Tender Price Rs. 3000/-

BID DOCUMENT

TENDER FOR ONLINE APPLICATION, DATA PROCESSING AND VARIOUS PRE & POST PHASE WORKS FOR HARYANA TEACHERS ELIGIBILITY TEST & Other Special Examinations-2026

Complete Office Address:

Board of School Education Haryana,
Hansi Road, Bhiwani-127021
Phone :- 01664-244171 - 244175 (Ext.-154)
WebSite : www.bseh.org.in

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IMPORTANT: CHECK LIST MUST BE FILLED BY BIDDER WITH PAGE NUMBER.

SECTION-1

NOTICE INVITING E-TENDER

The Secretary, Board of School Education Haryana, Bhiwani invites E-Tenders under **Two Bid systems** from the reputed, experienced & technologically sound agencies for providing services for **ONLINE APPLICATION, DATA PROCESSING AND VARIOUS PRE & POST PHASE WORKS for HARYANA TEACHER ELIGIBILITY TEST-2026 & OTHER SPECIAL EXAMINATIONS.**

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HARYANA TEACHER ELIGIBILITY TEST	Number of candidates (approx.) : 3,00,000

For participation in the bid, agencies will fill the complete tender form available at the Board's Website **www.bseh.org.in** and **https://etenders.hry.nic.in** as per schedule given in CRITICAL DATE SHEET as under. Interested agencies may download the tender document from Board's Website **www.bseh.org.in** (for perusal /reference only):

CRITICAL DATE SHEET

Subject	Date and time
Bid Submission Start Date	14-10-2026
Bid Submission Closing Date	23-10-2026
Technical Bid Opening Date	27-10-2026 (12:00PM)

Bids should be submitted only in online mode on website: https://etenders.hry.nic.in

Any amendment/correction in the tender document will be done by the Board Authority through **https://etenders.hry.nic.in.** Prospective bidders are requested to regularly visit/check the Board's website. The cost of bid document is Rs.3000/- (Rupees three thousand only) which is non-refundable and Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) to be deposited through e-tender portal and the proof of EMD deposited slip should be enclosed/uploaded with the tender document. Offline/incomplete bids and the bids received after the schedule time will be rejected straightway. The Competent Authority of the Board reserves the right to accept or reject any or all tenders without assigning any reason thereof. Conditional tender will not be accepted. The technical bids will be opened/evaluated by the authorized committee in the Board's Committee Room in presence of the bidders/authorized representatives who may be present. Financial bids of those bidders will be opened who will qualify in technical bid. The date and time of opening of financial bid shall be intimated to the technically qualified bidders in due course.

For any query/clarification/difficulty regarding tendering process, please contact on:

Address: **Assistant Secretary (Special Exam Cell)**
Board of School Education Haryana, Bhiwani-127021.
E-mail: assplexam@bseh.org.in
Mobile No. 9050911877, 9416190819

SECRETARY

SECTION-II

INSTRUCTIONS TO BIDDERS:

1. Details of Work:

Details of scope of work are given in **Section-V**.

2. Eligible Bidders:

The bidder should be registered for the purpose of GST & Other Taxes as applicable.

3. Cost of Bidding :

The bidder shall bear all costs associated with the preparation and submission of the bid. Board will in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

4. Bid Document:

4.1 Bid document includes:

- **4.1.1** Notice inviting tender.
- **4.1.2** Instructions to bidders.
- **4.1.3** General condition (Commercial) of the contract.
- **4.1.4** Special conditions of contract.
- **4.1.5** Detail of scope of work.
- **4.1.6** Technical bid Performa
- **4.1.7** Financial bid Performa
- **4.1.8** Bid form.
- **4.1.9** Letter of authorization to attend bid opening
- **4.1.10** Declaration regarding near relationship with Board employees.
- **4.1.11** Declaration regarding the firm is not blacklisted, debarred & no cases, criminal or civil, or enquiries are pending or registered against the firm.

