

बि०क०च०आ०-प्र०-०२/लेखा-५४/२०१८

बिहार कर्मचारी चयन आयोग,
पो०-मेटनरी कॉलेज, पटना-१४

आवश्यक सूचना

पत्रांक-.....२६२२/३७.....

दिनांक-.....२७.११.२०२०.....

आयोग द्वारा आयोजित की जाने वाली परीक्षाओं के लिए SOFTWARE तैयार करने से सम्बंधित निविदा आमंत्रण सूचना।

आयोग द्वारा आयोजित की जाने वाली परीक्षाओं के लिए Software तैयार करने से संबंधित निविदा आमंत्रित किया जाना है। निविदा आमंत्रण से संबंधित विस्तृत जानकारी आयोग के वेबसाईट-www.bssc.bih.nic.in पर उपलब्ध है। इच्छुक व्यक्ति/फर्म निविदा सूचना का अवलोकन कर आवश्यक कागजातों के साथ भरा गया निविदा आवेदन पत्र सचिव, बिहार कर्मचारी चयन आयोग, पटना को सील बन्द लिफाफा में निबंधित डाक/स्पीड पोस्ट के माध्यम से या आयोग कार्यालय के पूछ-ताछ काउंटर पर दिनांक-01.12.2020 से 15.12.2020 के अपराह्न 03:00 बजे तक प्राप्त किये जायेंगे। उक्त निर्धारित तिथि एवं समय के बाद प्राप्त आवेदन पर विचार नहीं किया जायेगा। निर्धारित तिथि तक प्राप्त निविदा आवेदन को दिनांक-16.12.2020 को अपराह्न 3:00 बजे अद्योहस्ताक्षरी के कार्यालय प्रकोष्ठ में खोला जायेगा, जिसमें निविदा कर्ता भाग ले सकते हैं।



सचिव,

बिहार कर्मचारी चयन आयोग, पटना।

BIHAR STAFF SELECTION COMMISSION

VETERINARY COLLEGE CAMPUS, PATNA

P.O. B.V. COLLEGE, PATNA, BIHAR

Website: <http://bssc.bih.nic.in>

e-Mail: secybssc@gmail.com

DETAIL NOTICE INVITING TENDER

1. About BSSC

Bihar Staff Selection Commission herein-after referred as Commission or BSSC has been constituted under the Bihar Staff Selection Commission Act, 2002. The Commission after receiving requisitions from appointing authorities conducts examinations every year for appointment to various non-gazetted posts in different departments of the Govt. of Bihar.

Sealed Tenders (Two Bid Packets) in two parts, i.e., Part I - Technical Bid and Part II - Financial Bid are invited by the Secretary, Bihar Staff Selection Commission, Patna from eligible Bidders who have adequate experience and credentials in the concerned fields of work, for all the items mentioned below for entering into a contract to meet the requirements as specified in this tender document for a period of one year, extendable for another one year on satisfactory performance, from the date of award of work:-

Item	Scope of Work
A.	<p>PRE-TEST ACTIVITIES:</p> <p>1. <u>CREATION & INTEGRATION OF RECRUITMENT WEBSITE:</u></p> <p>This activity will involve followings:-</p> <ol style="list-style-type: none">1) Creation of Online Portal for recruitment drive.2) The Portal Will Provide Facility for online application filling, admit card view and download, result publication, inviting objection from candidates, view and download scorecard and OMR by candidate login, for preliminary and main exam.3) Commission will provide centre list, database for admit card, seating arrangement along with date- time then Agency will proper roll sheet, office copy of admit card and attendance sheet centre wise.4) Portal will include information about commission, rules and regulations for recruitment drive-as provided by BSSC.5) Agency will create, host and maintain the website for duration of recruitment drive. This will also include hiring of server space and related hardware and network components in reliable data centre within India.6) Have to make any other software as required by the BSSC.

2. APPLICATION PROCESSING (ONLINE & OFFLINE)

Following are the activities which will be covered under the scope of application processing:

- 1) Candidate Registration
- 2) Fee Payment through multiple modes and reconciliation: Agency will provide software interface for online fee payment (At least three online payment services) as well as offline fee payment through bank challan number entered in the system.
- 3) Application Form Filling & Processing:
- 4) Candidate should be able to edit their info before final submit.
- 5) Preview should be available before final submit.
- 6) Signature specimen, photograph and relevant document uploading.
- 7) Preview of application.
- 8) (SRS) Software requirement specification will be provided in detail for software development by BSSC.

