Skill Tests examination.

5. **Specific details of requirement of facilities/infrastructures for conduct of Skill Tests:-**

- (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**

6. 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 in the related field of providing infrastructure/facility for conduct of Skill Tests on Computers to reputed institutions/organizations.
- iii) The bidder should not be in the list of blacklisted/debarred/ depaneled by any Government organization during last five years.
- iv) The 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 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. 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 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 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.
- xii) 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.

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.1,00,000/- (One 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.C.KASHYAP, Under Secretary, Staff Selection Commission (Northern Region), Room No. 516 , Block No. 12, CGO Complex , Lodi Road, New Delhi.

(S. C. KASHYAP)
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)

| | organisation | work handled | | |
|--|--------------|--------------|--|--|
| | | | | |
| | | | | |
| | | | | |

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:

| | | |
|--|---|--|
| | location in the range of 500 meter or less of s Stop/Metro Station | |
| | eparate Entry & Exit possible for candidates | |
| | adequate security arrangements available for the candidates | |
| | acility of canteen, drinking water & sanitation | |

| | | |
|--|---|--|
| | sufficient rooms available for waiting (300-400 documents, supervisors etc | |
| | two sound proof dictation rooms available for of 50 candidates each | |
| | Computer Labs | |
| | of computer nodes in each lab | |
| | each lab equipped with atleast 2GB RAM LAN Printers & Server with atleast 4GB RAM connectivity alongwith sufficient backups for | |
| | xperienced manual & technical manpower for smooth conduct of Skill Tests | |
| | power back up available | |

5. Rate Schedule

| | Job/ Description | per Computer Node for a day |
|--|---|------------------------------------|
| | with manpower (maximum 5 or online data entry | |
| | without manpower for online | |
| | l Test with two dictation rooms wer (maximum 5 persons) for a entry | |
| | l Test with two dictation rooms 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 : ____/____/2015

PLACE:

ENCL. :

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