

Price Rs.1000/-

Tender No. TD/SECURITY/BSEH/2018-2019



Board of School Education Haryana, Bhiwani

BID DOCUMENT

**Empanelment of vendors for Online application for
Re-evaluation/ Re-checking and Their Retrieval**

To
Secretary,
Board of School Education Haryana,
Bhiwani - 127021
(Ph.: 01664- 243336 FAX : 01664- 241611)

Signature of bidder with Seal, Stamp and Address

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Press Notice For Inviting E-Tender

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

The Secretary Board of School Education Haryana, Bhiwani invites online bids under two bid system from reputed firms for online application for Re-evaluation/Re-checking and their retrieval from time to time having minimum one year experience in the field of Online data capture and processing. The contract period will be for a period of two years initially which can be extended further two year on satisfactory completion of work after approval of the competent authority. Terms and conditions and the schedule can be downloaded from [www. bseh.org.in](http://www.bseh.org.in), the Board's website.

Note:- Bids shall be submitted through e-tendering only. For further detail, visit website <https://etenders.hry.nic.in>. The financial bids of only those bidders whose Technical Bids found qualified, shall be opened by the Committee authorized for the purpose. Bidders are advised to be present at the time of opening of bids.

Secretary,
Board of School Education Haryana,
Bhiwani.

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

(An ISO Certified Organization)

(NOTICE INVITING FOR SHORT TERM TENDER)

On behalf of Board of School Education Haryana, Secretary of the Board of School Education Bhiwani invites E-tenders under two bid system (Technical & Financial) from the reputed Firms/Companies/Agencies/Societies having adequate infrastructure and Experience of handling the works of **Empanelment of vendors for Online application for Re-evaluation/ Re-checking and Their Retrieval**. The Tender documents is available only at the Board's Website www.bseh.org.in and www.etenders.hry.nic.in and can be downloaded from the Board website for viewing from **08/03/2018** and last date for submission of bid documents is **14/03/2018** at 11:00 am. Any amendment/correction in the Tender Documents will be done by the Board Authority through www.etenders.hry.in & www.bseh.org.in. Prospective bidder are requested to regularly visit/check the Board's Website. The cost of bid document is 1000/- and EMD of Rs. 10,000/- to be deposited in Board's Account Number 04791450000663, IFSC Code HDFC0000479 of HDFC Bank by direct to RTGS (Real Time Gross Settlement) and the proof of deposited slip should be enclosed/upload with the tender document. Completely filled-up Bid Document must be submitted only online to Secretary, Board of School Education Haryana, Bhiwani through www.etenders.hry.in. The Technical Bids shall be opened on **14/03/2018** at 11:30 am by the committee authorized by the Secretary in Board's Committee Room in the presence of the bidder who wish to remain present. The Financial Bids for the bidder who's technical bids found complete and confirm the eligibility criteria, shall be opened on dated **14/03/2018** at 02:00 pm. No tender by Fax/E-mail will be entertained. Conditional tender will not be accepted. Incomplete bids shall be similarly rejected. The competent authority of the Board reserves the right to accept or to reject any or all bids without assigning any reason.

Secretary

Key Dates

Sr.No.	Deptt.Stage	Contractor Stage	Start date and Time for bids submission	Expiry Date and Time for bids submission
1.	_____	Download Tender, Online Bid Preparation & Submission	14/03/2018	up to 11:00 am
2.	Opening of Technical Bids	14/03/2018		at 11:30 am
3.	Opening of Financial/Price-Bids of Eligible Bidders	14/03/2018	after opening of Technical Bids	

Important Note:

- 1) The bidders have to complete 'Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder fails to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

GENERAL:

Bidding documents (Technical Bid and Financial Bid) to be submitted online via e-procurement website: <https://etenders.hry.nic.in> latest by 11:00 hrs on dated **14/03/2018**

The tender documents can be downloaded from e-procurement website <https://etenders.hry.nic.in> .

Opening of Bids

The technical bids will be opened at 11:30 am on **14/03/2018** by the committee constituted by the Chairman, Board of School Education Haryana, Bhiwani.

The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose.

The competent authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Chairman, Board of School Education Haryana, Bhiwani shall be final and binding.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Tender document can be download from website <https://etenders.hry.nic.in> and Board website www.bseh.org.in .
2. The bidder are strictly advised to follow the date and time as indicated in the online notice inviting tender. The date and time shall be binding on all bidders.
- 3.The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification and all terms and conditions except the rates (price bid).
4. The bidder shall quote the prices in online price bid format.
5. If bidder fails to complete the online bid preparation and submission stage on the stipulated date and time, his/ her bid will be considered as bid not submitted, and hence such bidder need not to appear during tender opening stage.
6. For further details please log in <https://etenders.hry.nic.in> and www.bseh.org.in.

