

Price Rs.1000/-

Tender No. 892/EDP



**Board of School Education Haryana,
Bhiwani**

BID DOCUMENT

**EMPANELMENT TENDER FOR ONLINE APPLICATION AND DATA
PROCESSING OF ENROLLMENT WORK FOR THE ACADEMIC YEARS
2021-2022 AND ONLINE DATA CAPTURING FOR 9TH & 11TH CLASSES
(SUBJECT COUNT) FOR THE ACADEMIC YEAR 2021-2022.**

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

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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 E-tenders under two bid system from the reputed, experienced & Technologically sound Firms /Companies/Agencies/Societies having adequate infrastructure to handle the works of **Registration and Processing for Enrollment Work for the Academic Year 2021-2022 and Online Data Capturing for 9th& 11th Classes (Subject Count) for the academic year 2021-2022**. The Tender Document is available and it can be download from Board's Website www.bseh.org.in and Govt. E-tender Website www.etenders.hry.nic.in. Tender Document is available on above websites for viewing from **14.10.2021** and last date for submission of bid documents is 27.10.2021 **at 10:00 am**. Any amendment /correction in the Tender Document will be done by the Board Authority through www.etenders.hry.nic.in. Prospective bidders are requested to regularly visit/check the Board's Website. The cost of bid document is Rs. **1000/-** and EMD Rs. **20,000/-** to be deposited online through www.etenders.hry.nic.in portal. 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 27.10.2021 at 11:30 a.m. 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 who's Technical Bids found complete and confirm the eligibility criteria, shall be opened later. 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

TENDER SUMMARY

Sr. No.	Tender No	
1	Description	Registration and Processing for Enrollment Work for the Academic Year 2021-2022 and Online Data Capturing for 9th & 11th Classes (Subject Count) for the academic year 2021-2022.
2	EMD	Rs. 20,000/- (Rs. Twenty Thousand only)
3	Tender Document Cost	Rs. 1000/- (Rs. One Thousand Only)
4	Last Date of bid Submission	27.10.2021 at 10:00 a.m.
5	Date & Time for opening Technical Bid	27.10.2021 at 11:30 a.m.
6	Date & Time For Demonstration of Capabilities in execution of similar work as Part of Technical Bid by Shortlisted Bidders.	27.10.2021 at 02:00 p.m.
7	Venue for Demonstration	Committee Room of the Board
8	Date & Time for opening Financial Bid	27.10.2021 at 03:30p.m.
9	Validity of Contract	Up to 1 year from date of award & can be extended for further two years on satisfactory Performance on same terms & conditions.
10	Contact Person for any Query Regarding Bid Document.	Senior System Executive, Computer Cell, BSEH, Bhiwani. Mob. No. 9996016032 Phone Number:- 01664-244171-76 (Ext. 600), E-mail: web@bseh.org.in

INSTRUCTIONS TO BIDDERS

Eligibility Conditions (Qualification Criteria)

The bidder must fulfill the following Qualification Criteria / Eligibility Conditions

