WEST BENGAL STAFF SELECTION COMMISSION

MAYUKH BHABAN, SALT LAKE

KOLKATA – 700091

NOTICE INVITING TENDER

Tender No:-01/WBSSC /2012 **Dated, 2nd July, 2012**

Sealed tenders (Two Bids Packet- Technical Bid & Financial Bid)) are invited from reputed Agencies engaged in the work of pre-examination activities involving sorting, numbering, bunching of manual applications, data entry, scanning, integration of data of online applications, data processing of applications, and generation of admit cards, exceptional reports etc. for recruitment activities of WBSSC. The Commission intends to form a panel of three agencies to perform these functions for a period of two years initially, extendable up to a maximum of two more years, one year at a time, on same terms and conditions depending upon the satisfaction of the Commission. Tender Documents with all necessary details may be obtained from the website www.banglarmukh.gov.in .

However, such firms who submit tender by downloading it from website, will have to submit a Bank demand draft/ Pay order of Rs. 1000/- (Rs. one thousand only) towards the cost of tender document alongwith the technical bid failing which the tender will summarily be rejected**.**

1.	Tender No.	: **01/WBSSC/2012**
2.	Closing Date & Time of Submission of Technical Bid & Financial Bid	: **1.00 PM on 30/07/2012**
3.	Due date & time of opening of Technical Bid	: **3.00 PM on 30/07/2012**

Deputy Secretary (Admn)

Annexure-I

BID DOCUMENT FOR EMPANELMENT OF AGENCIES FOR PRE- EXAMINATION ACTIVITIES

Pre-examination activities involving sorting, numbering, bunching of manual applications, data entry, scanning, integration of online applications, data processing of applications, generation & printing of admit cards, attendance sheets and exceptional reports, generation and printing of call letters for interviews/skill test/pet & medical tests etc. for recruitment activities of SSC (NR).

Tender No.	**NO. 01/WBSSC/2012**
Estimated number of Applications to be processed	**12 Lacs per annum (approx)**
Estimated value of annual contract	**48 Lacs (approx)**
Cost of Tender	**Rs1000/-**
Period of contract	Initially two years extendable for further two years (one year at a time) subject to satisfaction of WBSSC.
Last date/time of submission of Technical bid.	**30/07/2012 up to 01.00 PM**
Date/time of opening of Technical bid	**30/07/2012 at 03.00 PM**
Last date/time of submission of Financial bid.	**30/07/2012 up to 01.00 PM**
Address where Bids are to be submitted	West Bengal Staff Selection Commission Mayukh Bhaban, Salt Lake, Kolkata-700091.
Earnest Money Deposit (EMD)/Bid security	**Rs. 1,50,000/-**
Performance Security	**Rs. 3,00,000/-**
Scope of work, Eligibility criterion, Terms & Conditions, Timelines and Penalties etc.	**Annexure-II**
PROFORMA FOR TECHNICAL BID	**Annexure-A**
PROFORMA OF FINANCIAL BID	**Annexure-B**

STAFF SELECTION COMMISSION (NR)

Tender No: - NO. 01/WBSSC/2012

Annexure-II

1.0 Introduction

The West Bengal Staff Selection Commission invites Techno-commercial bids (Two packet bids) from reputed agencies engaged in the work of **pre-examination activities involving sorting, numbering, bunching of manual applications, data entry, scanning, integration of data of online applications, data processing of applications, and generation of admit cards, exceptional reports etc. for recruitment activities of WBSSC .** The Commission intends to form a panel of three agencies to perform these functions for a period of two years initially, extendable up to a maximum of two more years, one year at a time, on same terms and conditions depending upon the satisfaction of the Commission. However, if the Commission is not satisfied with the work of the agency so empanelled, the agreement will liable to be terminated at any point of time at the sole discretion of the Commission.

2.0 About West Bengal Staff Selection Commission

2.1 The West Bengal Staff Selection Commission recruits Group B & Group C personnel for the Government of West Bengal. Departmental Examinations for promotion to posts of Gr. B & Gr. C and Proficiency Tests are also conducted. The West Bengal Staff Selection Commission handles candidates of whole of West Bengal. Following are the main open Examinations to be conducted by WBSSC –

(i) Combined Graduate Level Examination – for the different posts.
(ii) Combined Higher Secondary Level (10+2) Examination – For different posts.
(iii) Combined Madhyamik level Examination – For different posts.

2.2 Apart from above examinations, WBSSC will also conduct Departmental Examination for Promotion and skill test in respect of English and Bengali Typing.

3.0 SCOPE OF WORK:-

3.1 The work of pre-examination activities can broadly be divided into following parts involving various activities, given below which would be required to be performed by the Agency. Any other activity incidental/related to these works would also be required to be performed by the agency.

3.2 Manual Processing of Applications: - Sorting, Numbering and stacking (bunching) of Manual Application forms:

The following activities shall be performed by the Agency.

(i) Sorting of manual (offline) applications Examination Centre wise or Post category Code wise (in case of selection posts) as mentioned in the Notice/advertisement of the examination. 10 digits machine Numbering of Roll number on manual applications, Centre wise or post category code wise (in case of selection posts) as per block given by the WBSSC in the premise of WBSSC.

(ii) All such applications are to be kept with proper bunching (50/100 applications in a bundle), securely, safety and confidentially so that it is not tampered with till it is handed over to the Commission by the Agency.

(iii) The Agency shall be responsible for safe transportation, handling and delivery of documents (applications) to and from the office of the Commission and or any other place directed by the Commission.

(iv) 50/100 applications are to be tied in each bundle (covered with file cover with batch number written). Applications shall be arranged serially in roll number order with starting roll number last digit 1 and ending with 50/100.

(v) Any activity incidental to the above mentioned works shall also be performed by the **Agency without** any additional cost. Manual processing work shall be completed within 3 (three) days of closing date of receipt of applications.

(vi) The Agency will send confirmation of receipt for off-line application through SMS within 5days from closing date of application.

3.3 Electronic Data Processing Work:-Data Entry, Scanning, Database preparation and Processing of Applications.

A. Following activities shall be included in the Data Entry, Scanning, Database preparation and Processing Function. Any activity incidental to this function shall also be performed by the Agency.

(i) Data entry with full details (all the columns) given in the application form to prepare database with **100%** accuracy with of about 300 characters within 7 days of closing date of advertisement. The Agency shall ensure 100% accuracy of complete database by physical verification from application forms. **Double entry** of application shall be done to ensure **100%** accuracy in data, following error generation technique.

(ii) The Agency shall provide Total Application List for each Examination centre or post category code (in case of selection posts) separately duly signed and stamped with seal of agency on each and every page and mentioning verified to be correct within 7 days of closing date of receipt of applications.

(iii) The work of data entry, scanning, database preparation and processing of application forms along with documents received will be done at the premises of the Commission and/ or office of / agency as decided by the Commission, the agency shall arrange required number of manpower, machines, scanners, all hardware and software and any other material incidental thereto for this work.

(iv) The database should be in searchable mode for analysis of data feeded and generation of various type of report namely post code wise candidates (including common candidates). Sex / Category / Medium / Preferences / Male / Female, Age (under age/over age), No Address, duplicate Applications, without photograph information, No signature information, Fee Payment or any other information as directed by the Commission.