IMPORTANT NOTES:—

1. The price of this tender document is Rs. 1000/- (Rupees One thousand only) non- refundable which is to be deposited in Board Account Number 04791450000663 IFSC Code HDFC 0000479 of HDFC Bank by direct or RTGS and proof of deposited slip should be upload with the tender document.
- 2- The Bids must be accompanied with an Earnest Money of Rs. 10,000/- (Rupees Ten thousand only) which is to be deposited in Board Account Number 04791450000663 IFSC Code HDFC 0000479 of HDFC Bank by direct or RTGS and proof of deposited slip should be upload with the tender document.
- 3- The technical bids shall be opened at 11.30 am on **14/03/2018** in the presence of the Bidders or their authorized representatives, who may wish to be present. If the date of opening of technical bid happens to be a holiday it shall be opened on next working day at the same place and time.
- 4- Bid Document can be downloaded from the website [https:// etenders.hry.nic.in](https://etenders.hry.nic.in) and Board website [www. bseh.org.in](http://www.bseh.org.in).
- 5- Financial Bids of only technically qualified firms shall be opened.
- 6- The contract period will be of two year initially which can be extended further two years on satisfactory completion of work, approval of the appropriate authority.
- 7- The said work will be conducted at Board of School Education Haryana, Bhiwani by the Bidder.
- 8- In case of dispute of any kind, Board and the firm shall make every effort to resolve the dispute amicably by direct informal negotiations and if after such negotiations they are unable to resolve the dispute amicably then either party may require that the dispute be referred for resolution to the formal mechanism specified in instructions to bidders for arbitration. Only after the decision of arbitration, either party can approach the court of law and for this purpose the legal jurisdiction will be Bhiwani (Haryana).
- 9- The Board's Address is :—
Board of School Education Haryana,
Hansi Road, Bhiwani-127021.
Email: asrec12@bseh.org.in
Website www.bseh.org.in
Phone No 01664-243336
Fax No. 01664-241611
- 10- Important Phone Numbers:-
Assistant Secretary (Secrecy-II) 9468264149

BRIEF INFORMATION OF BID DOCUMENT**SECTION-I**

Tender No.	Tender No. TD/SECURECY/BSEH/2018-2019
Mode of Bid submission	Online Through https://etenders.hry.nic.in
Time for Completion	Approximately one months for each session after declaration of result of various classes for rechecking and re-evaluation works.
Last Date and time of Bid submission	14/03/2018 up to 11:00 am
Date and time of opening of Technical Bids	14/03/2018 at 11:30 am
Date and time of opening of financial bids for technically qualified bidder	after opening of Technical Bids
EMD	Rs. 10,000/- (Ten thousand only) to be deposited through online in HDFC A/c No 04791450000663, IFSC, HDFC 0000479
Cost of Tender Document	Rs. 1000/- (Rupees One thousand only) to be deposited through online in HDFC A/c No 04791450000663, IFSC, HDFC 0000479.
Validity of Bid	The contract period will be of two year initially which can be extended further two year on satisfactory completion of work, approval of the appropriate authority.
Space of work	Board of School Education Haryana Bhiwani
Cost of Project	Approximately (1,50,000/-) One Lacs & Fifty thousand

Note:- Scan Copies of Bank receipt for deposited of EMD and tender cost are to be submitted online with technical bid also.

SECTION-II

(ON A STAMP PAPER OF Rs. 100/-) UNDERTAKING

Tender No. TD/SECRECY/BSEH/2018-2019

Dated:

To
The Secretary
Board of School Education Haryana,
Bhiwani-127021

(Name of the Firm/Agency/Company)
Name of the tender
Due Date of Tender

Dear Sir,

1. Having read the conditions of contract and services to be provided, the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the required Services for the work with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, to enter into agreement as early as possible of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will submitted DD in favour of Secretary, B.S.E.H., Bhiwani for a sum not exceeding 10% of the contract sum for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent Re-placement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this Day of 2018

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

SECTION-III

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Scope of Work

Secretary, Board of School Education Haryana, Bhiwani invites E-tenders under two bid system (Technical & Financial) from the reputed Firms/Companies/Agencies/Societies having adequate infrastructure and Experience of handling the works of **Perform Online data capture and processing for Online application for Re-evaluation/ Re-checking and Their Retrieval**. Approximate candidate 40,000 (D.Ed./D.El.Ed., Secondary, Senior Secondary Exam (Academic/Open) all sessions year 2018.