3. SMS/ E-MAIL SUPPORT

- The agency should provide e-mail and SMS based support

4. SECURITY/RECOVERY

- 1) SSL certificate for website.
- 2) The application should be security audited for penetration testing by CertIn certified agency.
- 3) The website should run in secure mode through the use of SSL/TLS.
- 4) Application hosting to be done on Tier-IV data centre on dedicated servers owned by the bidder.
- 5) Maintaining Disaster recovery site and scheduled data backups to ensure, no data loss and maximum up time of the site.

5. SERVER CONFIGURATION

- Server configuration should have at least-
 - 1) RAM- 128 G.B
 - 2) Core- 64
 - 3) Storage Space- 02 TB
 - 4) Bandwidth- 10Mbps
 - 5) Front end- Python/.Net
 - 6) Backend- Oracle/Sql
 - 7) Operating System- Linux (latest Version)

Note: -

- Only person authorized by commission will have database access.
- Dedicated technical hand should be provided by Agency for technical solution and maintenance of portal and server.

Bidder may download the tender documents from Commission's website <http://bssc.bih.nic.in>. The Bidders, who submit their Tender on documents downloaded from Commission's website <http://bssc.bih.nic.in> will have to submit a Demand Draft of 50,000/- (Rupees Fifty Thousand) Only in favour of the "Secretary, Bihar Staff Selection Commission, Patna " payable at " Patna " towards the cost of tender documents, failing which the Tender will be summarily rejected.

Bidders may submit their bids in prescribed manner as mentioned in this Notice inviting Tender for all of the above noted items on all working days before the closing date and time to the Office of the Bihar Staff Selection Commission, at the following address through Registered/Speed Post only. Bidders may submit their bids from 01.12.2020 to 15.12.2020 on all Working Days during office hours. The bid will be opened at 3:00 pm on 16.12.2020.

2. DATABASE AND CONFIDENTIALITY:

- 2.1 Confidential Information of the Party disclosing such Information. Receiving Party Further agrees and acknowledges that the Confidential Information belongs to and is the sole property of the Disclosing party and Receiving Party shall not disclose or cause to be disclosed (Whether directly or indirectly or inadvertently) and Confidential Information to any person)except to its employees and to the extent such disclosure is necessary in the course of performance of Services/Supplies under this Agreement). Receiving party acknowledges that any disclosure or dissemination of such Confidential Information to any Person will cause Disclosing party prejudice and harm.
- 2.2 Receiving party shall forthwith return all confidential information to Disclosing party upon the termination or expiration of this Agreement and shall destroy any such confidential information as may be contained in its records or books or systems.
- 2.3 Parties Confirm and agree that it will procure, each of such employees, consultants or other persons engaged by them relation to or pursuant to this Agreement in providing the Services/Supplies, to execute appropriate documents securing confidentially of such Confidential information.

2A. TERM:

- 2A.1 This Agreement shall be valid for a period of one Year (12 Moths) from the Effective date and shall remain in force unless it is terminated in accordance with the provisions of this agreement. On expiry of the Agreement shall be renewed with mutual consent for further periods of 1 Year (12 Months)unless terminated by either party in accordance with the terms of this Agreement. Fees shall stand increased by 10% at the anniversary of the Agreement.
- 2A.2 Not with standing any term & Condition contained in this agreement BSSC may terminate this Agreement forthwith, if any of the following events occur at any time after the date here of with 30 days notice to Agency:

- 2A.2.1 If there is a material breach by Agency of covenant, Condition or obligation contained in this Agreement and such breach is incapable of being remedied, or in case of a breach is capable of remedy, remains un-remedied for a period of 30 days from the date of service of written notice by BSSC to Agency:
- 2A.2.2 If Agency compounds with its creditors or a receiver is appointed for any part of the business or assets of Agency;
- 2A.2.3 If Agency files any petition for winding up or it Agency is insolvent:
- 2A.3 The termination of this Agreement shall not affect (i) any of the rights to which a party is entitled, and (ii) any of the obligations/liabilities to which a party may be subject, that has accrued prior to such termination.
- 2A.4 In Addition to the other rights of BSSC as provided in this Agreement, upon the termination of this Agreement, Agency shall, forthwith:
 - 2A.4.1 Cease to represent that it is in any manner connected to BSSC;
 - 2A.4.2 Return to BSSC any authorization or other letter or document issued to Agency to identify itself as BSSC immediately after all the dues to Agency is settled;
- 2A.5 Upon termination of this Agreement party shall
 - 2A.5.1 Cease to use the Confidential Information including, without limitation, any document, products literature, stationery or other material received from or belonging to other party;
 - 2A.5.2 Deliver/return to other party all confidential information, operations manual, software, data of other materials received from or belonging to other party;

