



BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI.

E-TENDER NOTICE NO. BSEH/HTET & ANY OTHER EXAM-2018

Website-www.bseh.org.in

Email- asgen@bseh.org.in

BSEH/MM/02/Videography

Dated: 26.11.2018

Price Rs.5000/-



Board of School Education Haryana, Bhiwani

E-Tender

Empanelment of Vendors for

Videography of Examination Centres

For

HTET & Other Exam- 2018.

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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DOCUMENT CONTROL SHEET

1	Name of Organization	Board of School Education Haryana, Bhiwani
2	SCOPE OF WORK	VIDEOGRAPHY OF EXAMINATION CENTERS
3	Tender Type	OPEN
4	Tender category	Services
5	Tender document download Start Date	26-11-2018
6	Pre bid meeting	04-12-2018
7	Tender document download End Date	10-12-2018
8	Bid validity	One year beyond the closing date of tender
9	Tender fee (non-refundable & NON-ADJUSTABLE)	Rs.5,000/- to be deposit in to Board Account Account Name: Secretary, Board of School Education Haryana, Bhiwani. IFSC Code: HDFC0000479 Account Number: 04791450000663 Through RTGS
	Earnest money deposit (EMD)	Rs.1,00,000/- (One Lakh Only) to be deposit in to Board Account Account Name: Secretary, Board of School Education Haryana, Bhiwani. IFSC Code: HDFC0000479 Account Number: 04791450000663 Through RTGS
10		
11	Last date and time for submission of Bids	10-012-2018 at 09:00 am
12	Date and time of opening the technical bids	10-012-2018 at 12:30 pm
13	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
14	Address for communication	Assistant Secretary, (M.M. Branch) Board of School Education Haryana, Bhiwani
	Period of completion of work	As per Terms & Conditions of tender & Award



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15		letter.
	Validity of contract/rates	Upto 1 year from date of award & can be extended for Two years on satisfactory performance on same terms & conditions.



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A. INSTRUCTION TO THE BIDDERS

- 1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the E-Tender document/schedule.
- 3) Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on BSEH website www.bseh.org.in & www.etenders.hry.nic.in



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B.

E-Tender Notice:-

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

(An ISO Certified Organization)

NOTICE INVITING E-TENDER

On behalf of Board of School Education Haryana, Secretary of the Board invites e-tenders under two bid systems (Technical & Financial)from the reputed Firms /Companies/Agencies/Societies having adequate infrastructure and Experience of handling the works **OF VIDEOGRAPHY OF EXAMINATION CENTERS. The HTET Exam having tentative 1,50,000/- (One Lakh fifty thousand) Candidates per shift & total candidate is about 4,50,000 (four Lakh fifty thousand) is to be conducted in about 600 centers in Haryana & Chandigarh.** The Tender Document will available on www.etenders.hry.nic.in & Board's Website www.bseh.org.in downloaded from the Board website for viewing from 26-11-2018 and last date for submission of bid documents is 04-12-2018 at 12-00 pm. Any amendment /correction in the Tender Document will be done by the Board Authority through www.etenders.hry.nic.in & www.bseh.org.in. Prospective bidders are requested to regularly visit/check the Board's Website. The cost of bid document is 5000/- and EMD of Rs. 1,00,000/- Rs. (one Lakh) to be deposited in Board's Account Number 04791450000663 and IFSC Code HDFC0000479 of HDFC Bank through RTGS (Real Time Gross Settlement) and the proof of deposited slip should be enclosed/uploaded 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.nic.in. The Technical Bids shall be opened on 10-12-2018 at 12-30 **pm** by the committee authorized by the Secretary for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. The Financial Bids for the bidder whose Technical Bids found complete and confirm the eligibility criteria, shall be opened on 10-12-2018 at 12-30 pm. No tender by 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



BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI.

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C. TENDER FEE AND EARNEST MONEY DEPOSIT

- 1) The tender fee (non-refundable and non-adjustable) of Rs. 5000/- (Five thousand only) is to be deposit into Board's Bank Account Number 04791450000663, IFSC Code HDFC0000479 through RTGS.
- 2) Earnest money deposit (EMD) of Rs. 1,00,000/- only (Rupees one lakh only) is to be deposit into Board's Bank Account Number 04791450000663, IFSC Code HDFC0000479 through RTGS.
- 3) Bids without tender fee and/or EMD shall be rejected.
- 4) In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within one month from date of finalization of technical bids.