A. OBLIGATIONS OF BOARD

- 1.** Board will provide the data of students with all required field for backend.
- 2.** A co-ordinator shall be provided by Secrecy/Re-evaluation Branch for the help of firm.

B. OBLIGATIONS OF AGENCY

- Online registration of candidate's data for Re-evaluation and Re-checking from result file (Back end)
- The payment will be collected/deposited through gateway payment.
- Reconciliation of fee will be done by the firm.
- Firm will provide all miscellaneous statistical reports as per required by Branch.
- Firm will provide Admin Penal for viewing day to day summary e.g. total students captured, total fee received etc.

SECTION-IV

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

INSTRUCTIONS, TERM AND CONDITIONS

1. Eligibility Criterion for the bidders:-

- The Firm should have turnover at least Rs. 5 Lac in each last three years balance sheets etc.
 - The Firm should possess GST Number, PAN, (Scan Copies Attach)
 - If any of the vendor at any time is found or was declared 'black listed' by any of the government organization/institutions/university for any of the reasons or so, then the same vendor would also be treated as black listed from our organization and further tender would be treated terminated and complete EMD would be forfeited. An undertaking on affidavit of Rs. 10 that the firm has never been black listed been deposited.
 - Firm can undertake software solution related jobs.
2. The firm will provide service with quality up to satisfaction of concerned authority.
 3. The firm will have to give presentation 'How the service will be provided and give details about hardware and software required for the same' along with BID.
 4. Supply of final data in required format and supply all type of statistical reports etc. as desired by board.
 5. The bidder will have to ensure 100% accuracy of the input and outputs.
 6. The bidder should have experience of developing application software in open software technologies, hosting of online application.
 7. The bidder must have independently handle assignments of similar nature work in any board/university. The bidder must enclose the satisfactory completion performance certificate for the works executed.
 8. The entire work is time bound nature and the firm/company will have to execute the work as per schedule given by the Board of School Education Haryana, Bhiwani.
 9. The firm will not sublet the work to any other firm.
 10. The firm shall maintain record on daily basis in a database and this database will be property of Board.
 11. The firm will be the principal employer of the manpower deployed to perform the above mentioned tasks and liable for all legal requirements. Department will not bear any financial/legal responsibility.
 12. The firm will not leak any data/information, if found so, the EMD will be forfeited and all payment will be stopped and firm will be blacklisted and appropriate legal action will be taken against the firm.
 13. Firm is required to give Certificate that it possesses the required hardware in advance and abide all the term and condition given in the document with proper signature and stamp and will start the project within 7 days of award of contract.
 14. Cost of this bid document is Rs. 1000/- which is to be deposited in HDFC Bank Bhiwani MISC A/c No.04791450000663, IFSC Code HDFC 0000479 through RTGS.

15. Earnest money of Rs. 10,000/- (Rs. Ten Thousand) is to be deposited in HDFC Bank Bhiwani A/c No.04791450000663, IFSC Code HDFC 0000479 through RTGS.
16. The contract period will be of two years initially which can be extended further two year on satisfactory completion of work, approval of the appropriate authority.
17. After allotment of work order, the firm will deposit Performance Security as 10% of the total cost of work as DD in favour of Secretary, B.S.E.H, Bhiwani within ten days, from the issuance of work order.
18. For any further clarifications about the tender, contact Assistant Secretary (Secrecy), BSEH Bhiwani.
19. The Secretary, Board of School Education Haryana, Bhiwani reserves the right
 - a) To reject any or all bids without assigning any reason what so ever.
 - b) To negotiate with bidders as per negotiation policy.
 - c) Committee will judge the technical/professional capability of the firm.
 - d) To change/add any clauses/items/condition on the tender document.
 - e) Either to execute the project or not.
 - f) To execute the rate contract from a single vendor or multiple vendors based on the rates/specifications.
20. Arbitrator: Chairman, Board of School Education Haryana, Bhiwani will be the sole arbitrator in case of any dispute. The contract will be subject to Jurisdiction at Bhiwani only.
21. If any time during contract period vendor back out or delay the job unnecessarily for any unjustified reason, Secretary will have be power to impose any penalty as he deems proper beside forfeit of performance security.
22. Penalty Provisions:-
 - a) For delay in start of work Rs. 500/- per day.
 - b) For delay in completion of work for each day work for entire period Rs. 500/- per day.
 - c) For not providing the compete data on HDD, all payment will be withheld.
 - d) Any other issue as and when noticed penalty imposed as decided by authority.
23. The bidder must submit an undertaking on a stamp paper of Rs 100/- as per the section-II.
24. At any time prior to the deadline for submission of Bids, the Board may amend the Bidding Documents by issuing an addendum/corrigendum on the website only. No addendum/corrigendum will be published in the news papers.
25. The Bidder shall complete and submit the Bid Submission Form and Price Schedule by using the form furnished in Section VI Online. These forms must be completed without any alterations to its format or any cutting/overwriting and no substitutes shall be accepted. All blank spaces must be filled in with the required information.