(v) Photograph, signature and address of candidate in manual applications are to be scanned and to be embedded/ mixed with punched data of candidate.

(vi) The Agency will feed full details (all column) given in the application form along with the received documents to prepare database with 100% accuracy to make the date base of applications searchable.

(vii) **Data integration of data of online** application including allotment of Roll number for online application, scanned photograph and signature with data of manual application. Any incidental work required for data integration shall be done by the Agency without any extra cost. This work shall be completed within 3 days of closing date of receipt of application.

(viii) The Agency will be responsible for safe transportation, handling and delivery of documents to and from the office of WBSSC.

(ix) The Agency will supply the compete data in soft copy (stamped DVDs in duplicate) as well as in hard copy in the format directed by the WBSSC.

B. Processing and Data Entry of Indian Postal Orders (IPOs)

(i) Although fees for manual applications are to be taken through Bank Draft, but few candidates may erroneously attach IPOs towards fees. Such applications will be rejected but data entry of IPOs are required to be done by the Agency which includes work involving removal of IPOs from Applications Forms, sorting of IPO number, Roll Number, amount etc. and submission of the IPOs in bundles of hundred each to the WBSSC within 15 days of the closing date of advertisement. The report of IPOs in hard copy (on computer regular stationery) as well as soft copy (stamped DVDs in duplicate) is to be provided to the WBSSC with the IPOs.

(ii) The Agency shall handover the IPOs, after data entry work as mentioned above, in corrugated boxes/sealed cover to the WBSSC.

(iii) All such records are to be kept with proper security, safety and confidentiality so that it is not tampered with till it is handed over to the WBSSC by the Agency.

(iv) The Agency shall be responsible for safe transportation, handling and delivery of the IPOs from and to the WBSSC.

C. Preliminary Scrutiny of Applications:

The agency shall be required to do a preliminary computerized and or manual scrutiny of the applications based on the following grounds, as per directions of the WBSSC:-

(i)	Application is under age / over age
(ii)	Photograph not pasted on the application/Photographs of deity or actors posted on the application
(iii)	Application is not in prescribed format
(iv)	Unsigned application (below photograph or below declaration or Signature in capital letter
(v)	Non deposit of fees : Application not accompanied by Demand draft, but accompanied by cash/ IPOs/ other instruments.
(vi)	Debarred from examination
(vii)	Address not mentioned in the application
(viii)	Submission of more than one application (duplicate candidate) for Open Examination
(ix)	Incomplete application, where any material / significant information is not filled in e.g. date of birth, category etc.
(x)	Applications received after closing date.
(xi)	Any other particulars mentioned in the Notice of a particular examination.

(i) The Agency shall make necessary data entry from Application Forms in respect of various grounds of preliminary computerized scrutiny as mentioned above. Based on the above ground, the Agency shall submit a Report of ineligible / rejected applications, Examination centre wise or post category code wise (in case of selection posts) before 45 days from the date of examination to the WBSSC.

(ii) The Agency shall print Rejection Letters (wherever required) in the prescribed format on specific direction of the Chairman, WBSSC based

upon above mentioned or other grounds in Preliminary Scrutiny at least **40 days** before the date of examination. Pre-printed stationery (A4 size 70-75 GSM) required for printing Rejection letters shall be provided by WBSSC. Pre-printed stationery shall be collected by the Agency from WBSSC premise. These letters shall be handed over to designated officers of WBSSC at Mayukh Bhaban, Salt Lake on proper Challan for dispatch. The dispatch shall be done by WBSSC.

(iii) The Agency shall provide the list of rejected applications after preliminary scrutiny, comprising the details such as name of candidate, address, Father/husband Name, Roll Number, Batch No., Sex, DOB, category, Examination Centre or Post category Code, Reasons of rejections atleast **40 days** before the date of examination to the WBSSC.

(iv) The Agency shall forward rejected applications, Examination centre wise/ post category (Roll number wise and Batch order wise) to the WBSSC. The agency shall stock these rejected applications Exam Centre wise/ post category code wise and Roll No. wise at the place provided by the WBSSC and update the information. Necessary infrastructure for stocking of the applications shall be provided by the WBSSC in its premises.

D. Preparation and Printing of Admit Cards (Candidates' copy and Commission's Copy) and Attendance Sheet

The following activities shall be included in the function of Preparation and Printing of Admit Cards and Attendance Sheets (in ticket number order) in duplicate. Any activity incidental to this function shall be performed by the agency at no extra cost.

(i) The Agency shall arrange all necessary hardware and software required for Printing of Admit cards (Candidate's copy and Commission's copy) containing scanned photograph and signature and Attendance Sheets containing scanned photograph and signature in duplicate as per the schedule of the Commission. High Speed Laser Printers shall be used by the Agency. Admit cards and Attendance sheet shall be printed with scanned Photograph & Signature (B/W) with perfect clarity and other details as advised by WBSSC.

(ii) **The Agency shall keep a provision of printing Bar Code on admit card in conformity with Bio metric-cum-Bar Code System**.

(iii) Pre-printed Stationery required for Printing Admit cards (Candidate's copy (75 GSM) and Commission's copy (90 GSM) and Attendance Sheets (75 GSM) in duplicate shall be provided by WBSSC , which shall be collected by the Agency from WBSSC premise.

(vi) If a single common exam is conducted for more than one post code and a candidate has applied for more than one post codes out of them, then the Agency shall issue a single admit card to the candidate indicating all the post codes applied by the candidate (In case of Common Screening test for Selection Posts).

(vii) Before printing the admit cards, the Agency shall prepare a Venue Allocation Master Examination Centre wise which includes generation & allotment of Ticket/Seat Number (7 digits), using pseudo random generation technique as per formula of WBSSC, first and last ticket number of each venue of each examination centre and provide it to the WBSSC at least **45 days before** the date of exam for verification and approval to start printing admit cards.

(viii) The agency shall generate and print Admit Cards (Candidate's Copy) containing scanned photograph, signature and address and details of candidates, Roll Number, Ticket Number, venue address, date and timings of examination etc. in a pre-printed stationery (A4 size of 75 GSM to be provided by the Commission) **at least 40** days prior to the date of exam and send them to the Commission on challan. Due care should be taken to avoid wastage of pre-printed stationery. The Agency shall generate and print letter to Venue Supervisor for having booked their school for the examination **at least 35** days prior to the date of exam on A-4 size paper of 70 GSM to be provided by the Agency. The Agency shall generate and print **Question Paper receiver distribution chart** venue wise for each examination centre **at least 35** days prior to the date of exam on A-4 size paper of 70 GSM to be provided by the Agency. The Agency shall provide data in MS Excel in soft copy.

(ix) The agency shall generate and print Admit Cards (Commission's copy) containing scanned photograph, signature and other details in a pre-printed stationery (A4 size of 90 GSM to be provided by the Commission), venue wise in ticket order, **at least 25 days** before the date of exam and send them to the Commission on challan. Due care should be taken to avoid wastage of pre-printed stationery.

(x) The agency shall generate and print Attendance Sheets, venue wise for each session/ shift in ticket order, having scanned photograph & signature as well as Name of candidate, Father's/Husband's name, DOB, Roll No. & Ticket Number, Post category Code(s) etc. **in duplicate** in pre-printed stationery (A4 size of 75 GSM to be provided by the Commission) **at least 25 days** before the date of exam and send them to the Commission on challan. Due care should be taken to avoid wastage of pre-printed stationery.