3. INTELLECTUAL PROPERTY RIGHTS:

- 3.1 Either party shall not use the trademark(s), trade name(s), or other designations or other intellectual property of other party, its Associated Companies in any way without prior written consent of the other party.
- 3.2 All intellectual Property Rights in the confidential Information belongs to the party sharing such information and in any documents. Materials developed in the course of rendering the Services/Supplies will be owned by Agency.
- 3.3 Intellectual Property Rights with respect to the software used by Agency for rendering the Services under the Agreement rests with Agency and shall under no circumstance be the property of BSSC unless specifically agreed in writing by the parties.
- 3.4 Intellectual property Rights with respect to the software provided by BSSC for rendering the services under this Agreement rests with BSSC and shall under no circumstance be the property of Agency unless specifically agreed in writing by the parties.

3.5 Intellectual Property Rights with respect to the software developed by Agency shall be the property of Agency.

4. PUBLICITY

Either party shall not make any public disclosures or announcement of the terms of this Agreement, including press releases or other communicationsto the public, without the prior written consent of the other party.

5. SUBCONTRACTING

5.1 Agency remains fully responsible for the fulfillment of its obligations towards BSSC.

Agency warrants that the subcontractors will be complaint with Service Agreement.

6. ARBITRATION :

All disputes or differences if any, arising between the Parties under or in connection with this Agreement shall be settled amicably. Issues not settled between the parties within 30 days shall be referred to arbitration which shall be conducted in accordance with the provisions of existing laws. The seat of arbitration shall be Patna.

7. JURISDICTION:

All disputes or differences, if any, arising between the parties under or in connection with this Agreement shall be subject to the jurisdiction of competent Courts/Forum at Patna.

8. MISCELLANEOUS:

8.1 Independent parties

The parties to this Agreement are independent parties. Nothing in this Agreement shall be deemed to constitute a partnership between the Parties or constitute a relationship of, employer and employee or agency, between BSSC and Agency or between BSSC and any persons employed by Agency.

8.2 Correctness and Genuineness :

Agency will take all the reasonable endeavours and necessary steps for ensuring the maintenance of correctness and genuineness of all information/ data being the subject matter of this agreement.

8.3 Notice :

All notices, demands or other communications required to be given or made here under by either party shall be in English language, in writing and (i) delivered personally, (ii) sent by prepaid registered post, (iii) sent through courier, (iv) sent through facsimile transmission addressed to the other party at its address or number given below or to such address or number as that party may from time to time notify to the other party.

To BSSC :

Bihar Staff

Bihar Staff Selection Commission

Bihar Staff Selection Commission, P.O. Vaterniary College, Patna

Attention :

To Agency :

.....

8.4 Costs and Expenses :

All costs and expenses (including stamp duty) for preparation and execution of this Agreement shall be borne equally by both the parties. Unless otherwise expressly provided in this Agreement, each Party shall bear and pay their costs and expenses for performance of their respective obligations hereunder.

8.5 Severability :

The illegality, invalidity or unenforceability of any provision of this Agreement under the law of any jurisdiction to which any Party is subject shall not affect the legality, Validity or enforceability of the provisions hereof.

8.6 Waiver:

No failure or either Party to exercise, and no delay by it in exercising, any right, power or remedy in connection with this Agreement (each a "Right") will operate as a waiver thereof, nor will any single or partial exercise of any Right preclude any other or further exercise of such Right or the exercise of any other Right, Any express waiver of any breach of this Agreement shall not be deemed to be a waiver of any subsequent breach.

8.7 Assignment:

Neither Party shall be entitled to assign this agreement or any of its rights and obligations under this Agreement to any other person.

8.8 Entire Agreement/Amendment:

This Agreement incorporates the entire Agreement between the parties hereto and no amendment, alteration, cancellation or variation thereof shall be of any force or effect unless it is writing via exchange of letter and signed by both the parties hereto.

8.9 Further Acts:

Each Party undertakes to execute, do and take all such steps as may be in their respective power to execute, do and take or procure to be executed, taken or done and to execute all such further documents, agreements and deeds and do all further acts, deeds, matters and things as may be required to give effect to the provisions of this Agreement.

8.10 Gender Number:

The use of the masculine gender shall include the feminine gender and vice-versa. The use of the singular number shall include the plural number and vice-versa.

8.11 Schedules:

The delivery schedule, scope of work (Annexure-1) and rates (Annexure-2) to this agreement shall form an integral part of this agreement.

8.12 Headings:

Clause headings used herein are only for ease of reference and shall not affect the interpretation or meaning of any provisions of this Agreement.

