

Price Rs.5000/-



**Board of School Education Haryana,
Bhiwani
Empanelment of Vendors for Aadhar based Biometric Services
For
HTET Exam Dec. 2017.**

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

Signature of bidder with Seal, Stamp and Address

DOCUMENT CONTROL SHEET

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	Scope of work	Installation of Biometric Machines with Manpower on turnkey basis for carry out the Aadhar based biometric identification and capture thumb impression and photograph of those candidates whose Aadhar identification not processing during examination
3.	Tender Type	OPEN
4.	Tender category	Services
5.	Tender document download Start Date	10.10.2017
6.	Tender document download End Date	23.10.2017
7.	Bid validity	One year beyond the closing date of tender
8.	Tender fee (non-refundable and non-adjustable)	Rs.5,000/- to be deposit in to Board Account Account Name: Secretary, Board of School Education, Haryana IFSC Code: HDFC0000479 Account Number: 04791450000663 through RTGS.
9.	Earnest money deposit (EMD)	Rs.2,00,000/- to be deposit in to Board Account Account Name: Secretary, Board of School Education, Haryana IFSC Code: HDFC0000479 Account Number: 04791450000663 Through RTGS
10.	Last date and time for submission of Bids	23.10.2017 11:00 AM.
11.	Date and time of opening of technical bids	23.10.2017 12:30 PM.
12.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
15.	Address for communication	Assistant Secretary, (General Branch) Board of School Education Haryana, Bhiwani
16.	Period of completion of work	As per Terms & Conditions of tender & Award letter.
17.	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 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

B. Tender Notice:-

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI
(An ISO Certified Organization)

NOTICE INVITING TENDER

On behalf of Board of School Education Haryana, Secretary of the Board of School Education Haryana Bhiwani invites sealed tenders under two bid systems (Technical & Financial)from the reputed, Firms /Companies/Agencies/Societies having adequate infrastructure and Experience of handling the works of **Installation of Biometric Machines with Manpower on turnkey basis for carry out the Aadhar based biometric identification or capture thumb impression and photograph of those candidates whose Aadhar identification not processing during different examination for HTET exam for about 2,00,000/- (Two Lakh) Candidates per shift & total tentative candidate is about 6,00,000 (Six Lakh) exam 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 10.10.2017 and last date for submission of bid documents is 23.10.2017 at 11 am. 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. 2,00,000 lacs to be deposited in Board's Account Number 04791450000663 of HDFC Bank through 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.nic.in. The Technical Bids shall be opened on 23.10.2017 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 25.10.2017 at 11 am. No tender by Fax/E-mail will be entertained. Conditional tender will not be accepted. Incomplete bids shall be summarily rejected. The competent authority of the Board reserves the right to accept or to reject any or all bids without assigning any reason.

SECRETARY

C. TENDER FEE AND EARNEST MONEY DEPOSIT

- 1) The tender fee (non-refundable and non-adjustable) of Rs. 5000/- is to be deposit into Board's Bank Account Number 04791450000663, IFSC Code HDFC0000479 through RTGS.
- 2) Earnest money deposit (EMD) of Rs. 2,00,000/- only (Rupees Two 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.

D. DETAIL SCOPE OF WORK:

Secretary, BSEH proposes to invite Technical and Financial Bids from the authorized Service Provider(s) for installation of Biometric Machines with Manpower on turnkey basis for carry out the Aadhar based biometric identification and capture thumb impression through integrated STQC approved thumb scanner and photograph of those candidates whose Aadhar identification not possible on the day of examination and verify the identity of such qualified candidates during Later stages conducted by BSEH, Bhiwani as per the following requirement:

- i. BSEH will provide center-wise data (roll numbers with Aadhar number) of all registered candidates to the service provider. Service Provider will then use this data for the biometric devices and shall enable fingerprint matching and candidate verification during the exam and subsequent stages of the process.
- ii. Installation of Biometric Machine at each & every Examination centre at the time of examination conducted by BSEH, Bhiwani across the districts of Haryana and Chandigarh.
- iii. The service provider will use this data on the biometric devices that will be used for Aadhaar-based fingerprint verification or data collection during the exam.
- iv. For candidates without Aadhaar number, their biometric registration shall involve capturing the digital photo of all those candidates and scanning their index fingers. The scanning of the fingers shall be done in the following sequence if the index finger scanning cannot be done: middle finger, ring finger, little finger, and thumb of the hand. If required, toe print may be collected.
- v. The Aadhaar Authentication/ capturing of thumb/finger & Photographs by the Biometric Machines shall not be stopped on any ground and data capturing / identification work must be completed during the stipulated time period of the examination.
- vi. One Handheld Machine should be installed/ used for every 80 Candidates. i.e. for 310 candidates four machines to be installed/used.
- vii. Sufficient number of portable equipment and trained manpower shall be utilized during the verification process such that the entire operation of biometric registration gets completed within the specified time-frame.
- viii. The bidder must verify identity of the candidates from the captured data taken during the examination with each and every Candidate's Present in the examination centre.
- ix. The bidder will have to ensure that the Biometric Machines must be functional and has captured thumb/finger & Photographs / Aadhaar Authentication of each and every candidates who will appeared in the examination at each centre.