4.2 The bidder must have technical capability to design, develop, deploy on server online applications, image capturing, scanning, processing and a secured environment as per the volume of work specified in scope of work Section-V. The bidders must have following resources:-

- **4.2.1** Heavy Duty Laser Printers. (Total laser printing capacity at least 200 PPM). OMR Scanners (10)
- **4.2.2** 10 Computer system or above with minimum i5 configuration and 10 Laptops.
- **4.2.3** Data transmission facility 100 mbps and above.
- **4.2.4** Power backup generator set/UPS facility up to minimum 3 hours.
- **4.2.5** High speed internet connectivity.
- **4.2.6** Minimum of 10 professionals on rolls
- **4.2.7** **Dedicated** servers in cloud computing environment in India with software firewall/antivirus/unified threat management software to protect against hacking attacks and threats.
- **4.2.8** **Disaster** recovery management system to recover within 24 hours.
- **4.2.9** A separate backup server shall be maintained for database backup.
- **4.2.10** Technical support shall be provided 24X7 on the Board.

4.3 Apart from above, the bidder must be competent to undertake the following activities for smooth conduct of the exam.

4.3.1 Development of software, website and hosting of application for online-registration for the set task.
4.3.2 Development and implementation of exam fee payment gateway.
4.3.3 24X7 Call centre setup and FAQs for solving candidate queries.
4.3.4 SMS and email support services.
4.3.5 Online administration and reporting feature.

4.4 The bidder is requested to examine all instructions, forms, terms, condition and specification in the bid documents failure to furnish all the information required as per bid documents or submission of the bids not substantially responsive to the bid documents in every respect will be at the bidder's risk and will result in rejection of the bid.

4.5 The bidder should have adequate infrastructure, manpower and other resources to accomplish the entire end to end task as per the quantum of work referred in the bid document as well as the time frame specified by the Board. Premises/arrangements of new Agency(s) will be visited / inspected by the committee of Board's officers to ensure competency and capability of the agency without disclosing the date of visit.

4.6 A prospective bidder requiring any clarification on the bid document shall notify the Board in writing. The Board shall respond in writing to any request for the clarification of bid document which it receives not later than 3 (Three) days prior to the last date and time of sale of tender.

5. Copy of documents required to submit for establishing bidders eligibility and qualifications:

5.1 Firm should have minimum two years experience in work of similar nature.
5.2 Firm must have successfully completed TET exam (Teachers Eligibility Test) (End to End Solutions) of any Board/University.
5.3 Performance satisfactory certificate from the client regarding successful execution of work mentioned at clause 5.1
5.4 Average turnover for the latest two years should not be less than 1 crore. CA certified report be attached.
5.5 Attach Affidavit for not blacklisted / debarred/ no legal cases on Rs. 100/- non judicial stamp paper duly notarised. Language of the Affidavit as mentioned below:

" I _____do hereby declare that our firm/Any Director/MD/partner are not blacklisted, debarred or prohibited by Government of India / Government of Haryana or any other state Government/ Union Territory / any other Board / University, Court & any other Authority etc. and No legal cases, criminal or civil, or enquiries are pending or registered against the firm/Any Director/MD/partner ."

5.6 5.6.1 Detail of Hardware facilities described in clause 4.2. Proofs of:
5.6.2 Registration certificate for GST & Other Tax as Applicable.
5.6.3 Partnership Deed or Articles / Memorandum of Association in the case of Company / Pvt. Ltd. Firm.
5.6.4 PAN Card and Income Tax Return of latest Two financial years.
5.6.5 ISO 27001/ CMMI Level-3 Certificate. TET Successfully Completion Certificate.

6 Amendment to bid document:

6.1 At any time prior to the deadline for submission of bids, the Board may amend the bidding documents by issuing an addendum/ corrigendum.

6.2 Bidders are advised to keep themselves updated with the information displayed on Board's website and the Board shall not be responsible in case, the Bidder has not received such addendum/corrigendum in the manner stated above.

