

आवश्यक सूचना

ज्ञापांक:- 524/आ0.....

दिनांक:- 19.02.2021.....

आयोग कार्यालय के द्वारा आयोजित की गई प्रथम इन्टर स्तरीय (मुख्य) प्रतियोगिता परीक्षा-2014 में वैसे अभ्यर्थियों, जिनके द्वारा कम्प्यूटर टंकण से संबंधित पदों का विकल्प दिया गया है, के लिए कम्प्यूटर टंकण परीक्षा आयोजित करने हेतु अल्पकालीन निविदा प्रकाशित की जा रही है। निविदा संबंधित विस्तृत जानकारी आयोग के बेवसाईट-www.bssc.bih.nic.in पर उपलब्ध है, जिसका अवलोकन करते हुए इच्छुक प्रतिष्ठान दिनांक-22.02.2021 से 02.03.2021 के अपराह्न 05:00 बजे तक निबंधित डाक के माध्यम से मोहरबन्द लिफाफा में निविदा भेज सकते हैं। इच्छुक प्रतिष्ठान चाहें, तो उक्त निर्धारित तिथि एवं समय से पूर्व आयोग कार्यालय के पूछ-ताछ काउंटर पर भी सिल्ड लिफाफा में निविदा जमा कर सकते हैं। निर्धारित तिथि एवं समय तक प्राप्त निविदा को दिनांक-04.03.2021 के पूर्वाह्न 11:30 बजे अद्योहस्ताक्षरी के कार्यालय प्रकोष्ठ में खोला जायेगा, जिसमें सभी निविदाकर्ता उपस्थित रहेंगे।

विश्वसभाजन


सचिव

बिहार कर्मचारी चयन आयोग, पटना।

**Bihar Staff Selection Commission,
PO. - Bihar Veterinary College, Patna-800014**

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

TENDER NOTICE NO. /BSSC-----

Sealed tenders are invited for providing facilities/infrastructure for skill test on computers like stenography test, typing test, computer proficiency test for various recruitment exams conducted by the BSSC. The Bihar Staff Selection Commission is mandated to make recruitment to non gazetted posts under the Government of Bihar.

02. Tender document is to be submitted in two parts comprising, Part-1 Technical Bid & Part-II: financial Bid. The Part-1 (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 envelope for their proper identification. The envelope superscribed TECHNICAL BID AND FINANCIAL BID should again be sealed in a bigger envelope superscribing the tender No. and TENDER FOR PROVIDING FACILITIES /INFRASTRUCTURE FOR Skill Test" and name and address /Mobile No. of Tenderer. The part -1 (Technical Bid) will be opened in presence of the tenderers or their authorized representative 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 technical qualified to carry out the work, for which prior intimation will be given indicating the date and time of financial bid opening.

03. The basic requirements for conducting skill tests of various types for recruitment examinations of BSSC, Patna 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 test examinations.

04. **Eligibility Conditions: -**

- (a) The agency should have its own building, computer labs and premises. Priority will be given to such agencies. which have its own business & Premises.
- (b) The number of candidates in one shift should be at least 2000.
- (c) Arrangement of separate Entry and Exit for the candidates.
- (d) Room for waiting, documents, supervisors.
- (e) Rooms for manual document verification and online data entry with printers and internet connectivity.
- (f) Manpower for online data entry.

- (g) Sound proof Rooms for dictation required for stenographer skill tests only. Each room should have proper dictation taking facility/ infrastructure.
- (h) Two Computer Labs of 150 nodes or one lab of 300 with at least 2GB RAM each & LAN Printers with backup accessories for smooth & disturbance free conduct of skill tests.
- (i) Server with at least 4 GB RAM.
- (j) Internet connectivity with back-ups.
- (k) Power back-up with online UPS & Generator Sets.
- (l) Adequate manual & technical manpower support.
- (m) Drinking water and sanitation facilities.
- (n) Adequate security arrangements.
- (o) The bidder should be located and have their base in Patna.
- (p) 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.
- (q) The bidder should not be in the list of blacklisted/ debarred/ depaneled by any Government organization during last five years.
- (r) The Agency should be registered with Directorate of Service taxes.
- (s) 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.

5. **Terms & Conditions:**

- i) Successful bidder will be required to execute an agreement on non-judicial stamp paper of Rs. 1000/- [Rupees one Thousand 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 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 official of the office BSSC duly authorized by an order issued by the Secretary, BSSC 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. relaed 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 Test.
- vi) Adequate security measures will be taken by the contract holder to fill any attempt of creating disturbance in smooth conduct of Skill Test. Unauthorized/forceful entry of a person, if any, shall be forthwith reversed.
- vii) It shall be the Endeavour of the contract holder to provide uninterrupted service of infrastructure/ facilities stated.
- viii) The BSSC 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 BSSC 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 100/- per candidate per day, taking into consideration the delay and loss caused in the completion of work.

6. Empanelment of Agencies: -

- (i) The Commission will empanel two or 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/- (Two Lakh) only at the entering into agreement/contract. All other terms & conditions will remain same for all empanelled agencies.
- (iii) The BSSC reserves the right to assign the full or part of the work to one or more agency as per requirement.

7. 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.

- 8. The willing firms are requested to visit BSSC office at Patna to clear doubts, if any, regarding the job to be done by them, with prior appointment.
- 9. The proposal may be placed in sealed envelope clearly superscripted proposal for providing facilities/infrastructures for Skill Test on Computers like CPT/DEST/Typing

etc. for various recruitment exams conducted by BSSC and submitted Secretary,
Bihar Staff Selection Commission, Patna

TECHINICAL BID
(PART-I)

NOTE:- Read the instructions / terms & condition carefully before filling the forms.

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 Organization | Volume of work handled | Period | Remarks |
|--------|----------------------|------------------------|--------|---------|
| | | | | |
| | | | | |
| | | | | |

3. Whether the firm has even been deparred/ 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 of less of nearby Bus stop/ Railway Station. | |
| (ii) | Whether Separate Entry & Exit passible for candidates. | |
| (iii) | Whether adequate security arrangements available for | |

| | | |
|--------|--|--|
| | controlling the candidates. | |
| (iv) | Whether facility of drinking water & sanitation available. | |
| (v) | Whether sufficient rooms available for waiting (100-200 persons). Documents, supervisors etc. | |
| (vi) | Whether two sound proof dictaion rooms available for a capacity of 50 candidate each. | |
| (vii) | Whether at least 4 computer labs of 50 or more nodes available. | |
| (viii) | Whether each lab equipped with at least 2 GB RAM computer, LAN Printers & Server with at least 4 GB RAM & Internet connectivity along with 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.

TENDERER

SIGNATURE OF THE
WITH OFFICIAL SEAL AND
COMPLETE ADDRESS

TEL. NO. -----

MOBILE NO. -----

-

FAX NO. -----

PAN NO. -----

DATE: -----

PLACE: -----

- FNCL: -
1. Copies of work orders showing adequate experience.
 2. Copy of declaration of not having blacklisted.

FINACIAL BID

(PART-II)

NOTE :- Read the instructions / terms & condition carefully before filling the forms.

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 (5) of the Proprietar / Partner (5):
- (vi) Details of Premises: Owned / Rented:

2. 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.

TENDERER

SIGNATURE OF THE
WITH OFFICIAL SEAL AND
COMPLETE ADDRESS

TEL. NO. -----

MOBILE NO. -----

FAX NO. -----

PAN NO. -----

DATE: -----

PLACE: -----