- x. If the examination is conducted in two shifts in a day at a centre, the biometric should be done separately in all shift during the duration of examination.
- xi. The bidder has to submit work completion certificate along with the centre details in the form as required by the Secretary BSEH.
- xii. Aadhar Authentication or (Thumb and Photo, for those candidates whose Aadhar authentication is not possible) should be uploaded on the central server on the same Day.

Technical requirement of Biometric Authenticating Agency:

- (i) The agency should be capable of deploying at least 2500 biometric machines capable to capture thumb impression and photographs and sufficient trained manpower.
 - (ii) The machine should have capability of capturing and authenticating finger print both in offline and online mode.
 - (iii) The machine should have an integrated camera to take the photographs of the candidates. The Quality of Integrated Camera should be of High Resolution and Camera Should not be less than 2 megapixel.
 - (iv) The machine should have battery backup of at least 2 hours of continues working.
 - (v) It should not be a laptop based solution. Machine should be portable.
 - (vi) Machine should be STQC Certified.
 - (VII) The machines should be GSM / at least 3G enabled.
 - (VIII) Agency should have Sub-AUA or AUA or ASA license.
- 7) Documents:
- i) Documentary evidence in support of bid details must be duly certified by Authorized Signatory. The required completion certificate of above mentioned eligibility criteria must be enclosed.
 - ii) Copy of registered partnership deed in case the firm is in partnership/ Copy of shop Establishment certificate in case of Proprietorship and Memorandum of articles in case the firm is Private Limited / Public Limited Company along with copy of registration.
 - iii) The bidder has to undertake that the firm/individual State has not been blacklist from participation in tender anywhere in Central/state govt. Depts. /Central Govt. PSUs /Consumer Society approved by Central Govt
 - iv) PAN Card, TIN No. & Bank Account no: & a copy of Registration of GST
 - v) Agency should have Sub-AUA or AUA or ASA license.

E. TERMS AND CONDITIONS

1. The technical bid shall contain the documents specified or claimed by the bidder fulfilling the Eligibility and should be signed by the bidders failing which the bid will be summarily rejected.
2. The rates so quoted should be exclusive of all taxes.
3. 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.
4. The Board reserves the right to restrict and deny the entry to any staff member of the bidder, if it deem fit to Board..
5. The bidder will ensure that the staff engaged are disciplined and maintain full decorum of the office.
6. The successful bidder shall make arrangement for check-up of the Aadhar based biometric machines at his own cost and shall keep all the machines in perfect working condition at all time, so as to ensure smooth running of work. In case of failure of any of the Aadhar based Biometric machines, the bidder shall have to make alternative arrangement immediately so that the work does not suffer.
7. The machine should have battery backup of at least two hours of continuous working.
8. Continuance of the contract and payment of the work done shall be subject to satisfactory performance and fulfilling of all the terms and conditions of the contract duly certified by concerned officer/ in-charge. The contract may be cancelled at any time without assigning any reason for the same. The decision of the Chairman, BSEH in this regard shall be final and binding.
9. Time is the essence of the contract and the bidder shall adhere to the time schedule as prescribed by the BSEH for execution of the work.
10. If it is found at any time that the capturing and verification of the thumb impression & photographs of the candidates has not been done in accordance with the agreed terms and conditions, the BSEH shall be entitled to withhold all payment of the bidder and forfeit the Bank Guarantee.
11. The staff of the Board will carry out random checking of the work being done by the bidder and in the event, the bidder is not executing or completing the work of Installation of Aadhar based Biometric machines for capturing & verifying Thumb impression & photographs of the candidates as per schedule and quality decided, the Board may impose a penalty . The penalty may be imposed for faulty Aadhar based biometric machines/ inaccurate verification of thumb impressions of the candidates/ faulty operation of the Aadhar based biometric machines/erroneous transmission of the captured data. The bidder

will ensure confidentiality of the data captured and undertaking should be given by the agency.

12. The bidder will ensure that the space provided to the Bidder by the BSEH will not be misused in any manner.
13. An appropriate agreement will be executed by the successful bidder with the Board, on the agreed terms and conditions. The Board will deal with the successful bidder directly and no sub-contract/agent/consultant etc. will be allowed.
14. The Board, in its discretion, reserves the right to reject or accept any bid without assigning any reason thereof.
15. The bidder shall not be allowed to take away any data either in the shape of hard copy or soft copy and the work is to be carried out in the designated exam centres.
16. If work gets stopped due to fault of the bidder, then penalty shall be levied for such stoppage at such rate as given in penalty clause.
17. The Company must have an ISO 9001-2008 & ISO 27001-2013 certification (Copy of valid certificate must be enclosed).
18. The service provider is advised to visit all the centers well in advance of the examination date to get acquainted with the available facilities at the center.
19. The Bidder's turnover in last three financial years three Crores on average .The bids with annual turnover less than prescribed limit will not be considered for evaluation process and would be rejected without assigning any reason.
20. Bidder must have executed at least one order from the Government Organization/ Public Service Commission/ PSU/ Central/state govt for the provision of BIOMETRIC Aadhar Authentication or capture and verification for Government Organizations for at least 100,000 candidates .Work order and successful completion certificate need to be provided.
21. Agency should have Sub-AUA/ AUA/ ASA License.