- i) The Tender Document fee of Rs. 1000/- is non-refundable. Similarly the bidder must deposit the required amount of EMD 20,000/- as prescribed on the e-tender portal.
- ii) The authorized person must have to submit information like, the name of the bidder, designation, address, email Id, fax no & telephone no etc. mentioned on a separate paper while submitting the Tender Document. If the bidder is a Partnership Firm, then the name, designation, address & office telephone no of Directors/Partners are to be mentioned on a separate paper and must be furnished while submitting the Tender Document. Please refer **Annexure-1**.
- iii) Partnership deed in case of Partnership Firm, the bidder must have Articles of Association (In case of Company), by laws and Certificate of Registration (In case of Registered Co-operative Society).
- iv) The bidder must submit an undertaking on a stamp paper of Rs 100/- as per the given format in **Annexure-2**.
- v) The bidder must have GST, PAN of Firm/Company/Agency/Society apart from the above the bidder must have valid EPF Registration Number and ESI Registration Number.
- vi) The Firm/Company/Agency must have ISO certification.
- vii) The bidder must have minimum Annual Turnover of Rs. Ten Lakh, in each of the last two financial Year viz 2018-2019 and 2019-2020. The bidder must submit self-attested copies of the Audited Trading, Profit and Loss Account Statement and Balance Sheet for the last Three Financial Years as cited above.
- viii) The bidder should have handled assignments of similar nature in any last Three years in any Boards/Universities/PSU/Govt. Organisation/Trust/Society/ pvt ltd firm. Assignments of similar nature must include the major activity such as online registration of candidates, collection of the examination fee through the gateway payment mode, reconciliation of examination fee, modification of candidates data.
- ix) The Bidders should neither have been Debarred/blacklisted by the Central/State/Govt. Department/ Universities/Educational Institutions/ Organization etc. nor should have any litigation enquiry pending with any of these Department or Court of Law with regards to the works executed.
- x) Proof of Satisfactorily Performance execution of One successful work as specified in the eligibility criteria viii.
- xi) An Affidavit that the Firm/Company/Agency/Society has not been debarred and/or Blacklisted.
- xii) The successful bidder shall be required to deposit an amount equal to 10% of the tendered value of the assigned work within fifteen days of conveying BOARD's intention for accepting the bid as Performance Security. EMD will be adjusted in performance security.
- xiii) Performance Security shall be submitted in the form of Demand Draft/RTGS issued by a scheduled Bank.
- xiv) Performance Security will be discharged after completion of contractor's performance obligations under the contract.

- xv) If the contractor fails or neglects any of his obligations under the contract it shall be lawful for BOARD to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.
- xvi) 100 % of payment shall be made after completion of entire project.
- xvii) In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the **Chairperson, Board of School Education Haryana, Bhiwani or his Nominee**. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Chairman, Board of School Education Haryana, Bhiwani or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chairman, Board of School Education Haryana, Bhiwani or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Chairman, Board of School Education Haryana or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.
- xviii) The validity can be extended for further one year if work performance found satisfactory.
- xix) The bidder must have to fill Annexure-3.
- xx) Technically qualified bidders will give demonstration of the work before the committee. On the basis of demonstration performance committee will finalise eligible bidders for the financial bid.

SPECIAL CONDITIONS OF CONTRACT

1. Board reserves right to counter offer price against price quoted by the bidder.
2. The bidder shall provide complete backup of data and PPT of all operational steps with tutorials.
3. The time schedule may be required to be adjusted as per requirements of the BOARD from time to time as the work of processing of data for Enrollment is very crucial and is highly time bound. In case of any delay in supplying the desired report on the part of the computing agency, it shall be liable to pay charges of **Rs 500/- per day** to the BOARD. The **Chairman of the Board is empowered** to penalize the agency up to maximum limit 20,000 or decide the penalty as per circumstances. If any cost is incurred by the Board in the form of Over-Time or any other means because of any delay on part of the Contractor, the same shall also be recovered from the Contractor either fully or partially.
4. The computing agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents supplied by the Board. Each document and data given by the Board shall be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the Board. In case of lapse, the computing agency will be fully responsible for the consequence.
5. The payment will be made by the board to the firm/agency only after successful completion of work concerned (as the case may be) on the basis of the actual number of Candidates.
6. Data / Reports delivery to the Board and receipt of Data from Board, as per schedule, will be the responsibility of the agency.
7. The data prepared will be the property of the Board and the computing agency will have to supply all copy of the updated data file on portable hard disk as and when required by the Board. Data will not be erased without written permission of the Board at least for two years from the date of completion of work as a precautionary measure.
8. The agency will be required to supply a number of edit/check lists and updates of data processing till all mistakes are removed to the entire satisfaction of the Board.
9. All type of data checking will be the responsibility of the computing agency.
10. The agency will have to ensure 100% accuracy of the inputs and outputs.
11. Wastage of stationery supplied by the Board while testing/printing should not exceed 0.5 %.
12. The errors other than input documents errors (i.e. all type of documents/information, poor quality of photo/sign or any kind of stationery supplied by the Board) shall be the responsibility of the computing agency. For a mistake observed after completion of work, the agency will have to pay charges as under:-
 - (a) Any mistake in particulars @ Rs.5 per mistake.
13. Any kind of Updates of the data for Enrollment work if required will have to be done by the agency without any extra charges.
14. The reports will have to be prepared as per instructions of the Board in the formats given/approved by the Board after getting clearance in writing from the Board and will have to ensure 100% accuracy.
15. The agency will have to supply copies of each report as intimated by the Board in PDF format.
16. Registration window will remain open for whole session.