(xi) Agency will set up counters along with laser printers and Computers at the premises of the Commission for issuing Duplicate Admits Cards (to\rectify error/mistakes in admit cards issued to the candidates and to issue admit cards to candidates who have not received the cards till date etc.). The required number of supervisors and or computer operators, computer hardware and software, complete database for printing of duplicate admit cards shall be provided by Agency at Commission's Office from 1 to 7 days, as required, before the date of examination. Necessary furniture and fixtures required for setting up of centers will be provided by the Commission.

(xii) For printing / preparation of Admit Cards / Attendance Sheets the Agency should develop the software in such a way that if at any stage WBSSC

wishes to get print of the Admit Cards / Attendance Sheets by its own non technical staff that could easily be done by menu driven software and introduction of Bar Coding, if required

(xiii) After issue of admit cards to the candidates, Generation of "Exam Specific ALPHA LIST" of all applicants for each post, which will include each applicants particulars such as Name of Applicant, Roll No., Ticket Number., Father's Name, Date of Birth, Sex, Category, Address, Post Code, Type of paper (Preliminary / main/Skill test etc.), IPO No. if any, Amount of fees, Exam Centre No. Exam Centre Address, EQ Coding, Reason for Rejection in case of rejected candidates, Reason to Show Cause Notice, Remarks etc. The agency shall provide two hard copies & two soft copies (on stamped DVDs in duplicate) of this list to WBSSC (NR), at least **21 days** before the date of exam.

(xiv) Agency shall generate "ROLL NUMBER WISE LIST" of all eligible candidates to whom admit cards are issued. The list will include each candidate's particulars such as Name of Candidate, Roll No., Ticket Number, Father's Name, Sex, Category, DOB, Centre No., Venue Name, Centre Name, Post Category Code (In case of Selection posts), Name and Tier of the Examination (Tier-I / Tier-II / Skill test etc.), Remarks etc. The Agency shall provide one hard copy & one soft copy (on stamped DVDs in duplicate) of this list to WBSSC, at least **21 days** before the date of the examination.

(xv) If the application forms along with attached documents are in the custody of the Agency, it shall provide the entire records along with the application forms and attached documents to the Commission within a short notice of Commission.

(xvi) The cost of transportation, handling and delivery at every step **will be borne by the Agency**.

(xvii) The Agency shall be responsible for safe transportation, handling & delivery of documents (Manual Applications) to and from the Commission. The Agency shall stack all manual applications, examination wise, in the premise of WBSSC in a proper manner at designated bins provided by the Commission after completion of the work as per instructions of the WBSSC. Man power required for this work shall be provided by the Agency.

(xviii) The Agency shall maintain intact record of all scanned data as well as data entered till one year after the declaration of Final result of the post & shall destroy / delete the data only after taking prior approval of WB SSC.

(xix) The database will also be accessed on the website of WBSSC for downloading duplicate Admit Card. Agency shall provide the database in a structured format as per instructions of the Commissions in CD or any media (portable HD) at least **30 days** before the date of the examination to the Commission for uploading on website. However, uploading of the data on the website **shall not be** done by the Agency.

E. GENERATION OF REPORTS:

The Agency shall provide various reports/information to the Commission on the format prescribed and time schedule decided by the Commission time to time. The following is an illustrative list of reports to be provided to the Commission:-

(a) "Total Application List" for each examination centre wise or each post category code wise (in case of selection posts) separately (in order of Roll No.).
(b) Summary of total eligible candidates for each examination venue wise/ post category code wise including common candidates in various post codes.
(c) Printing of "ALPHA LIST" alphabet wise (which includes each applicant's salient particulars containing atleast 12 to 15 columns).
(d) Printing of "Roll Number wise list" which includes salient particulars of every candidate.
(e) Printing of Centre allocation master (ticket number etc.)
(f) Printing of list of rejected candidates (containing 8 to 10 columns).
(g) Examination Venue wise summary of list of Admit Cards for eligible candidates (first and last ticket number)/ Rejection Letters with reasons of Rejections
(h) IPO list.
(i) Complete data including scanned images, data base files etc.
(j) The Agency should prepare & generate database searchable menu driven "MS based reports".
(k) Any other report/information in a format prescribed by the Commission.

These reports are to be provided on Computer Stationery (suitable for use in Line Matrix Printer) or A-4/A-3 size of 70GSM (suitable for use on High Speed Laser Printers). These Stationeries required for generation of these Reports shall be provided by the Agency. The reports shall also be provided in the soft copy on good quality stamped DVDs (in duplicate) such as HP etc.

F. Generation and Printing of Call letters for Interviews/ Skill tests

The following activities shall be included in the function of Preparation and Printing of **Call letters for Interviews/Skill tests**. Any activity incidental to this function shall be performed by the agency at no extra cost.

(i) Extraction of data from main database for the candidates qualified for Interviews/Skill Tests.
(ii) Mismatch analysis in respect of name, Category, Sex from main data base with result data of qualified candidates.
(iii) Randomization and generation of ID No. for Interviews/Skill Tests and allotment of date and Group/Batches, Venues etc.
(iv) Generation and Printing of Call letters in A-4 size 70 GSM paper **to be provided by the Agency** as per timelines fixed by the Commission. Printed call letters for Interview/Skill test shall be sent to SSC Premise.
(v) Printing of Dispatch list in duplicate for use of the Commission for dispatch of Call letters through Department of Posts.

(vi) Software for in-house printing of Marks Statements, Data verification Sheets and attendance lists for conducting Interviews by the Commission.

G. Printing of online applications of candidates qualified for Interviews/Skill Tests as per instructions of the Commission in A-4 size 70GSM paper to be provided by the Agency

H. Scanning of first page of Manual Application of Candidates finally selected.

This work will be done as per time schedule fixed by the Commission using high speed scanner at the premise of the WBSSC . High Speed Scanners and man power required for this purpose shall be provided by the Agency. The Agency shall also provide software for warehousing and digging of scanned manual applications. Scanned application shall be stored in portable Hard Disk **(1TB) to be provided by the Commission.**

4.0 BRIEF SUMMARY OF REQUIREMENT OF WORK

4.1 The Agency shall have to comply with the various requirements of the work like quality, place, working time, time period of completion, accuracy, format for data entry and output, machines etc. as per given below statement:-

Source	Manual Application Form and Online application data with scanned photo and signature Database file
Quality	Handwritten Typed Database file
Place of Data Entry	Data Entry work of Manual Application shall be done in the premises of the agency.
Working Place	The Agency shall perform all activities/operations relating to this work in **Kolkata only**.
Working Time: (in case of work being done in WBSSC premise)	09:30 am to 06:00 pm from Monday to Friday (work may also be required to be done beyond office hours, Saturdays, Sundays and holidays at the discretion of the Commission)
Scanning and format of Scanning	Colour/Black& white passport size photograph, signature and address of the applicant have to be scanned in 300 dpi (Minimum) & must be visibly very clear and sharp or else Agency must make amends. Format of scanning bmp/jpg
No. of records	Approximately 12 lakhs annually
Time Period of completion	Separately or together for various activities as decided by the Commission

	from time to time. Periodical information to be provided in batches in between.
Accuracy	**100%**
Format in which data to be entered:	Dbase, visual fox- pro or Access, Database screen Front end to be developed by the Agency. Scanned images have to be embedded with database recorded of the concerned application. All the fields of Application form to be fed in database.
Format in which data to be given to Commission	Dbf file or mdb file
Machine will be provided by	Agency
Machine Requirement (All these items must be of required quantity of latest configuration / technology available in the market with high speed performance.)	Latest Computers, High Speed Laser Printers including Colour Laser Printers, Line Matrix Printer, High Speed Scanners, Internet connectivity
Backup	Stamped DVD (two sets of DVDs) DAT Any other Media
Scanning of first page of manual application	As per the discretion of the Commission at any stage of recruitment process.