6.3 The Board may, at its discretion, extend the deadline for submission of bids.

7 Documents comprising the bid:

The bid prepared by the bidder shall comprise the following components:-

7.1 Documentary evidence established in accordance with clause 2 and as detailed in clause 5, that the bidder is eligible to bid and is qualified to perform the contract.

7.2 Earnest Money Deposit furnished in accordance with clause 11.

7.3 A clause by clause compliance as per clause 10.

7.4 Bid form and price schedule completed in accordance with clause 8 and 9.

8 Bid Form

The bidder shall complete the bid form only through tender and the appropriate price schedule furnished in the bid document covering the GST to be rendered and price schedule as per Section-V.

9 Bid Price

9.1 The bidders shall quote rates strictly as per financial bid given in Section-VII.

9.2 The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

10 Clause by clause compliance:

A clause - by - clause compliance of services to be provided (Section-VI), and special conditions (Section-IV) shall be given. In case of deviation, a statement of deviation shall be given.

11 Earnest Money Deposit / Bid Security :

11.1 The Bidder shall furnish Earnest Money Deposit of Rs. 50,000 (Rs. Fifty Thousand Only.), as specified in the bidding schedule.

11.2 The Earnest Money Deposit is required to protect the Board against the risk of bidder's conduct which would warrant forfeiture of Earnest Money Deposit.

11.3 Earnest Money Deposit should be deposited through e-tender portal.

11.4 Any bid from a bidder, without Earnest Money Deposit will be rejected by the Board.

11.5 EMD of unsuccessful Bidders will be returned through online portal.

11.6 EMD of successful Bidders will be returned after completion of work and final payment.

12 Forfeiture of Earnest Money Deposit :

12.1 Once a bid is submitted by the firm, it can't be altered or withdrawn. If a bidder does not accept his quoted rates and refused to execute the job, then the EMD deposited with the bid will be forfeited and firm will be blacklisted for a specified period.

12.2 In case of successful Bidders fail.

12.2.1 To sign the contract.

12.2.2 Fraudulent and corrupt practices.

12.3 If a successful bidder is found incapable for executing the assigned job to the satisfaction of the Board and reflects adversely to the image of the Board, EMD which was earlier adjusted against Performance security may be forfeited and the Chairperson may allot the work to some other eligible firm.

13 Format and Signing of Bid :

13.1 The bidder shall submit only one bid.

13.2 The bid shall be signed by the bidder or a person(s) duly authorized to sign the bid to the contract.

13.3 In no case bid shall contain any interlineations, erasures or overwriting otherwise the bids are liable to be straightaway rejected.

13.4 Failure to a bid by any of the instructions will make the bid liable to be rejected.

14 Submission of Bid :

The bid submitted by the Bidder shall be in two separate parts:-

Part 1: Technical Bid

With required documents for qualification criteria. To be opened on the date & time as specified in the bidding schedule.

Part 2: Financial Bid

The rate per candidate (successfully admit cards generated) shall include end to end task inclusive of cost of study, design, development & testing of application software, deployment and maintenance of application on online and offline servers, pre examination processing, online help desk and roll number generate and upload online admit card and all other activities as per scope of work in section VII both in figures and words, to be submitted in the tender proforma. Financial bids will not be opened without prior approval of the Chairperson, Board of School Education Haryana, Bhiwani.

15 Bid opening:

The committee of the Board headed by the Chairperson will open the bids received in the presence of bidders or their representatives, who may wish to be present as per time, date and place specified in the bidding schedule. In the event of the specified date for the submission of bids being declared a holiday for the Board, the bids will be opened at the same time and location on the next working day.

16 Evaluation:

16.1 MSME Firms registered only in Haryana state are entitled/eligible for relaxation as per instruction of the appropriate Government.