PERFORMANCE SECURITY DEPOSIT/BANK GUARANTEE

The successful bidder shall submit an unconditional and irrevocable performance demand Draft/Bank guarantee in the favour of "Secretary, BSEH, Bhiwani" of an amount equivalent to 10% of contract value valid for 90 days beyond the date of completion of Contract from any scheduled commercial bank located in India at his own expense within 7 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.

For Correspondence/Clarification, if any in writing, pl contact:

Subhash Kajal,

Assistant Secretary (MM),

Board of School Education Haryana,



D. Scope of work :

Coverage of activities at the entry point of examinations centers and also of the examination hall/rooms to be used for seating of about 320 to 350 candidates in an examination centre including covered area and view of the entire campus of the building of examination centers. Scope of work can be increase or decrease up to 20%.

Apart from the examination timing, the coverage will include the activities at the examination centre at least 01 hour 30 minutes prior to the commencement of examination till the closing formalities .

Required infrastructure for Videography:

1.	Portable audio and video recording devices with sufficient recording storage Memory Card/Hard Disk of minimum 7.00 hrs. per session continuous and uninterrupted recording with time & date. Backup should be levelwise, districtwise and centrewise to the Board on Hard Disk.
2.	Sufficient flash back up.
3.	Extra power backup to meet out the required coverage.
4.	Recording video mode MPEG and sound mode MP3 will be preferred or recording format should be supported by Microsoft window media player/ VLC player/ Flash player

Video coverage of examinations starts from the very start of the examination process and inter-alia includes:

(a) The general atmosphere at the venue with the candidates entering the main gate and the school/college;

(b) Coverage of the Notice Boards near the gate of the Examination Centre, where the details of the candidates are displayed;

(c) Videography of Opening process of the bags and its distribution to the Invigilators or other officials (for further distribution to the Invigilators in the room/hall);

(d) Footage of the Centre Supervisor, Inspecting Officers, officials and other staff present in the room;

(e) Footage of Invigilators, Flying Squad, other officials visiting the Centre;

(f) **Videography of each and every candidate present during the written examination, Room wise as per seating Plan and preferably in serial order. In videography Centre Room No. should be in backup. During videography it should be ensured that the full**



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frontal view of the candidates face is captured. Candidates should be advised to hold their open Admit Cards close to their chest so that their Roll Number/Photo printed thereon is clearly visible in the Video shot. Each candidates are to be videographed for a minimum of 3 to 4 seconds. On publication of result, the videos of the selected candidates for the next stage (if applicable) should be segregated in a separate external hard disc. The same is to be aligned later with their video shot during the next stage. The hard disc should be handed over to the Assistant Secretary {MM Cell}. Adequate Backup should be taken and kept in readiness for use, if required.

(g) Videography of Invigilators and other functionaries in the room;

(h) Special coverage of any activity that may be noticed unusual in the examination hall, like usage of mobile phones, copying, candidates talking help with each other, etc.

(i) Coverage of desks in the examination hall where OMR Sheets/Questions Papers are kept on the desks of absentees;

(j) Videography of arranging, packing and sealing of the OMR Sheets/Answer Booklets after the examination, etc.

(k) Coverage of any other unusual incident which may arise at a particular venue or any other event as per the direction of the Centre Supervisor/Inspecting Officer/Board of School Education Official.

Selection of Videographer :

- **No person, whose wards or relatives are taking part in that particular examination should be engaged for videography or assigned any related works. It will be sole responsibility of the contractor, not to engage such videographer whose ward is appearing in that particular examination.**
- The videographers engaged for each venue should be of good character, experienced and should possess Identity Cards/ Authority Letters signed by the authorized signatory of the contractor.

City Supervisor: Contractor has to depute at least one supervisor in each city for coordinating the activities of videographers if numbers of venues for videography are more than five. Contactor has to provide the name and contact detail of these supervisors along with detail of all videographer well in advance to Board of School Education Haryana, Bhiwani.