5.0 TIMELINES FOR VARIOUS ACTIVITIES:-

SN	Task / Activities	Time Schedule
1.	Manual Processing of applications	Daily Progress Report Examination Centre wise (Post category wise) shall be submitted by the Agency. Manual Processing work shall be completed within 3 days of closing date of receipt of application.
2.	Data Entry including Scanning of Photograph and Signature on Manual Applications.	Within 7 days of closing date of receipt of applications.
3.	Data Integration of Online applications	Within 3 days of closing date of receipt of application.
4.	"Total Applications List" for each Examination Centre wise (post category codes) (Roll No. wise) duly signed and stamped with seal of Agency on each and every page.	Within 7 days of closing date of receipt of applications.
5.	Summary of number of candidates Examination Centre wise.	Within 7 days of closing date of receipt of applications.
6.	Report of IPOs	Within 15 days of closing date of receipt

		of application.
7.	Generation and Printing of Rejection Letters and Summary of Rejections	Atleast 40 days before the notified date of Examination
8.	Generation of Venue Allocation Master, Exam Center wise	Atleast 40 days before the notified date of examination
9.	Generation and Printing of Letters to venue supervisor for having booked their school	Atleast 35 days before the notified date of examination
10.	Generation and Printing of Admit Cards (Candidate's copy).	Atleast 35 days before the notified date of examination.
11	Generation and Printing of Question Paper Receiver Distribution Chart of venues, Exam Center wise	Atleast 35 days before the notified date of examination.
12.	Generation and Printing of Admit Cards (Commission's copy).	Atleast 21 days before the notified date of examination.
13.	Generation and Printing of Attendance sheets	Atleast 21 days before the notified date of examination.
14.	ALPHA list	At least 21 days before the notified date of examination
15.	Roll Number-wise List	At least 21 days before the notified date of examination
16.	Setting up of counters at the premises of Commission for issue of Duplicate Admit Cards	1 to 7 days before the date of examination as per the Commission's direction.
17.	Handling over of entire record of a particular Examination/ post code to the Commission	As per the date fixed by the Commission.
18.	Any other report desired by the Commission	As per the date fixed by the Commission from time to time.

Note:- Any change in time schedule will be notified by the Commission in advance and the agency is bound to comply it strictly.

6.0 PROCESS FOR SUBMISSION OF BID:

6.1 Bidders are advised to read the description of all activities, terms and conditions and other information mentioned in Bid Document very carefully before filling up Annexure-A (TECHNICAL BID) & Annexure-B (FINANCIAL BID) in order to avoid rejection and or any future dispute.

6.2 The Bidders shall submit the sealed bid in two sealed covers as prescribed below as per closing date and time of receipt of Bids and due date and time of opening of bids mentioned in **Annexure-I**, in the tender box kept at ground floor of the office of WBSSC at Mayukh bhaban, Salt Lake. WBSSC will not be responsible for any delay in receipt of bids. Any bids received after the closing

date and time shall not be entertained. In case closing date of submission of bid happens to be a holiday due to unforeseen reasons, the bids will be received and opened on the next working day at the same time.

(1) The first sealed envelope shall contain **TECHNICAL BID** (Annexure-A) alongwith EMD (Earnest Money Deposit) and cost of Bid document (through Demand Draft) if downloaded from website. Envelope shall be superscribed with "**Technical bid**".

Technical bid shall be opened on due date and time of opening mentioned in **Annexure-I** by the Tender Opening Committee nominated by the Chairman, WBSSC in the presence of Authorized representative of Bidders. Technical bid **without EMD** shall be summarily rejected. Moreover, Bid of bidders having Financial Bid kept in the Technical bid envelope shall also be summarily rejected.

(2) The second sealed envelope shall contain **FINANCIAL BID (Annexure-B)** with rates quoted by the bidder in prescribed unit for all activities mentioned in the Annexure-B provided alongwith Bid documents. Envelope shall be superscribed with "**Financial Bid**". This envelope shall be opened for those bidders who meet eligibility criterion and other terms and conditions mentioned in the Bid documents in Technical bids on the date intimated to them by the Commission in the presence of Authorized Representative (Tentative date and time for opening of Financial Bid is mentioned in Annexure-I). Financial bid shall be **valid for 120 days** from due date of opening of Technical bid.

7.0 EARNEST MONEY DEPOSIT (EMD)/ Bid Security:

7.1 The EMD (Earnest Money Deposit) for an amount of **Rs. 1,50,000/-** (Rupees One Lac Fifty Thousand Only) in the form of Bank Demand Draft, or Irrevocable Bank Guarantee. The DD or Bank Guarantee should be in favour of the Deputy Secretary (Admin), West Bengal Staff Selection Commission, Kolkata shall be submitted, valid for a period of 165 days from due date of opening of Technical Bid. Earnest Money Deposit in any other form will not be accepted. No exemption of EMD shall be allowed to anyone including PSU/Cooperative Society / Govt. Organization. **Technical Bids without EMD or EMD of lesser amount shall be summarily rejected. EMD shall be returned/ refunded to unsuccessful bidders. (Note:** EMD will be liable to be forfeited in the event of withdrawal of the proposal anytime after the least date for receipt of the proposal or modification of the terms of the proposal after such last date or in the event of failure to execute the work order after being awarded the work)

8.0 PERFORMANCE SECURITY:

(i) The successful bidder shall have to furnish a Performance **Security** of Rs.3,00,000/- (Rupees Three Lac Only) in the form of Bank Demand Draft, or Irrevocable Bank Guarantee in an acceptable form in favour of the Deputy Secretary (Admin), West Bengal Staff Selection Commission, Kolkata within seven days of acceptance of bid for successful performance during the period of contract along with the agreement to be executed with the Commission. Performance Security shall be valid for a period of **two years** from the date of signing of the Agreement.

(ii) EMD shall be returned/ refunded to the successful bidder on receipt of the performance security.

(iii) In case of any breach of lapse on the part of the Agency, the Commission will be entitled to invoke the performance security without any objection from the Agency in any manner.

(iv) In case of any additional work, the Agency will furnish an additional performance security for a sum of 5% on the cost of such additional work.

(v) If the successful bidder/ agency fail to furnish the above performance security, then EMD (Earnest Money Deposit) shall be forfeited.

9.0 CRITERION FOR EVALUATION OF FINANCIAL BIDS:

9.1 There are 17 work/activities in **Annexure-B** (Format for Financial Bid) for which rates are required to be quoted in the prescribed unit. Maximum Quantity or quantum of work against each activity in a year has also been indicated. **Sum of total value of all 17 activities arrived on unit rate multiplied by maximum quantity or quantum of work plus service tax shall be the criterion to decide the ranking of financial bids**.