16.2 The cost of bidding document will be opened first. In any case if the cost of the bidding documents/payment is not there, or incomplete, the remaining bid documents will not be opened, and the bid will be rejected. The bidder will be responsible for the same and shall have no right for further participation.

16.3 In all cases, the amount of Earnest Money Deposit and validity of bid document shall be announced. Thereafter, the bidder's names and such other details as the Board may consider appropriate, will be announced by the Board.

16.4 The Board will prepare minutes of the bid opening including the information disclosed to those present in the meeting.

16.5 The evaluation of technical bids will commence after its opening and evaluation will be made with respect of Earnest Money Deposit, qualification criteria and other information furnished in Part 1 of the bid. On the basis of such evaluation a list of the responsive bids will be drawn up. The financial bids of only those bidders will be considered who qualify in the evaluation of bid.

16.6 Eligible bidders in technical bid shall give a demonstration as per scope of work in section V to show their competency and capability.

16.7 Bidders or their authorized representative(s) whose technical bids are found qualified may attend the meeting for opening the financial bids.

16.8 Technical bid will be evaluated by the committee.

16.9 Premises of new agencies may be visited / inspected by the committee of Board's officers to ensure competency and capability of the agency without disclosing the date of visit.

16.10 Financial bids of only those bidders will be opened who are found suitable and eligible as per technical bids and inspection.

16.11 At the time of opening of 'Financial Bids', the names of the bidders, whose technical bids were found responsive, will be announced and the financial bids of only those bidders will be opened. The responsive bidder's names, the bid prices and such other details as the Board may consider appropriate will be announced by the Board at the time of opening of financial bid.

16.12 Board shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered as indicated in the financial bid in Section-IX of the bid document.

17 Award of Contract:

Board of School Education Haryana, Bhiwani, shall consider placement of letter of intent to those bidders whose offers have been found technically and financially acceptable. The firm shall have to submit an Agreement & 10% performance security of the contract value within seven working days from the date of issuance of intimation letter. Formal work order will be placed only after receipt of agreement & performance security. EMD will be adjusted against performance security. The performance security of successful bidder will be returned after completion of work and final payment.

18 Right to vary quantities:

Board of School Education Haryana, Bhiwani will have the right to increase or decrease the required quantity of services specified in the schedule of requirement without any change in charges of the offered quantity and in other terms and conditions at the time of award of contract.

19 Signing of Contract and depositing of Performance Security:

19.1 Signing of agreement shall constitute the award of hiring contract on the bidder.

19.2 Upon the successful bidder furnishing the performance security the Board's office may ask to deposit remaining amount within seven days.

20 Annulment of Award:

Failure of the successful bidder to comply with the requirement of clause 18 shall constitute sufficient ground for the annulment of the award and forfeiture of performance security in which event Board may award the work to any other bidder as the discretion of the Board or invite fresh bids.

21 Period of validity of bids:

21.1 The bid shall remain valid for 180 days from the date of opening the bids. A bid shorter period validity shall be rejected by Board as non-responsive.

21.2 A bidder accepting the request of Board for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

22 Allotment Criteria :

22.1 Before allotment of work order, the Board will evaluate the bids.

22.2 The Board may in its discretion redistribute allotment to eligible bidder/s keeping in view the capacity/prior performance of the bidder/s, provided the bidder/s are agreed to match the lowest evaluated substantial responsive bid.

22.3 If there are two or more lowest successful bidders quoting equal rates, then the Board may award the work to any one or more of them, keeping in view the performance certificate submitted or/ and as desired in the best interest of Board.

23 **Board's right to accept or reject any Bid or all the Bids :**

The Chairperson of the Board reserves the right to accept or reject any Bid and to annul the whole bidding process without giving any reason and may reject all bids at any time prior to allotment of work, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Board's action.

24 Corrupt or Fraudulent Practices:

24.1 The Board requires the bidders to strictly observe the laws against fraud and corruption, as in force in India, namely, prevention of corruption Act, 1988.