- Single authority letter will be issued to the contractor containing list of venue for videography by BSEH. Name of the contractor authorized for videography will be intimated to venue supervisor well in advance or team leader of Flying squad team to permit videography of exam activity in exam venue.



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- **Identity Card:** All videographer and supervisor engaged should bear the identity card issued by the authorized person of the contractor. They should also possess ONE ORIGINAL PHOTO ID SUCH AS PAN CARD/AADHAR CARD/DRIVING LICENCE ETC ISSUED BY ANY GOVERNMENT AGENCY while on duty.
- **Quality of Videography:** The videos should be of high quality so that the images do not become grainy and fuzzy upon magnification up to 04 times the original image size. Roll No and name of candidate printed on Admit card should be clearly visible in video shot.
- The work shall be undertaken as per instructions/guidelines given by the Assistant Secretary {MM Cell}, Board of school Education Haryana, Bhiwani from time to time.
- The Agency shall have proper Work Place, Manpower including technical Manpower, Computer, etc. (Provide relevant documentary proof).
- The Agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed and **utmost secrecy and confidentiality must be maintained. Any incidence of compromise with secrecy and confidentiality by the agency shall be construed as breach of contract and appropriate penal action shall be taken.**
- The Cities as well as the Centres where videography is to be done will be decided solely by the Board based on the needs and the successful tenderer must carry out the work at such Cities and Centres as Stipulated by the Board of School Education Haryana, Bhiwani.

E. Terms & Conditions:

S.No.	Terms & Conditions
1	The tenderer will be required to submit the details of available infrastructure and a certificate to this effect that the entire systems will be provided in working conditions and in case of any defect in any of the systems provided for Videography, stand by arrangement for immediate replacement of the system will be made by the Vendor so as to ensure Videography in a regular uninterrupted manner at the examination centre
2	The rates offered shall be exclusive of all kind of taxes applicable on this work.
3	Rates to be quoted for one session and two sessions (per center separately)
4	Successful tenderer/s will further have to deposit 10% of the total cost of the work assigned as Caution Money/Performance Security which will be refunded after successful performance of the work and final payment of bills.
5	Successful tenderer/s will be required to make available the required infrastructure i.e. one system with all components and manpower at each examination centre created in the jurisdiction of each district.



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6	Hard disk shall be prepared in movie mode playable on PC supported by common media player. Hard disk should be labeled as Centre Name, Centre No. , Session & date of recording levelwise and districtwise.
7	Hard disk will be required to be submitted by the successful tenderer/s within 45 days after termination of examination of a particular date along with Bill for payment to Assistant Secretary (M.M.Cell), Board of School Education Haryana, Bhiwani. If a tenderer fails to provide the hard disk within prescribed time, penalty @ 500/- per day shall be imposed or a lump sum penalty as deemed fit by the Secretary of the Board can be imposed.
8	It will be the responsibility of the tenderer to ensure that the recording must be of the best quality and in case of the poor quality of video/audio, penalty to the tune of a minimum of Rs. 2500/- per exam centre will be imposed for each such examination centre or a lump sum penalty as deemed fit by the Secretary of the Board may be imposed for such shortcomings or for breach of any of the terms & conditions of tender or/and of the work order.
9	In case any room left in videography a Penalty of Rs. 1000/- per room will be imposed.
10	If a videographer/ cameraman does not reach to his allotted centre, a penalty to the tune of a minimum of Rs. 5000/- will be imposed for each such examination centre or a lump sum penalty as deemed fit by the Secretary of the Board may be imposed.
11	The Secretary of the Board to make deduction as deemed appropriate from the payment bill of the Videographer in case the Videography at the examination centre is found to be less then the prescribed duration of time of Videography.
12	The Board shall not be liable for the safety & security of the systems and manpower provided by the successful tenderer/s for the work assigned. Any sort of damage/loss of any reason whatsoever will not be the responsibility of the Board
13	If the successful tenderer/s discontinues the work at any stage, no payment will be made for the work done and the earnest money as well as performance security shall stand forfeited.
14	The expenditure on account of transportation of systems and manpower to be made available at such examination centre shall be borne by the Successful tenderer/s.
15	The Secretary, Board of School Education Haryana, reserves the right to change the schedule of examination because of administrative reasons. However, intimation of revised schedule will be sent to the successful tenderer/s at least a one week prior to the commencement of examination.
16	Payment shall be released within 45 days after satisfactory completion of work from the date of handing over hard disk without any defects and submission of bills by the Vendor/s.
17	Conditional offer will not be accepted and offer shall remain valid for a period of six months from the closing date of receipt of tender.
18	In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority, the earnest money/ performance security will be forfeited. No alteration/modification in the bid after receipt of bids shall be permitted.
19	G.S.T. will be applicable as per central/state govt. rule regulation.
20	The Secretary, Board of School Education Haryana, Bhiwani reserves the right to accept or reject any or all tenders without any reason whatsoever and allot the work to any other party/parties.
21	All decisions/Orders passed by the Secretary of the Board of School Education Haryana in regard to allotment of work and other issues not specified in these terms & conditions shall be final and binding on the Successful Vendor/s.