DETAILS OF WORK

Name of Work: Registration and Data Processing of Schools for Enrollment work Academic Year 2021-2022 and Online Data Capturing for 9th & 11th Classes (Subject Count) for the academic year 2021-2022 (End to End solution).

A. PERIOD DURING WHICH THE WORK IS TO BE DONE

The entire work of Enrollment is to be completed in such a time bound/scheduled manner as per the schedule provided by the board office.

B. OBLIGATIONS OF BOARD

1. To supply soft copy of schools / center duly coded.
2. To supply hard/soft copy of input documents/layouts used in the system.
3. To supply hard/soft copy of various reports to be prepared.
4. To supply hard/soft copy of important instructions / policies affecting the system.
5. To prepare time line of the system to provide end to end solution.
6. To approve layout of report formats.
7. To provide any other intermediate information required for the system.
8. To provide pre-printed stationery.
9. To provide updated softcopy of school master.

C. OBLIGATIONS OF AGENCY

1. To submit Software Requirement Specification (SRS) after feasible study and its approval from the Board strictly in a time bound manner.
2. Arrangement of Dedicated High-end Server on Cloud.
3. User Acceptance Test (UAT) of each application and obtain approval of the same from end user branches.
4. Hosting of Application as per time line decided.
5. Processing of Database after closing Date in a phased manner.
6. The firm will provide the services of technical person for HELP DESK in the Board's premises during the whole period of the work. . Apart from Help Desk, a **Toll-Free Number** is to be arranged Round the Clock. **SMSs and Email** alerts are also to be provided as and when required by the system.
7. Backup of data base and images on Hard Disk are required by the Board for all the different stages (along with the first stage of data base i.e. at the time of registration of schools and staff within one week after the last date of registration).

Technical Bid

Technical Bid for online Database preparation, Processing of examination and other application for the Academic Year 2021-2022.

ABOUT THE FIRM

1	Year of Establishment	
2	Type of firm (Proprietary/Private/Public/Govt.)	
3	Total Turnover during (Attach proof) 2018-2019 2019-2020	
4	Whether the firm is Income Tax payee (Attach proof)	
5	Details of premise Owned/Rented Area in Sq.feet	
6	Quality Certification No, if any Details of Issuing Authority Validity of Certificate (Attach proof)	
7	One work completion certificates in last Three years. Mention name of the organization (s), nature of jobs, volume of work in terms of No. of candidates handled every academic year/session (Attach copy of work orders)	
8	Mention PAN / GST	
9	Have you ever been Blacklisted / Debarred. If no Attach affidavit	

(Signature of the bidder)

Name and Address (with seal)

Board of School Education Haryana, Bhiwani

Financial Bid for online Database preparation, Processing of examination and other application as mentioned in Obligations for the academic year 2021-2022.

NOTE: - Rates must be exclusive of all taxes as applicable.

RATES FOR THE WORKS INDICATED IN THE BID DOCUMENTS

Work No.	Work Name	Rates In Words and Figures (Rates must be exclusive of all taxes as applicable)	Unit
1	Registration and Processing of data for Enrollment work for Academic Year 2021-2022 (End to End solution).		Per Candidate

TENDER FORM FOR

1. Cost of Tender: Rs 1,000.00
2. Due date for submission of tender _____ up to 11:00 a.m.
3. Opening time and date of Technical Bid _____ at 11:30 a.m.
4. Names, address of firm/Agency _____

and Telephone numbers _____
5. Registration No. of the Firm/Agency. _____
6. Name, Designation, Address _____
And Telephone No. of the Bidder or Authorized person of Firm/
Agency to deal with _____
7. Please specify as to whether _____
Tenderer is sole proprietor/ _____
Partnership firm Name and _____
Address and Telephone No _____
Of Directors/partners should _____
specified.
8. Pan No. & GST no. _____
9. Provident Fund Account No. _____
10. ESI Number _____
11. License number under Contract Labour (R&A) Act, if any.