24.2 "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in agreement execution.

24.3 "Fraudulent practice" means misrepresentation of facts in order to influence a procurement process or the execution of a agreement which is detrimental to the Board and include collusion practice among bidders (prior to or after bid submission) designed to establish bid price at artificial, non competitive levels and to deprive the Board of the benefits of free and fair competition.

24.4 If at any stage, it is found that a particular firm has misrepresented/ concealed the facts or the contents of the documents and such documents submitted by the firm are found to be wrong or false, such conduct of the firm shall also be dealt with under fraudulent practices.

24.5 Any firm found involved in above cases may be blacklisted by the Board.

25 Any point not covered under the Terms & Conditions of the Tender :

For any point which does not cover under the provisions of the Tender, the Chairperson, Board of School Education Haryana, Bhiwani shall be the competent authority, whose orders in this regard shall be final and binding upon the Bidders.

26 Life of BID :

The allotment of work will be made for HTET & OTHER SPECIAL EXAMINATIONS. The allotment of work will be initially for one year only from the date of issuance of the work order for the work in the first instance which may be extended up to further TWO more years on satisfactory execution of the work on year to year basis on the basis of concurrence of both the parties.

SECTION-III

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT:-

1. **Application:**

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in notice inviting tender unless otherwise agreed by Board.

2. **Performance Security:**

The successful bidders shall submit performance security of an amount equal to 10% of the contract value valid for 90 days beyond the completion of all contractual obligations of supplier. Performance Security to be furnished within seven working days from the date of issuance of intimation letter, failing which a penalty of Rs.1,000/- per day or prior to signing of the contract whichever is earlier, shall be imposed.

3. **Execution Time Limit:**

The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

4. **Payment Terms:**

4.1 The payment will be made after the successful completion of the job. No advance payment will be made under any circumstances. Payment shall be made by the Board to the firm/agency on the basis of the total No. of candidates for whom admit cards are generated for appearing the exam of the work concerned.

4.2 60% payment shall be made after successful completion of Pre-Phase examination work & 40% payment shall be made after successful completion of Post-Phase examination work after submission of bills and satisfactory receiving report from the branch/sections.

4.3 If there is any mistake/error found, a deduction will be made from the final bill. Order of the Chairman shall be final and binding in this regard.

4.4 Performance security shall be released after completion of allotted project with satisfaction of the Board in all respects.

5. Plain stationery and pre-printed stationery for reports to be given to the Board, will be supplied by the agency. Only blank certificates will be provided by the Board. Stationery will be of following standard:-

(a) For result sheet & other reports 70 Gsm (A-4/FS/C.S)
(b) Signature Chart 100 Gsm (A-4/FS)

Grammage test (Lab test) of the stationery, supplied by the Agency to the Board or used for printing of various examination reports, will be got done by the Board on random sample drawn and cost of lab test shall be deducted from the bill of the agency. In case of under grammage other than specified (IS+- standard), agency will be penalized for Rs 10,000/- for each stationery. Besides imposing of penalty decided by the Chairman but not less than Rs. 20,000/-.

6. **Penalty Terms:**

6.1 Failure on the part of the firm to complete the job as per "Time Schedule" will render him liable to imposition of "Penalty" as per the following schedule:-

6.1.1 For delay from 1 to 5 days Rs. 500/-per day
6.1.2 For delay from 6 to 10 days Rs.1,000/-per day
6.1.3 For delay from 11 to 15 days Rs. 3,000/-per day

6.2 In case the delay is more than 15 days, the firm will be blacklisted for allotment of examination works in addition to the penalties levied as per terms and conditions of the contract. However the decision of the Chairperson of the Board in this regard will be final and binding.

6.3 The firm shall be liable to pay a penalty @ Rs. 500/- for Minor mistake and Rs. 1,000/- per Major mistake for any type of error in pre and post examination phase work respectively, separately.