NEGOTIATION

Negotiation will be done as per Govt. Instructions.

G. PENALTY CLAUSE

1. If at any stage it has been found that the data of any of the candidate is missed/ not captured/ not readable/ not uploaded, it shall be treated as error and a penalty shall be charged @ Rs. 500/- (Rupees five hundred only) per candidate for each error.
2. In case if the Board is of the view that the work has not been satisfactorily and professionally performed by the bidder, the Board shall in addition to forfeiture of performance security and EMD shall be entitled to terminate the agreement without giving any notice.
3. If a dispute arises out of or in connection with this contract, decision of the Board Chairman shall be final and binding. All disputes in this connection will settled in jurisdiction of Bhiwani Court.
4. The Board also reserves the right to cancel/modify / relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.
5. If the bidder is not able to install the Aadhar based biometric machines at centres and verifying the thumb impressions is stopped, penalty on pro-rata basis @ 5 % of contract value shall be levied.

H. PAYMENT CLAUSE

- a) No advance payment shall be made under any circumstances to the successful bidder.
- b) Rate quoted by the bidder shall be inclusive of all incidental cost of service provider including transportation, handling, and installation.
- c) No extra costs shall be paid by Secretary, BSEH on any additional account to the successful bidder.
- d) The payment shall be in Indian Rupees and shall be paid only as per term & condition of payment.
- e) The payment will be paid usually within 30 days of receipt of such certificate, along with all data in Hard Disk & center wise data in Pen Drive after satisfactory report by the branch.
- f) Performance/bank guarantee needs to be submitted by successful bidder before signing of agreement between Board and successful bidder.
- g) All Payment shall be subject to deduction of applicable TDS.

I. 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 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.

TECHNICAL BID

1.	Name and address of the Firm / Company with contact details :-			
	Telephone/Mobile:		Fax :-	Email.
	Contact details of the Person authorized to make communication with BSEH			
	Name			
	Designation			
	Phone/Mobile No.			
	Fax NO.			
	E-Mail ID			
2.	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)			
	ISO Certification (9001-2008 & 27001-2013) (Copy to be enclosed)			
3.	Financial Information			
	Balance Sheet	2015-16	2014-15	2013-14
a.	Gross annual turnover			
b.	Profit/loss			
4.	Proposed (tentative) manpower to be deployed by the bidder			
5.	Quantity of Aadhar based biometric machines available with the agency	Ownership basis	Rental basis	
6.	Project / work completed	Work 1	Work 2	Work 3
a.	Name of Project / work			
b.	Name Of Client			
c.	Years of Execution of the Project			
d.	Project Value			
e.	Remarks, IF any			

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

Note: Following must be attached with technical bid

1. Copy of PAN Card of the Firm
2. Copy of Certificate of GST Registration No.
3. Copy of Balance sheet of 2013-14, 2014-15 and 2015-16
4. Document of contract executed for capturing attendance and verifying thumb impressions in Central/State Government Offices/PSUs/Autonomous organizations of Government.
5. All documents to support technical eligibility must be enclosed duly certified by Authorized signatory.
6. The Sample of Aadhar based biometric machines will be shown/demonstration will be given as and when required by the Board.
7. Sub-Aua/AUA/ASA License copy to be Enclosed
8. Any other certificate as per Technical Requirement mentioned above.

FINANCIAL BID

The Financial Bid should be submitted as per the following format:

Financial Bid

- Prices should be quoted in Indian Rupees (INR) and indicated both in figure and words. Figures in words will prevail.

Sl. No.	Item Description	Rates per Candidate (in figure)	Rates per Candidate (in words)
1.01	Installation of Biometric Machines with Manpower on turnkey basis for carry out the Aadhar based biometric identification and capture thumb impression and photograph of those candidates whose Aadhar identification not processing during examination		INR _____ only

Note: -

- Rate Should be quoted as exclusive of GST.
- GST will be applicable as per Central/State Govt. rules and regulations.
- Total Candidates will be counted as per admit cards issued.

Auth. Signatory

Name and seal of the firm

FORWARDING LETTER (SELF DECLARATION FORM)

(To be submitted on Bidder's letter head)

Date _____

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 installation of Aadhar Based Biometric Machines for capturing Thumb impression & photographs 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.

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:

Contact No:

Email:

Company Seal and Signature