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22	The tender offer should be accompanied with a copy of terms & conditions duly signed by the authorized representative of the tenderer in token of having accepted the terms & conditions of the tender.
23	Agreement to be executed on a Non-judicial stamp paper of Rs. 100/-
24	In the case of any dispute, the Chairman of the Board of School Education Haryana shall act as Arbitrator whose decision shall be final and binding on both the parties. All dispute in this conception will settled in jurisdiction in Bhiwani Court.
25	The complete list of the examination Centres will be provided by the Board to the successful bidder(Videographer) for the timely & smooth coverage of the examination activities.
26	If L-1 firm is found incapable of doing the entire work, the competent authority reserve the right to allot the work on L-1 rates/negotiated rates to other parties willing to do the work.
27	The examination centres are all over Haryana & Chandigarh. The Board may add/remove city of examination which will be informed to bidder well in time
28	Recording video mode MPEG and sound mode MP3 will be preferred or recording format should be supported by Microsoft window media player/ VLC player/ Flash player
29	Back should be in single video (center/level wise)
30	Firm supply all data with in 45 days.
31	Two copies of level wise data clip is to be made one copy must be submitted to Board office and one copy must be kept by the firm itself for the period of one/two year.
32	The programme chart for levelwise videography will be made after consulting with conduct branch and special exam cell regarding where and how the videography will be done.
33	If HTET Exam is cancelled/postponed due to any unavoidable circumstances information will be given before 24 hours from date commencement of exam no payment will be made, thereafter maximum extent 10% payment will be made of total value or decided by the Chairman.

Acceptance of Terms & Conditions

Terms & Conditions enumerated in this form clause No. 1 to 33 have been read by me/us and are acceptable to me/us.

**SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL & COMPLETE ADDRESS**

TEL No.:
Mobile No. :
FAX No. :
PAN NO. :
DATE :
PLACE:



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F. BID OPENING PROCESS

- 1) Technical bids of only those bidders, whose Tender Fee and EMD instruments are found to be in order, will be opened on the date and time of opening of Technical Bid in the presence of the representatives of the bidders who chose to remain present at Board Office.
- 2) The financial Bids of only those Eligible Bidders short-listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time, to be intimated to the eligible Bidders.
- 3) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, Committee of the Board or office can make any enquiry / seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid would be evaluated on the basis of papers/ documents submitted by the Bidder. No separate representation would be entertained in this regard by the Board.



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G-

<u>TECHNICAL BID</u>			
Name and address of the Firm/Company with contact detail:-			
Tel/Mob:		Fax:	Email:
Contact details of the Person authorized to make communication with BSEH.			
Name			
Designation			
Phone/Mobile No.			
Fax No.			
E-mail ID			
Company/Firm Details:-			
Type of Company (PSU, Pub. Ltd/Pvt. Ltd./LLP/ Proprietorship/any other			
Company/Firm Registration No. & Date of registration			
Year of incorporation/ establishment			
PAN No. (Copy to be enclosed)			
GST Registration (Copy to be enclosed)			
Balance Sheet	2017-18	2016-17	2015-16
Gross annual turnover			
Profit/Loss			
Proposed (tentative) manpower to deployed by the bidder			
Quality of Videography machines available with the agency	Ownership Basis		Rental Basis
Project/ Work Completed	Work 1	Work 2	Work 3
Name of Project/Work			
Name of Client			
Years of Exeution of the Project			
Project Value			
Remarks, if any			
Volume of Project			



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Detail of Tender Fee and Earnest Money Deposit (Scanned Copy Attached).