6.4 If the successful Bidder have not submitted the agreement/performance security than penalty of Rs. 1000/-per day.

7. Rates:

7.1 Rates exclusive of all duties, taxes and other levies in rupees and applicable taxes from time to time per successfully admit card generated shall include end to end task inclusive of cost of study, design, development & testing of application software, deployment and maintenance of application on online and offline servers, pre examination processing, online help desk, all other activities as per scope of work online admit card, related works and reports.

7.2 The rates quoted shall remain firm throughout the period of contract and this contract will remain valid up to the date of completion of the job by the tenderer and shall not be subject to any upward modification whatsoever. Mutual amendments in the scope of work can be made.

8. Taxes and Duties:

The tenderer shall be solely responsible for the payment of all taxes, duties, license fees, octroi etc. incurred. Income tax etc. will be deducted at source as per prevalent rates announced by the competent authority from time to time.

9. Insurance;

The Board's office will not pay for any insurance charge against loss or damage, incidental to manufacture or acquisition, transportation, storage and delivery etc.

10. Termination of Contract:

Board may without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts.

10.1 If the contractor fails to execute the job within stipulated time frame or to the entire satisfaction of Board.

10.2 If the contractor fails to perform any other obligation (s) under the contract.

10.3 Board may without prejudice, to other rights under law or the contract provided get the services of other agencies at the risk and cost of the contractor, in above circumstances.

11. Termination for insolvency:

Board may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bank corrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

12. Force Majeure:

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 10 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of Board as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 15 days either party may, at his option terminate the contract.

13. Appeal :

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 a committee the Chairperson, Board of School Education Haryana, Bhiwani in case his designation is changed or his office is abolished then in such case for the time being entrusted whether in addition to the function of the Chairperson, Board of School Education Haryana, Bhiwani, or by whatever designation such officers may be called (hereinafter referred to as the said committee) appointed by the Chairperson Board of School Education Haryana, Bhiwani,or the said committee.

13.1 The venue of the committee proceeding shall be Office of the Chairperson, Board of School Education Haryana, Bhiwani.

13.2 Request in the event of any dispute shall be entertained by the Board of School Education Haryana within Two Years only. No request whatsoever shall be entertained if request submitted after Two Years

14. SET OFF :

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by Board and set off the same against any claim of Board for payment of a sum of money arising out of this contract or under any other contract made by contractor with Board.

SECTION-IV

SPECIAL CONDITIONS OF CONTRACT:

1. The special conditions of contract shall supplement the instruction to bidders as contained in Section II and General (Commercial) conditions of the contract as contained in Section III and wherever there is a conflict, the provisions herein shall prevail over those in Section II and Section III.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of Haryana, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. Board reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with Board.
4. Board reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
5. No sub-contracting is permissible by Board.
6. The near relatives of all Board employees either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as:

   6.1 Members of a Hindu Undivided Family,

   6.2 They are husband and wife,

   6.3 The one is related to the other in the manner as father, mother son(s),son's Wife (daughter-in-law), Daughter(s) & daughter's husband (son-in-law), Brother (s) & brother's wife, sister(s) & sister's husband (brother-in-law).

7. The tenderer(s) should give a certificate (in format as Section-X) to the effect that none of his / her relative is working in BOARD as defined above. In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of limited company by all Directors of the company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and Earnest Money Deposit /security deposit will be forfeited at any stage whenever it is noticed. The BOARD will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

8. The details of the system designing and programs will have to be provided to the Board. All application software modules will be the property of Board of School Education Haryana, Bhiwani, Agency will provide a working copy of all software Module (Source Code) with training to at least two employees of the Board, if required by the Board.

9. 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 results is highly time bound.

10. The confidentiality and integrity of data shall be maintained by the firm and no part of it shall be erased or modified without permission or divulged to any one without the permission of competent authority.
11. The firm will provide server space (unlimited) in state–of-the-art with a guaranteed up time of 99.9% service level agreement.
12. The firm shall provide 24x7 technical supports for application as well as data centre to the Board.