10.0 ELIGIBILITY CONDITIONS/SELECTION CRITERIA:-

(a) The agency should have a valid permanent Account Number (PAN) & Service Tax Registration Number issued by competent authorities. (Attach copies of the same, duly signed and stamped by seal of company).

(b) The agency should be a government agency or Public or Private Limited Company or Firm having experience of **minimum of three years** in the work of pre-examination activities involving handling of **manual applications**, data entry, scanning, processing of application & generation/printing of Admit Cards etc. for recruitment activities of renowned organizations like UPSC/SSC/State Public Service Commissions/Staff Selection Boards/PSUs and Central Govt. Autonomous bodies with proven track record (attach documentary proof in support of claim such as work orders and certificate for successful completion of works from said organizations duly signed and stamped etc.).

(c) The Agency shall have an average turnover of **Rupees one crore** in last three financial years from said activities relating to recruitments only (i.e. 2009-10 , 2010-11 & 2011-12) (Attach audited Profit & Loss Account and Balance Sheet of each year, duly signed and stamped by seal of company etc.).

(d) The Agency shall have processed at least **Five lakhs manual applications per year** in the last three financial years (i.e2009-10 , 2010-11 & 2011-12) for recruitment activities of renowned organizations like UPSC/SSC/State Public Service Commissions/Staff Selection Boards/PSUs and Central Govt. Autonomous bodies with proven track record. (Attach documentary proof in support of claim such as work orders and certificate for successful completion of works from said organizations duly signed and stamped etc.).

(e) The Agency / any of its Directors / Partners etc. should have not been black listed by any Govt. Organizations / Departments or have not been convicted for any offence by any court of law as on date (provide an undertaking in Annexure-A).

(f) The Agency shall have Work Place, Manpower including technical Manpower, Computer, Laser Printers, Line Matrix Printers, Scanners and sufficient space to store at least **three Lakhs Manual Applications** at any point of time and shall be able to perform all activities/ operations relating to the work in **Kolkata area only**. (Provide relevant documentary proof).

(g) The Agency shall have valid **ISO 9001:2008** certificate in pre-examination activities related to recruitment (enclose photocopy with Annexure-A).

11.0 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 format signing of the agreement and this will be effective from the date of signing of agreement. All empanelled firms shall have to submit performance security of **Rs. 3,00,000/- (Rs. Three Lac Only)** as per clause 6 of **Annexure-II** at the time of entering into agreement/contract. All other terms and conditions will remain same for all empanelled agencies.

(III) The WBSSC reserves the right to assign the full or part work of Examination/Examinations to one or more agency as per requirement.

12.0 PERIOD OF CONTRACT:

12.1 The empanelment of agencies will be for a period of two years initially from the date of signing the agreement extendable for further two years (one year at a time) on satisfactory performance.

12.2 The agreement with the agencies can also be extended for a further period of maximum of two years, one year at a time, upon satisfactory performance of the Agency and requirement of Commission on the decision of WBSSC on same terms and conditions.

12.3 The agency shall be liable to complete all pending activities in respect of work already assigned during the period of Contract/Agreement.

12.4 After the expiry of Agreement / Contract with Agency by whatever reason, the Commission would be entitled to get the work done from any other firm/agency or person and the bidder would be liable to hand over all application forms, the punched and scanned database, source code, application dependences, licenses, application software / programs, other valuable information / reports, completed and uncompleted work to the Commission and will not object in any manner to the work being completed by any other agency. The Agency will handhold with the new selection company for three months (if required).

13.0 AGREEMENT / CONTRACT:

13.1 The parties to the contract i.e. the Commission and successful Bidder shall have to enter into a contract by formal signing of the agreement and this will be effective from the date of signing. The Agreement will also include a clause for "No Disclosure of Information".

14.0 PAYMENT TERMS AND CONDITIONS:

14.1 For Manual Processing Work:-

a) 8**0%** of the total amount payable will be released after deducting penalty amount, if any, on successful completion of the work and completion of dispatch of Admit cards (Candidate's copy) of each examination.

b) Balance 20% shall be released after deducting penalty amount, if any, with in 15 days from the date of receipt of manual applications and IPOs if any in the Commission's premise after accurate completion of the required process.

14.2. For Electronic Data Processing

a.) **90%** of the total amount payable will be released after deducting penalty amount, if any, after conduct of written examination subject to condition that all outputs required are provided by the Agency alongwith complete data in DVD (two sets).

b). Balance **10%** shall be released after deducting penalty amount, if any, with in 7 days of declaration of written examination.

14.3 For Generation and Printing of Call letters for Interviews/ Skill tests and Printing of online applications of candidates qualified for Interviews/Skill Test

100% payment with recovery of penalty, if any, shall be released **after conduct of the interviews/Skill Tests.**

14.4 For Scanning of first page of Manual Application of Candidates finally selected.

100% payment shall be made after successful completion of the work.

Note:-

A. TDS (Tax dedicated at source) on Income Tax, Service Tax etc. will be deducted by the Commission as per rules.

B. The agency shall submit bills for payment in triplicate along with Work Completion Certificate (WCC) pertaining to the activities carried out and completed.

C. Payment will be made only after the Commission is satisfied about the completion of work in terms of quality & quantity.

15.0 PENALTIES:

15.1 The Agency shall be responsible for 100% accuracy in the execution of work. The agency shall be responsible for completion of work as per time schedule stipulated in the Bid document/agreement and as per the direction of the Commission.

15.2 The Commission shall impose penalties on the agency for omission / mistakes/ irregularities/errors/delays/non-execution of work, committed by the agency. The following is an illustrative list of specific penalties.

SN	NATURE OF ERROR	PENALTIES
1.	For any application form lost/torn	**Rs. 500/- p**er application
2.	Error in Data Entry of manual application,	(Rate for data entry/no. of coloumn in manual application)* number of error in data entry of each application
3	Mismatch photograph and or Signature on Admit card of manual application.	**Rs1/-** per Admit Card.
4	Wrong printing of Rejection letter, Admit Card, Call letters	**Rs1/-** per letter/Admit card
5.	For every missing IPO	Actual amount of loss
6.	In case of delay in completion of work as per fixed time schedule / directions of the Commission	**Rs. 1000/- per day** for each day of delay.
7.	Non-execution of work and / or showing the unwillingness to carry out the work assigned	**No Payment** for partly executed work + termination of agreement + forfeiture of Performance Security.
8.	Errors, in reports, non submission of reports in the format decided by the Commission, non-submission of reports on due time, non-submission of reports with signature of authorized signatory & seal of agency.	**Rs. 1000/-** per report
9.	Missing Roll Number from final data	**Rs. 50/-** for each missing Roll Number.

Note:

1. The agency shall have to correct all errors/omissions without any additional charges.
2. For any loss, damage, financial liability etc. occurring to the Commission by way of court matter; litigation or under right to Information Act or otherwise on account of any irregularities, negligence, omission, commission or mishandling etc., the Agency shall be accountable and the entire damage or loss of financial liability shall be borne entirely by the agency.

16.0 TERMINATION OF AGREEMENT:

(a) In case of any delay in execution of work assigned, the Agency would be liable to pay penalties. However, in case of regular delays, the Commission would be entitled to cancel the agreement and in that

case the agency will not be entitled to any amount payable to them under this contract.