8.13 Counterparts:

This Agreement shall be executed in two counterparts, one to be retained by each Party, each of which shall constitute original but both of which when taken together shall constitute and evidence one and the same transaction.

9. FEE AND CHARGES :

9.1 In consideration of the Services/ Supplies to be rendered by Agency) BSSC agrees to pay to Agency, the Fees as per Annexure 2, after deduction taxes at source as per provisions of the Income Tax Act 1961. or such other law for the time being in force. Such payments shall be made by BSSC to Agency within 45 days from receipt of the invoice from Agency. Delayed penalty of 10% per annum or part thereof shall be applicable from the date of receipt of invoice for any delay in payment of invoices.

Franking, Mass courier or Speed post charges shall be paid in advance by BSSC, based on the expected on time, for Agency to carry out dispatches. Agency/shall not be responsible for delays caused by the agency providing such services or delays on account of non-payment of advance, if this work is entrusted to Agency.

9.2 Unless otherwise expressly provided in Annexure 2, any reimbursement of Charges will be made by BSSC upon approval by the designated person of BSSC. Further all photocopy of bills, payment receipts and other supporting documents for charges incurred by Agency shall be submitted to BSSC along with the relevant claim.

10. Penalty Clause :

1. In case of accuracy less than prescribed, the deduction will be made as under for the mistake either in data or mismatch of photograph or any other type of errors.

Percentage of Errors	Deduction in overall payment
i) 10% or more	100% i.e. no payment
ii) 4% to less than 10 %	50%
iii) 2% to less than 3%	5%
iv) Less than 2%	5%
2. In case of delay	Rs. 2,000/- per day

TECHNICAL BID

ANNEXUE-I

NOTE TO BE SEALED SEPARATELY

1. ABOUT THE FIRM :

- (a) Year of establishment :
- (b) Type of firm/organitaion :
- (c) Total turnover during :
- (i.e. last three years)
- (d) PAN :
- (e) Activities of the organization :
- (f) Since When engaged in Such work :
- (i) Past experience in handing data processing jobs with the name of the organization (s), nature of jobs, Volume of works and since when.

NOTE : Attach performance Certificate from the organization to whom you have rendered services.

Please indicate telephone number and name of contact person for whom you have handled Examination processing and scanning work.

2. PROFESSIONAL SUPPORT AVAILABLE :

(a) Manpower :-

In terms of manpower with number of persons available on regular roll and their experience in data processing and in particular examination processing.

- 1) No. Of System analysis with their qualifications and experience.
.....
- 2) No of programmers with their qualifications and experience.
.....
- 3) No of Operators in input preparation.
.....
- 4) No of operators in production.
.....
- 5) No of persons for checking of data.
.....

(b) In house arrangement for preparation of input data through (Image Scanner).

- (1) No of image scanner available
- (2) Dpi
- (3) Speed
- (4) Make and specifications

5) Software being used for conversion of data

(Please attach complete details)

6) No. of Licensed software.

7)Where scanner has provision for printing of number during scanning.....

(C) In house hardware for processing:-

1) Computer system and its configuration

2) No of terminals

3) (a) Details of cartridge tape drives

(b) Details of CD writers

7) On line disk storage capacity

(D) Details of printers available:-

1) Line Printers / Line Matrix : no ----- make -----

Speed -----.

2) Laser : ----- make -----

: Speed -----.

: Size -----.

(d) Platform on which system will be developed with details

(Please attach complete details)

3. DETAILS OF BACK-UP FACILITIES AVAILABLE:

In the event any emergency / break down in:

(i) Input preparation machines

(ii) Computer system and scanner

(iii) Printers – Laser and Line Matrix printer

(iv) Power

(v) Software personnel

Authorized Signatory

(With full name, designation and stamp)

FINANCIAL INFORMATION

Financial Analysis: Details to be furnished duly supported by figures in balance sheet/ profit & Loss Account for the last 3 (three) year and certified by the Chartered Accountant, as submitted by the bidder to the Income-Tax Department (copies to be attached).

FINANCIAL YEARS				
S. No.	Details	(1) 2017-18	(2) 2018-19	(3) 2019-20
i)	Gross annual turnover similar works.			
ii)	Profit /Loss			
iii)	Financial Position: Cash Current Assets Current Liabilities Working Capital (b-c) Current Ratio: Current Assets/Current Liabilities (b/c)			

- ii. Up to date Income Tax Clearance Certificate.
 - iii. Certificate of financial soundness from Bankers of Bidder.
 - iv. Financial arrangements for carrying out the proposed work.
- Note: Attach additional sheets, if necessary.