13. **The firm will provide the services of software engineers / programmers in the Board premises during the whole period of the work.**

14. The website for HTET & OTHER SPECIAL EXAMINATIONS shall be hosted within India.

15. Dedicated servers in cloud computing environment located in India with software firewall/ antivirus /unified threat management software and web server should be secured with 3 tiers security system with the capacity of 5 lakh hit at a time.

16. Disaster recovery management system to recover within 24 hours.

17. A separate backup server shall be maintained for database backup.

18. The work will be allotted to the firm for One year in first instance and extendable for further two years depending on performance of the firm. The extendable period can be relaxed in case if there is any natural disaster (Earthquake, flood, pandemic etc.).
19. The firm 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 firm will be fully responsible for the consequence.
20. Plain paper and other stationery items for printing of reports/result sheet to be used will be supplied by the agency.
21. The eligible computer agencies that are bidding for the first time and have not done job of this Board previously will be required to do software development (STR) free of cost as per requirement and satisfaction of the Board within the stipulated time as decided by the Board with test data supplied by the Board. The Board will not pay any charges for the same either for system designing and software development or processing, whatsoever.
22. The charges will be paid on the actual number of candidates successfully generate online admit card.
23. Data will be delivered by the Board in phased manners as per schedule mutually decide.
24. Output reports/Data will be delivered by the agency concerned as per schedule.
25. Reports will have to be supplied after removing the carbon papers. In case a report has been printed in two ups, the same will be supplied duly cut.
26. The data stored will be the property of the Board and the computing agency will have to supply all copy of the updated data file on Hard Disc in read only format as and when required by the Board after completion of project Data will not be erased without written permission of the Board.
27. The agency will be required to supply a number of edit/check list and updates in pre examinations processing till all mistakes are removed to the entire satisfaction of the Board.
28. The Data checking will be responsibility of the computing agency.
29. Wastage while testing of printing templates on stationery supplied by the Board should not exceed 0.5%.
30. Updating of the data after declaration of the result if required will have to be done within 24 hours without any extra charges.
31. 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. For a mistake agency will have to pay charges as defined in **clause 5 & 6 of Section III.**
32. The agency will have to supply the two copies of each report whenever number of copies required is not mentioned.
33. To provide any other intermediate information required for the system.
34. **Reconciliation of various fee**
    The Examination fee deposited by the candidates or by anyone else either through the gateway payment is to be reconciled timely and it will be the sole responsibility of the prospective bidder to reconcile the various fee and provide the related data / Reports in a stipulated period as communicated by the Board. Soft copy of MIS shall be provided by the Bank (as decided by the Board) to the vendor on daily basis. Charge back issue / double payment issues will be looked after by the firm up to four months. Any excess refund on account of charge back will be recovered from the firm. **Any short receipt of fee shall be recovered from the firm**.
35. All related of examination works shall have to be accomplished within the Board premises, at Bhiwani (except signature chart, certificates coloured printing) and for the purpose a base office shall have to be established by the agency. Agency will not sublet the allotted work to any other agency.
36. Firm will introduce Photo recognition software during registration of candidates.
37. The firms which have been working pre and post phase HTET work from last two years are not eligible to participate in the tender for conducting of HTET-2026.

I/We here by agree the terms and condition of the tender and will abide by the same as well as the statutory obligation as required by the law. Read and accepted all instructions contained in the detail tender document.

Place :
Date :

Signature of the Proprietor/Partner/ Director/MD with stamp

SECTION-V

1. SCOPE OF WORK

This Board conducts HTET which is likely to be commenced tentatively in the month of December-2026. There are various stages and activities in the schedule which are to be finalized by the Board for the smooth completion of Pre and Post Phase work related to HTET & OTHER SPECIAL EXAMINATIONS. The Board expects from the prospective bidders to provide "End to End Solution" for the above works with least paper work.