(b) In case of excessive errors and if the Commission is of the view that the work has not been performed satisfactorily and cannot be performed by the Agency, the Commission at its discretion may terminate the agreement without any prior notice and in that case the Commission would not be liable to pay any amount on any account to the Agency.

(c) If the work of the agency is not found satisfactory or any breach is noticed or any manipulation is reported to or noticed by WBSSC, the WBSSC reserves the right to cancel the contract and/ or forfeit Performance Security submitted by the agency and/ or to take legal action including black listing the agency, at any point of time during the period of contract without prior notice.

(d) In case the contract is terminated with agency, the Commission would be entitled to get the work done from any other firm/agency or person and the bidder would database, source code, application dependencies, licenses, Application software/programs, other valuable information/reports, completed and uncompleted work to the Commission and will not object in any manner to the work being completed by any other agency. The Agency will handhold with the new selection company for three months (if required).

(e) The agency shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms and conditions, the agreement shall be liable to be cancelled immediately and Performance Security shall also be forfeited and the agency will not be entitled to any amount payable to them under this contract.

17.0 FORCE MAJEURE:

17.1 Notwithstanding the provisions of the tender, the Agency shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default, to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

17.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the Agency and not involving the Agency's fault or negligence and not foreseeable. Such event may include, but are not restricted to, acts of the client either in its sovereign or contractual capacity, ware or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

17.3 If a force Majeure situation arises, the qualified agency shall promptly notify the Commission in writing of such conditions and the cause thereof. Unless otherwise directed by the Commission in writing, the Agency shall continue to perform its obligations, under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Commission may terminate the contract, by giving a written notice of 7 days to the agency, if as a result of force Majeure, the agency being unable to perform activities/functions for a period of more than two weeks.

18.0 ARBITRATION:

In the event of any dispute or differences, the matter will be referred to the sole arbitrator appointed by Chairman West Bengal Staff Selection Commission, whose decision shall be final and binding.

19.0 OTHER TERMS AND CONDITIONS:

(a) The Bid Document should be clearly filled. The Bidders should quote all the rates as per **Annexure-B (Financial Bid)**.

(b) Rate should be inclusive of all taxes and Service Tax will be paid extra as applicable.

(c) The rates should be inclusive of the cost of transportation to and fro the Commission, handling and delivery of documents and required machinery & manpower at every stage in contract etc.

(d) Bidder should take care that the rate and amount should be written in such a way that interpolation is not possible. No column/space should be left blank which may otherwise make the bid liable for rejection.

(e) Bidder submitting the bid will be presumed to have considered and accepted all the terms and conditions. No enquiry, verbal or written shall be entertained in respect of acceptance or rejection of the bid.

(f) Any act on the part of the bidder to influence any person in the Commission will be a cause for rejection

(g) Bid must be unconditional.

(h) In no case any job or work under this contract and arising hereto shall be subcontracted and/ or assigned by the Agency in any manner to any other agency/firm/person etc.

(i) **The timelines and secrecy** are the essence of the contract, which should be strictly adhered to by the Agency.

(j) The agency shall undertake fully responsibility of the safe custody and secrecy of the documents supplied / received from the Commission. The data given by the Commission will be kept strictly confidential and no part of it will be divulged to any person without written authorization from the Commission. In case of any lapse found/ noticed by the Commission, Agency/ Firm etc. shall be fully responsible for the consequences.

(k) The agency will arrange for collection of input documents/ data from the Commission's Office or any other places so designated and return the same along with output reports at the Commissions office or any other place so designated, without any additional cost.

(l) All the data / result files of all the recruitments and any material, data and intermediate files prepared there from shall be the exclusive property of the Commission. Agency shall not have any right in any manner nor shall be entitled to retain the database/ applications etc. in any manner on any account. Non-performance of any part of the contract by the Commission shall not be ground for the agency to retain the property of the Commission and/ or use it in any manner in any eventuality. All intermediate data would also be supplied to the Commission on disks and on such other material as would be required for the purpose and the data and program developed will not be erased without written permission of the Chairman, WBSSC. The software should be maintained in such a way if at any stage WBSSC wishes to print the Admit Cards/ Attendance Sheets by its own non-technical staffs, it may be able to do so.

(m) The Agency shall maintain all activities in comprehensive integrated software to make the database searchable. The software may include the role based privileges with users – IDs & passwords of officials and proper track record/history of these activities and to monitor it and MIS (Management Information System) Reports for effective control on these activities.

(n) A copy of the documentation of the system designing and programmes will be provided by the agency to the Commission.

(o) The complete set up shall have a provision for integration with Unique Identification Number of UIDA (Adhar) and shall also be compliant with the guidelines of Govt. of India on Biometrics Identification.

(p) The administrative control of complete set up as well as the rights of software source code shall remain with WBSSC.

(q) The agency will at all times allow the duly authorized officer / officials of the Commission to inspect the work of data entry and processing, scanning and cropping, generation of admit cards and attendance sheets and other reports etc. for its accuracy, quality and timely completion of all stages of the work. The agency shall be bound to comply with the instructions of the authorized officers of the Commission.

(r) All the printed material and stationery to be used for preparation/printing of Admit Cards, Attendance Sheets, Show Cause Notices, Rejection Letters related to conduct the examination **shall be provided** by the **West Bengal Staff Selection Commission**. However, Stationery required for Exceptional report, ALPHA and Roll Number List, letter of intimation to venue Supervisors for having booked their venues and Coordinators, Call letters for Interview and Skill test **shall be provided by the Agency** which must be of standard quality (Computer Stationery suitable for use on Line Matrix Printers and or A-4 size 70 GSM paper) and the agency shall take prior approval of the sample of such material from the WBSSC.

(s) Final processing in respect of all the reports will be done only after getting clearance in writing from the Commission.

(t) The agency shall not provide, by way of sale or otherwise, any kind of data of application from to any third party. Further, the agency shall not use such data for any work/purpose other than that of the Commission.

(u) In case of any dispute the decision of the Chairman will be final and binding on the Agency.

(v) Notwithstanding anything mentioned above, the Commission reserves the right to assess the bidder's capability, capacity, infrastructure, integrity and credibility to perform the said work and the Commission's decision shall be final. The Commission reserves the right to accept/ reject any or all the bids, not necessarily the lowest bid, without assigning any reason.

(w) The agency shall perform all activities/ operations relating to these works **in Kolkata only.**

(x) The place and working hours for carrying out the work shall be the WBSSC premises and/or the premises of the agency from 09:30 AM to 06:00 PM from Monday to Friday. Work may be required to be done beyond office hours and on Saturday / Sundays and other holidays at the discretion of the Commission.

(y) The Agency shall provide trained manpower and appropriate hardware and software proportionate to the work load at different point of time.

(z) The Agency shall ensure confidentiality and security of data and information. The Commission will have full right to counter check over these activities and would have supervision of the same on regular basis.

(aa) All statutory obligations towards his employees like payment or PF etc. would be fulfilled by the Agency.

(bb) The Agency shall comply with the statutory provisions as laid down under various Labour, Laws/acts/Rules like Minimum wages, provident funds, ESI, Bonus, Gratuity, Contract Labour act and other Labour Law/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable on the Agency/Company, there **will not be** any liability on the Commission.