Note: Following documents must be attached with technical bid

1. Pan Card and Income Tax Return of last 3 financial year i.e. 2015-16, 2016-17 and 2017-18 and Copy of Certificate of GST Registration No.
2. The concerned party should have turnover of at least 20 Lac for last 3 Financial years. For each year i.e. 2015-16, 2016-17 & 2017-18. Unaudited report will not be accepted.
3. Document of contract executed for work in Central/State Government Offices/PSUs/Autonomous organizations of Government.
4. Experience of at least 300 exam centers in one session of Board/University etc.
5. Work completion certificate must be attached.
6. All documents to support technical eligibility must be enclosed duly certified by Authorized signatory.



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H- Financial Bid

(Rates for Videography of Examination Centres)

*Certified that after going through the above terms & conditions with **scope of work (Section –D) attached, I/We submit our rates.***

Rates per session /double session (Per Centre) exclusive of all taxes for providing systems including required components of the system along with a team of two experienced & trained operators for videography for one examination centre.	Rate for per session Rs.-----
	Rate for double session Rs.-----

1. Rate Should be quoted as exclusive of GST. GST will be applicable as per Central/State Govt. rules and regulations.
2. The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower, if any.

The Terms & Conditions appended with the tender form are acceptable to me/us.

SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL & COMPLETE ADDRESS

Date:-----

Place:-----



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SECTION- I

Declaration regarding near relationship with BOARD Employee

S/o

R/o

Hereby certify that none of my relative(s) as defined in the Tender/Bid document is employed in BSEH, Bhiwani. In case at any stage, it is found that the information given by me is false/ Incorrect, BOARD shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature:

Name:

Signed in capacity of:

Date:

Declaration

I _____ do hereby declare that our firm/Any Director/MD/partner are not blacklist, debarred or prohibited by Government of India / Government of Haryana or any other state Government/ Union Territory / any other Board / university Authority during last five years. I also declare that no cases, criminal/civil, or enquiries are pending or registered against the firm/Any Director/MD/partner.

Signature Authorized person:

Name:

Signed in capacity of:

Date:



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Date _____

FORWARDING LETTER (SELF DECLARATION FORM)

ANNEXURE – I

(To be submitted by the Bidder's on letter head)

To

Secretary,
Board of School Education Haryana,
Hansi Raod, Bhiwani-127021.

Ref: Tender Notice No. _____

Dated- _____

Sir,

This is with reference to above mentioned tender for **VIDEOGRAPHY OF EXAMINATION CENTRES** of the candidates. We hereby submit our proposal along with the necessary documents and we hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government /PSU in the country of India.

I _____ do hereby declare that our firm/Any Director/MD/partner are not blacklist, debarred or prohibited by Government of India / Government of Haryana or any other state Government/ Union Territory / any other Board / university Authority during last five years. I also declare that no cases, criminal or civil, or enquiries are pending or registered against the firm/Any Director/MD/partner.

Hereby certify that none of my relative(s) as defined in the Tender/Bid document is employed in BSEH, Bhiwani. In case at any stage, it is found that the information given by me is false/ Incorrect, BOARD shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Further, we agree to abide by all the terms and conditions as mentioned in the tender documents. We have also noted that the Board reserves the right to consider / reject any or all bids without assigning any reason thereof.

Date:

Authorized Signatory:

Name:

Designation:

Place:

Company Seal and Signature

A.S. (Spl. Exam)

A.S. (Account)

A.S. (MM/Gen.)

Consultant (Audit)

C.A.O

SSE-II

SSE-I

D.S. (Conduct)

D.S. (MM/Gen.)

Ad. Director (Edu. Wing)

Secretary

W/Chairman