(Signature of Bidder)

DETAILS OF SIMILAR WORKS EXECUTED

S. N	NameOf work/project & Location	Owner of sponsoring organization	Cost of work (in lakhs/crores)	Date of commence mcnt as per contract	Stipulated date of completion	Actual date of completion	Litigation/ Arbitration pending in progress with details	Name Designation and Address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

(Signature of Bidder)

WORKS/ PROJECT UNDER EXECUTION OR AWAREDE

S. N	NameOf work/project & Location	Owner of sponsoring organization	Cost of work (in lakhs/crores)	Date of commence mcnt as per contract	Stipulated date of completion	Upto date percentage progress of work	Slow progress if any, and reasons there of	Name Designation and Address/ telephone number of officer to whom reference may be made	Remarks
	2	3	4	5	6	7	8	9	10

(Signature of Bidder)

PERFORMANCE REPORT OF WORKS REFERRED IN ANNEXURE II & III

(Furnish this information for each individual work form the employer for whom the work was executed)

1. Name of Work/Project
And Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of Start
6. Date of Completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, or any others damages, if any
8. Performance reports /assessment by clients (Supported by documentary evidence, if any)
 - (a) Quality of work Excellent/
 Very Good/
 Good /Fair
 - (b) Resourcefulness Excellent/
 Very Good/
 Good /Fair

Date :

(Seal of Organization)

STRUCTURE OF THE ORGANIZATION

1. Name and address of bidder :
2. Telephone No. /Fax No./Email address :
3. Legal status (Attach copies of original document defining the legal status).
 - a) An individual / Consortium:
 - b) A Proprietary/ Partnership agency :
 - c) A Trust :
 - d) A Limited Company or Corporation :
4. Particular of Registration with various Government bodies & statutory Tax Authorities (attach attested photocopy)
 1. Registration Number :
 2. Organization/Place of registration :
 3. Date of Validity :
5. Names and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completion the work.
7. Have you or your constituent partner (s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.
8. Have you or your constituent partner(s) been debarred/ black listed for tendering in any organization at any time? If so, give details.
9. Area of specialization and interest
10. Any other information considered necessary but not included above.

DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

S N	Designation	Total number of employees in that category	Number available for this work	Name	Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

(Signature of Bidders)

UNCONDITIONAL ACCEPTANCE LETTER

To

Secretary, BSSC

Sir,

ACCEPTANCE OF BSSC TENDER CONDITIONS

1. The tender document for the works "-----
-----"

Academy and I /We hereby certify that I / We have inspected the site and read the entire terms, and conditions of the tender document made available to me/ us in the office of Director. Which shall form part of the contract agreement and I / We shall abide by the conditions / clauses contained therein.

2. I/We hereby unconditionally accepts the tender conditions of BSSC tender documents in its entirety for the above work.
3. The contents of all clauses / conditions of Notice Inviting Tender of the Tender Documents have been noted wherein its clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional life or put any remarks(s)/conditions(s) (except unconditional rebate on quoted rates if any) in/ along with the tender document and the same has been followed in the present case. In case, this provisions of the tender if found violated after opening of tender, I/ We agree that the tender shall be rejected and BSSC shall without prejudice to any other right or remedy be at liberty to forfeit the **entire amount of earnest money.**
4. **That, I/We declare that I/We have not paid and will not pay any bribe to any officer for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of BSSC asks for bribe/ gratification, I will immediately report it to the appropriate Authority.**

Signature

Authorized Signatory of the contractor/ firm

Place :

Date:

DECLARATION

(to be provided on letterhead of the firm in **Envelope-I**)

I () hereby declare that the documents submitted/ enclosed are true and correct. In case any document at any stage found fake/incorrect, my EMD may be forfeited & action as deemed fit by BSSC can be taken against me.

I () hereby also undertake to comply with all conditions and guidelines specified in the bidding document.

I () hereby certify that our firm has not been ever blacklisted by any central/state government/public undertaking/institute on any account.

The above information is true and correct in all respect and in any case at a later date, it is found that any details are incorrect, contract given to the above firm may be summarily terminated and actions as deemed fit initiated against me.

Place :

Date :

Signature

Authorized Signatory of the contractor/ firm

FINANCIAL BID

(In Indian Rupees)

Candidates Strength Range	Per Candidate (in figure)	Per Candidate (in words)
Up to 100000		
100001-200000		
200001-300000		
300001-400000		
400001-500000		
500001-600000		
600001-700000		
700001-800000		
More than 800000		

The rates shall be inclusive of all cost as well as duties and taxes paid or payable.

The rates payable shall be as per the candidates strength range. For instance : For instance :

For 475000 candidates, rates applicable shall be as those quoted for 400001-500000 range.

Date

(Signature of the Bidder)