(cc) The West Bengal Staff Selection Commission will be **under no legal** obligation to provide employment to any of the personnel of the Agency after expiry of agreement period and the Commission recognizes no employer-employee relationship between the Commission and the personnel deployed by the Agency. The WBSSC **shall not be** responsible financially or otherwise for any injury to the

staff deployed by the Agency in the course of performing the duty for and on behalf of the Agency.

(dd) The WBSSC expects **100% accuracy** for all the works/ activities of the contract. Whatever intermediary processing/printing/checking etc. is involved to ensure 100% accuracy it will be the responsibility of the Agency. No extra charges will be paid to Agency for such work.

(ee) The Staff of the Agency, in case found to be indulging in any undesirable or unfair activities relating to work assigned to the agency in the premises of the Commission or at any other place, the agency will solely be responsible for all the consequences, apart from liberty to the Commission to lodge complaints before appropriate authorities.

(ff) All software developed i.e. front end & backend, along with all the related documents would be the property of the Commission.

(gg) In addition to the penalties imposed for erroneous work, the agency shall be liable to correct entire data (punched as well as scanned) without any additional cost towards Commission.

(hh) Bid document is not transferable.

(ii) The Commission reserves the right to accept the bids in part or in full or reject, without assigning any reason.

(jj) The Hon'ble Courts of Kolkata shall have exclusive jurisdiction in case of any dispute on any account arising between the parties.

20.0 DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID (ANNEXURE-A):

20.1 The bidder should attach the following documents duly signed by authorized signatory and stamped by seal of firm/ agency etc. in; support of information provided in **Annexure-A**:-

(a) The certificate of incorporation / registration;
(b) The memorandum of association, article of association, partnership deed etc. as applicable;
(c) Audited balance sheet and profit and loss account for the last three years;
(d) Organizational Structure with names, designation address contract numbers etc. of important officers/officials of the agency;
(e) Detailed bio-data of the MD/Director or partners or proprietor of the firm;
(f) Details of the number of employees with their designation, qualification & experience etc;
(g) The resolution, appointing the authorized signatory of the agency / firm etc.
(h) Work order / Certificates from various organizations for which work has been done in the last three years.

(i) Copy of the Permanent account Number (PAN) issued by competent authority of government.

(j) Copy of the Service Tax Registration Number issued by competent authority of government.

(k) Copy of the value Added Tax (VAT) registration number issued by competent authority of government.

(l) Earnest Money Deposit (EMD)

(m) Any other information / documents, which may influence the decision of the Commission to assign the work.

(n) A copy of **ISO 9001:2008** certificate.

21.0 MANUAL APPLICATION FORM:

21.1 The format of application form to be submitted by the candidate is published in the advertisement issued by the Commission for each examination/Selection post. A sample of the application is enclosed for reference.

GOVERNMENT OF WEST BENGAL

WEST BENGAL STAFF SELECTION COMMISSION

3RD FLOOR, MAYUKH BHABAN, SALT LAKE, KOLKATA – 700091

FORM NO._____

ANNEXURE-A

Sub:- Pre-examination activities involving sorting, numbering, bunching of manual applications, data entry, scanning, integration of online applications, data processing of applications, generation & printing of admit cards, attendance sheets and exceptional reports, generation and printing of call letters for interviews/skill test/pet & medical tests etc. for recruitment activities of SSC (NR)

PROFORMA FOR TECHNICAL BID

To,

Chairman
West Bengal Staff Selection Commission
3RD FLOOR, MAYUKH BHABAN
SALT LAKE
KOLKATA - 700091

PART-I

PARTICULARS OF AGENCY

Tender No:- 01/WBSS/2012

1.	Name of Agency:		
2.	Full registered address of Agency		
3.	Telephone Nos.	Office	
		Residence	
		Mobile	
		e-mail	
4.	Please specify as to whether Agency is a sole proprietorship firm or company. (Pvt. Or Public) or any other form		
5.	Registration Number and date of Registration		
6.	Name, Designation, Full Address and Telephone Nos. of authorized Person to represent		

7.	Value Added Tax (VAT) Registration No. (Attach Proof, duly signed by authorized person and stamped by seal of Agency)			
8.	Number of Permanent Employees of Agency (with designation wise bifurcation)	Managing Director		
		Directors		
		Partners		
		System analysts		
		Programmers		
		Data Entry Operators		
		Scanner Operator		
		Others		
9.	Number of Part Time employees (with designation wise bifurcation) *With minimum Essential Qualification.	Programmers		
		Data Entry Operators*		
		Helpers		
		Others		
10	Details of machines, computers, printers, scanners and other infrastructure available with Agency (attach separate sheet, if needed)	Details of Equipments		Nos.
		a.	Computers	
		b.	High Speed Laser Printers	
		c.	Colour Laser Printers	
		d.	Scanners	
		e	Line Matrix Printers	
		f.	Any other	
11.	Brief detail of Application and Operating software to be used by the agency for execution of the said work (attach separate sheet, if needed			
12.	Whether Agency and / or its			

	Director / Partners have ever been Black listed by any Government Department / Organization at any point of time, Give details, if any.	
13.	Whether Agency or any other entity with which any of its Director / Partner or proprietor etc. are / have been associated or any Director / Partner etc. had ever been convicted for any offence by any Court of Law at any point of time. Give details, if any.	
14.	Any other relevant information	

Signature of Bidder

GOVERNMENT OF WEST BENGAL

WEST BENGAL STAFF SELECTION COMMISSION

3RD FLOOR, MAYUKH BHABAN, SALT LAKE, KOLKATA – 700091

Tender No:- 01/WBSSC/2012

PART- II - of TECHNICAL BID

ELIGIBILITY CONDITIONS / SELECTION CRITERIA

1.	Permanent Account Number (PAN) (Attach Proof, duly signed by authorized person and stamped by seal of Agency) (Refer 8(a) of Annexure-II)		
2.	Service Tax Registration No. (Attach proof, duly signed by authorized person and stamped by seal of Agency) (Refer 8 (a) of Annexure-II)		
3.	Details of Earnest Money Deposit (Enclose Demand Draft/FDR/Bank Guarantee) (Refer 5 of Annexure-II)	Amount	
		Draft No.	
		Date	
		Bank	
		Branch	
4.	Details of minimum five years of past experience of the Agency in the work of pre-examination activities involving handling of **manual applications**, data entry, scanning, processing of application & generation/printing of Admit Cards etc. for recruitment activities of renowned organizations like UPSC/SSC/State Public Service Commissions/Staff Selection Boards/PSUs and Central Govt. Autonomous bodies with proven track record in last 5 years). (Refer 8 (b) of Annexure-II) (Attach proof such as work orders / Certificates issued by various Organizations, duly signed by authorized Signatory & Stamped with seal of the Agency).		
5.	Turnover of the Agency in last 3 years (in Rupees) (Refer 8(c) of Annexure-II) (Attach audited profit & loss account as	2008-09	
		2009-10	

	well as balance sheet of each year, duly signed by the authorized person and stamped by seal of Agency)	2010-11	
6.	Total No. of manual applications processed in last three years (Attach proof such as audited Profit & Loss Account, Work Orders / Certificates issued by organizations, duly signed by authorized person and stamped by seal of stamp etc.) (Refer 8 (d) of **Annexure-II**)	2008-09	
		2009-10	
		2010-11	
7.	Whether Agency and or its Directors / partners etc. are black listed by any Government Department / Organization as on date. Give Details, if any. (Refer 8(e) of Annexure-II)		
8.	Whether Agency and or its entity with which any of its Directors / Partners or proprietor etc. are / have been associated or any Director / Partner / Proprietor etc. are convicted for any offence by any court of law as on date. Give details, if any (Refer 8(e) of Annexure-II).		
9.	Whether Agency has work place in Kolkata area. Give full address of Place (Attach documentary proof) (Refer 8 (g) of Annexure-II)		
10.	Whether Agency has ISO 9001:2008 certificate for the activities mentioned in para 1.0 Scope of Works of Annexure-II (Refer 8 (h) of Annexure-II) (Attach documentary proof)		

(a) I certify that my firm / agency / company is not black listed by any Government Department / Organization as on date.