26. The Bidder shall indicate on the Bid Submission Form and Price Schedule, exclusive of cost of all jobs, related services and all other taxes etc., which their firm proposes to perform works under the contract. No Extra payment will be made for any job related service/Tax/octroi.
27. Bid Prices will not be adjusted for any unconditional or conditional discount offered by the Bidder and such bids are liable to be rejected for which the firm will be responsible and the Board will not entertain any correspondence on this issue.
28. The Earnest Money of unsuccessful bidders will be discharged/returned, as soon as possible, but not later than 30 days, after the award of contract to the successful Bidders. However, in disputed cases, the Board will not be bound to release the earnest money.
29. The successful Bidder's Earnest Money will be discharged after completion of job work and final payment of the firm.
30. Technical and financial Bids are to be submitted online only through Website www.etenders.hry.nic.in.
31. For any point if not covered under the provisions of the tender, the Chairman of the Board shall be the supreme competent authority, whose orders in any of such issues at all stages shall be final for one and all as a matter of binding in all respects.
32. **Payment clause**
Payment will be made after completion of satisfactory work.

SECTION-V
BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI
TECHNICAL BID

To

The Secretary,

Board of School Education, Haryana

Bhiwani

Subject: Technical Bid.

Dear Sir,

Please find enclosed the page numbered documents as per list given below:

1. Tender Fee & EMD
2. Registration Number of the firms.
3. GST Number.
4. Document supporting Turnover(duly certified by C.A. & attested by the Bidder)
5. Scanned copy of certificates of satisfactory completion/execution of the job work allotted to the firm in the last three years.
6. Undertaking on affidavit section II.
7. Affidavit.

Dated _____

Signature of Bidder _____

Name of Bidder _____

Address of Bidder _____

Mobile No _____

Seal of Company/Firm

SECTION-VI

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Financial Bid

To

The Secretary,
Board of School Education, Haryana
Bhiwani

Subject: Financial Bid

Having examined the tender documents, terms and conditions stipulated therein etc., the under signed offers to provide the rates, for all work mentioned at scope of work at page **10** of tender document and abide all term and conditions, given here under.

Online data capture and processing for Online application for Re-evaluation/ Re-checking and Their Retrieval	Total price in INR	Total price (In words)

Note :-

1. Rate should be quoted exclusive of all Taxes.
2. GST will be applicable as per Central/State Govt. rules/ regulations.
3. Prices quoted should be in Indian national rupees (INR).

Dated _____

Signature of Bidder _____

Name of Bidder _____

Address of Bidder _____

Mobile No _____

Seal of Company/Firm

Section VII

Sr. No.	Name of the Document	Available on page No.
1	Proof of deposited slip should be enclosed/upload with the tender document of tender fee Rs. 1000/-	
2	Proof of deposited slip should be enclosed/upload with the tender document of EMD Rs. 10,000/-	
3	Undertaking of the Bidder as per Section-2 on 100/- stamp Paper	
4	Scanned copy of Certificates of satisfactory completion/ execution of the job work allotted to the firm in the last three years.	
5	Annual Turnover of Rs Five Lacs each for last three years 2014-15, 2015-16 & 2016-17. Trading account Profit and loss account and Balance sheet.	
6	Registration certificate of the firm.	
7	GST Number & PAN Number.	
8	Have you ever been Blacklisted / Debarred. If no attach affidavit.	

Check list of the Required Documents

Note:-1. All documents to be submitted online along with the bid. All pages should be numbered and arranged as per check list and an Index thereof is also to be placed right below the forwarding letter of the firm.