

HARYANA STAFF SELECTION COMMISSION

BAYS NO. 67-70, SECTOR-2, PANCHKULA

(Phone No. 0172-2586501, website: www.hssc.gov.in)

Short Term Tender Notice

Sealed tenders are invited from the reputed, registered and license holder corporations/companies/firms/agencies for providing the services of scrutiny of documents/Entry into the online document scrutiny system, Aadhar Based Biometric authentication, scanning of documents and MIS report of all the authenticated candidates for the Haryana Staff Selection Commission. The process to be followed is as under:-

1. First the candidate goes to Token Vending Machine for getting token.
2. The token numbers alongwith the counter number are displayed on the LED screen.
3. The candidate proceeds to the allocated counter as per display for scrutiny of documents.
4. Aadhar based Biometric authentication is done. → (if successful, proceed next step)
5. The documents are checked and entered into the online document scrutiny system.
6. The online scrutiny Form is printed and signed by the candidate at the spot.
7. The documents set of each candidate get scanned and saved against his/her record.
8. Final MIS report of all the authenticated candidates is generated and provided to HSSC.

The agency/firm shall quote the rates of above services as per candidates called for the scrutiny and candidates appeared for scrutiny separately. The agency shall submit the bids in two forms i.e. Technical Bid and Financial bid. After the live technical presentation is provided by the agency concerned, financial bid will be opened.

The agency/firm should submit their rates along with EMD of Rs. 50,000/- (Rupees fifty thousand only) through Demand Draft. The firm whose tender is accepted shall also be required to deposit a security amount of Rs. 1,00,000/- (Rupees one Lakh only) in favour of Secretary, Haryana Staff Selection Commission, Panchkula in the form of bank guarantee which may be forfeited by Commission in the event of not carrying the work as per term & conditions of agreement. The Commission reserves the right to reject/cancel/withdraw the tender without giving any reason at any time.

The tender must reach in the office of the undersigned upto 05.10.2018 by 12.00 noon. No bid will be entertained after 12.00 Noon on 05.10.2018. The tender will be opened at 02.30 PM on the same day. Other technical details of the agency are available on Commission's website i.e. www.hssc.gov.in

Place ; Panchkula
Dated : 19-09-2018

Sd/-
Secretary,
Haryana Staff Selection Commission,
Panchkula

HARYANA STAFF SELECTION COMMISSION, PANCKULA

Technical Details for providing the services of scrutiny of documents/Entry into the online document scrutiny system, Aadhar Based Biometric authentication, scanning the documents and MIS report of all the authenticated candidates for the Haryana Staff Selection Commission.

The bids shall be submitted in two separate envelopes:

No- 1. Technical Bid :

- (i) The bidders shall submit the required eligibility & technical documents in the Technical Bid.
- (ii) Duration of experience for providing such services should be atleast two years preceding 2018-19. A copy of services provided to any Govt./Semi Govt. (if any), be enclosed.
- (iii) Turn over of the bidder should be above 10 lakhs.

No. 2: Financial Bid

The bidders shall quote the prices in financial bid as per candidates called for the scrutiny and candidates appeared for scrutiny separately.

Technical Details of the agency/firms will be as under :

| | | |
|------|---|---|
| i. | <ul style="list-style-type: none">• Name and address of the Agency/firm• Name of Owner• Mobile no.• Address• Email ID | |
| ii. | <ul style="list-style-type: none">• Contact Person Name with Designation• Mobile No.• Email ID. | |
| iii. | <ul style="list-style-type: none">• Month and year of establishment | |
| iv. | <ul style="list-style-type: none">• Type of Firm/Agency/Organization (Proprietary/Private/Public/Govt.) | |

| | | |
|-------|--|---|
| v. | <ul style="list-style-type: none"> • Copy of Registration, if applicable | |
| vi. | <ul style="list-style-type: none"> • Total Annual Financial Turnover: (Attach photocopy of Audited Balance Sheet & Profit & loss Account for last three financial years) | |
| vii. | Income Tax no. <ul style="list-style-type: none"> • Pan No. • Tin No. • GST No. • Service tax Registration No. • Attach photocopies of income Tax clearance certificate | |
| viii. | <ul style="list-style-type: none"> • Quality Certification No./License if any Detail of Issuing Authority Validity of Certificate | |
| ix. | <ul style="list-style-type: none"> • Activities of the Organization | |
| x. | <ul style="list-style-type: none"> • Since when engaged in providing services in concerned field. (also attached the related documents). | |
| xi. | Company/Agency Details <ul style="list-style-type: none"> • Bank Name & Address • IFSC • Account No. • Mobile no. | |

I/we declare and affirm the information given by me/us in the Technical Bid is true to the best of my/our knowledge and belief and that if any wrong information is contained in Technical Bid my/our Technical bid may be cancelled at any stage. I/We also undertake to complete the job exactly as laid down in the technical bid term and condition of the Commission.

Signature of the Tenderer

(Name in block letter)

With seal