(b) I certify that neither this firm / company / Agency nor any other entity with which the undersigned / any of the partners / directors are / have been associated nor the said individually have ever been convicted for any offence by any court of law as on date.

(c) I certify that the Commission has not terminated / cancelled any agreement with this firm / agency / company or any other entity with which the undersigned / any of the partners / directors are / have been associated, within last three years i.e. 2008-09, 2009-10, 2010-11 and till date.

(Please strike off (a) or (b) or (c) whichever is not applicable for the Agency).

This is to certify that I / We before signing this bid have carefully read the contents of the Bid Document and fully understood all the terms and conditions contained therein and undertake myself / ourselves to abide by the same.

I certify that all information / facts given in the Annexure are fully correct and true. In case any information / facts found to be incorrect, misleading or factually wrong, Commission is empowered to take any decision / action, as deems fit.

Date :

Place :

Signature of Bidder _____

Name of Bidder _____

Seal of Bidder _____

GOVERNMENT OF WEST BENGAL

WEST BENGAL STAFF SELECTION COMMISSION

3RD FLOOR, MAYUKH BHABAN, SALT LAKE, KOLKATA – 700091

FORM NO. _____

Tender No:- 01/WBSSC/2012

ANNEXURE-B

PROFORMA OF FINANCIAL BID FOR

(READ GIVEN BELOW "NOTE" CAREFULLY BEFORE FILLING UP THIS ANNEXURE)

To,

Chairman
West Bengal Staff Selection Commission
3RD FLOOR, MAYUKH BHABAN
SALT LAKE
KOLKATA - 700091

S. No.	Description of works/ activities to be performed	Unit	Maximum Qty or quantum of work in a Yr.	Rates (in Rs.) (both in figures & words)	Amount (in Rs.)
1.	**Manual Processing of Applications at WBSSC premise**	Rate per **100** manual applications	**10,00,000 applications**		
2.	**Data Entry and data Processing up to 350 characters**	Rate per **100** manual applications	**10,00,000 applications**		
3.	**Scanning of Photographs, Signature and Address on manual application**	Rate per **100** manual applications	**10,00,000 applications**		
4.	**Data Integration of data of Online application**	Rate per **100** online applications	**6,00,000 application**		
5.	**I.P.O. Entry**	Rate per **100** IPOs	**5,000 IPOs**		
6.	**Generation and Printing of Rejection**	Rate per **100**	**40,000 letters**		

	letter: Rejection letters to be generated and printed as directed by the Commission on Pre-printed Stationery provided by the Commission. Rejection letters shall be sent to the Commission's premise or Mass Mailing centre as per direction of the Commission.	rejection letters			
7.	**Generation and Printing of Admit Cards (Candidate's copy) with 1 scanned photograph (B/W), 1 Signature & address and other relevant particulars/information printed as per direction of the Commission on pre-printed stationery (to be provided by the Commission).**	Rate per **100** per candidates	**16,00,000 candidates**		
8.	**Generation and Printing of Admit Cards (Commission's copy), with 1 scanned photograph (B/W), 1 Signature & address and other relevant particulars/information per candidate printed as per direction of the Commission on pre-printed stationery (to be provided by the Commission).**	Rate per **100** candidates	**16,00,000 candidates**		
9.	**Generation and Printing of Attendance sheets:** Printing of attendance sheets on pre-printed Stationery ((to be provided by the Commission) having details of 6/7 candidates on a page, containing candidate's scanned photograph (B/W),	Rate per **100** candidates	**16,00,000 candidates**		

	signature and other details as directed by the Commission.				
10	**Generation & Printing of Letters to Venue Supervisor for having booked their school in A-4 size paper (70GSM) to be provided by the Agency.**	Rate per **100** letters	**10,000 letters**		
11	**Generation and Printing of Question Paper Receiver distribution chart of Venue, Centre wise in A-4 size paper (70 GSM) to be provided by the Agency.**	Rate per **100** pages	**500 pages**		
12	**Arrangement of Computers / Laser Printers & Manpower for issue of Duplicate Admit Cards:** The Agency will have to arrange required number of computers, printers and manpower in premises of the Commission, as directed, from 1 to 7 day before the day of exam and on date of examination for issue of duplicate Admit cards.	Rate per day	**60 days**		
13	**Generation of Reports in soft and hard copy:** Printing of various reports such as, ALPHA Register, Roll No. wise Register, IPO Report, Venue Allocation Master, Rejected Letter Report etc. on Computer Stationery and properly bound with plastic cover, to be provided by the Agency (The reports may	**Rate per page**	**40,000 pages**		

	contain 4 to 15 columns depending upon requirement and maximum **50lines** per page).				
14.	Preparation and Printing of Call letters for Interview/ Skill Tests/ (as per activities defined in para 1.2 F). Stationery (A-4 size 70 GSM paper) required for the work shall be provided by the Agency.	**Rate per 100 candidates**	**50,000 candidates**		
15.	Printing of online application of the **candidates** qualified for Interview or Skill Test in the format decided by the Commission, containing Photograph and Signature embedded in online data in A-4 size paper of 70 GSM to be provided by the Agency	**Rate per 100 candidates**	**10,000 candidates**		
16.	Scanning of first page of Manual Application of Candidates finally selected as per the work defined in para **1.2 H**	**Rate per 100 pages**	**20,000 pages**		
17.	Data/information to be provided on good quality stamped DVDs (in duplicates) such as HP etc. (data would include scanned images, database files & reports.	**Rate 100 DVDs**	**500 DVDs**		
Note: **Rate should be inclusive of all taxes. Service Tax will be paid extra as applicable (Indicate the Service Tax below). @ extra**				**Total (for calculating L-1**	

Note:

1. Bidders are advised to read the description of all activities, terms and conditions and other information mentioned in Bid Document (Annexure-I, Annexure-II & Annexure-A) very carefully before filling up this Annexure.
2. The bidder should quote the rates for all the activities mentioned in the Annexure-B. The bidder not quoting the rates for all activities shall be rejected. **Each page of Annexure-B should be signed by the Bidder.**

4. The bidder should quote the rates in Annexure-B only.
5. The bidders should quote the rates only in the unit prescribed in format.
6. The Financial Bid (Annexure-B) should be kept in a separate envelope duly sealed with superscription "**Financial Bid**" on envelope.
7. Financial Bid is valid for **120 days** from the due date of opening of Technical Bid.

Date:

Place: Signature of Bidder:

_____

Name of Bidder : _____

Seal of Bidder: _____