12. Details of Bid Security deposited:
(a) Amount: Rs. _____
(Rupees in words also) _____

14. Details of ISO Certification: _____

16. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)

Name and Address (with seal)

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

Tender No. _____

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 provide a sum not exceeding 10% of the contract sum as a performance security via RTGS/ Demand draft.
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 thisDay of2021

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

CHECKLIST FOR TECHNICAL BID

PART-A

Sr. No	Documents asked for	Page number at which document is placed
1	Tender Document Fee and Earnest Money Deposit (Bid Security) to be deposited in Board's Bank A/c (proof enclosed).	
2	Self-attested copies of Partnership Deed/Articles of Association/Certificate of Registration	
3	Undertaking on a Stamp paper of Rs. 100/- as per the given Format, Annexure-2	
4	Self-attested copy of PAN card. Self-attested copy of GST Certificate Self-attested copy of Registration Number of the firm/agency Self-attested copy of valid EPF Registration Number Self-attested copy of valid ESI Registration Number	
5	Self-attested copy of ISO certificate.	
6	Self-attested copy of audited trading, Profit & Loss Account and balance sheets for the last three financial years.	
7	Proof of One satisfactory execution of similar work as specified in the Eligibility Criteria as per Section VIII.	
8	An affidavit that the Firm/Company/Agency/Society has not been debarred and/or black listed.	

Signature of the Bidder with seal

Annexure-4

AGREEMENT

This Agreement entered into the ____ day of _____ 2021 between The Board of School Education, Haryana, Bhiwani (hereinafter referred To as BOARD which expression shall include its successors and Assignees) through its secretary (SECRETARY) on one part and M/S_____ Incorporated under the Companies ACT, 1956 (herein after referred to As the Company which expression shall include its successors and Assignees) on the other part. Whereas the BOARD is desirous of Getting the work of Pre and Post phase examination processing /Printing job work as per Scope of work of _____ Examination (computerized/scanning) for about _____ lakh candidates(Regular/private) and the _____ has Agreed to undertake the said job, on terms and conditions mentioned Hereinafter.

Obligations of Board:

1. To supply soft copy of schools / center duly coded.
2. To supply hard/soft copy of input documents/layouts used in the system.
3. To supply hard/soft copy of various reports to be prepared.
4. To supply hard/soft copy of important instructions / policies affecting the System.
5. To prepare time line of the system to provide end to end solution.
6. To approve layout of report formats.
7. To provide any other intermediate information required for the system.
8. To provide pre-printed stationery of Certificate and Reappear cards.

Obligations of Agency:

1. To submit Software Requirement Specification (SRS) after feasible study and its approval from the Board.
2. Providing URL/Hyperlink to “www.bseh.org.in”.
3. Development of applications namely ;
 - a. Enrollment of schools/colleges.
4. User acceptance test (UAT) of each application and accord approval of the same from end user branches.
5. Processing of Database as per Board’s requirement mentioned in section of terms and conditions.
6. To Develop Interface with bank for fee collection and make reconciliation of Fee.

3. GENERAL CONDITIONS:

- a) Terms and conditions sent with the tender and accepted by the Company will form a part of this agreement in addition to other conditions of the agreement.
- b) The **Chairman reserves the right** to carry out the capability assessment of the company and the secretary's decision shall be final in this regard.
- c) The Board will not pay any charges for Boarding, lodging and transportation facilities for the company or its representative.
- d) The Board will have free access to the company premises for ascertaining progress of Enrollment work at any time without any prior notice. Lodging and boarding arrangements of authorized officers of the board, as and when required shall be borne by the company.

Signature of the Board Authority _____
Name of the Board Authority _____
Designation of the Board Authority _____
Board of School Education Haryana,
Bhiwani-127021

Signature of Bidder _____
Name of Bidder _____
Designation of Bidder _____
Address of Bidder _____

Witness Signature _____
Witness Name _____
Witness Designation _____
Board of School Education Haryana,
Bhiwani-127021

Witness Signature _____
Witness Name _____
Witness Designation _____
For and behalf of Bidder

Programmer	A.S.(Enrollment)	S.S.E.
D.S. (Enrollment)	D.S. (Admin)	C.A.O.

Draft for approval Please.

W/Secretary