2. VOLUME OF WORK

As per the available data related to the candidates who appeared in previous Examination, it is expected that approximately 3,00,000 candidates are supposed to appear in HTET.

3. PERIOD DURING WHICH THE WORK IS TO BE DONE

The entire work from the registration of the candidates to be completed in such a time bound/scheduled as decided by the Board.

Pre Examination Activities for HTET

- Registration of candidates online through gateway payment.
- Registration of candidate online capturing Digital Thumb Impression.
- Registration of candidate online photo uploaded with White Background.
- Photo recognition software to be introduced.
- Fee Reconciliation done by the firm.
- The firm will supply all reports in desired format.
- Cut list (Soft copy) of all registered candidates level wise/district wise as desired.
- Preparation of Question Paper Statement (QP) for distribution of question paper to different examination centres as required by Board.
- Printing and providing of Signature chart with photo (coloured) and signature. One copy centre wise with bar/QR code.
- "Mobile apps" to be made to collect all information required by Conduct/Secrecy/UMC/Answer Book etc.
- Board will supply list of UMC/Cancel/RLE etc. Cases. Agency will mark their records in database for block the downloading of admit cards non-declaration of their results and as per the case applicable.
- CD of admit cards with photo/signature to upload on Boards website for downloading.
- All the updating in the data will be responsibility of the firm, whenever, required by the office.
- Providing other all type of stationary like envelops for signature charts centre wise etc.

Post Examination Activities for HTET

- Scanning of OMR sheets for preparation of result (on both mode Low & High)
- Application preparation for OMR downloading with "Gateway" Payment Software.
- Printing of miss-match report for checking.
- Finalized the result data as per pass formula.
- Sample result of 1% of candidates for checking as required before finalization and declaration of results.
- Pass percentage and all statistical report as per requirement of Board.
- Updating the withheld cases in result file which are to be supplied by the Board.
- Preparing the data in CD for uploading the result on internet and IVRS system.
- Print Result sheet (One copy)) and combined gazette sheet (Two copies) as desired by the Board. Address slips of pass candidates.
- Printing of certificates of qualified candidates with colour photo, signature & QR code after completing of printing work of result sheet and gazette sheet.
- Final backup of result files and image on Hard disk in format as desired by the Board.
- Signature Chart scanning/ ICR (200 DPI) after examination.
- Envelope of Certificates.

- Domain name for HTET & OTHER SPECIAL EXAMINATIONS as specified by Board shall be procured by the firm.

- Development of Web portal for online registration of candidates and to provide related information like gazette notifications etc. The Website as well as the application shall be developed by the firm within seven days from the allotment of the work.

- The firm is required to complete software development and system run at their own cost as per requirement and satisfaction to the Board within a stipulated timeframe as decided by the Board. The Board will not pay any charges for the same, either for system designing or software development or processing whatsoever. The software developed for web application etc. shall be the property of the Board. The firm shall formally handover the documentation of the software development and the entire system designed for the purpose. The data stored shall be the property of the Board and the firm shall have to supply the updated data file on Hard Disc as and when required by the Board.

- Hosting of application as per timeline decided by the Board.

- Updated/Revised database after every closing/last date as per schedule provided by the Board.(e.g. No. of students enrolled till last date, No. of forms verified after fee)

- Online registration of candidates for aspiring applicants through web applications shall be deployed in the state-of-the–art data centre with the guaranteed uptime of 99.9% service level agreement. Backup servers shall be maintained by the firm for the backup of the data as well as in case of down time in one server. So that in case of technical issues or emergency /unforeseen situation or any such situation the application stays live for the candidates without any obstacles. However, the backup server shall be separate.

- Dedicated server in cloud computing environment located in India must be available 24x7 and should have the capability to handle concurrent access/hits as per count given for the reference and capacity to upload signature and photos at a time.
- Management and backup of online registration data to avoid data loss through viruses, application problems, human errors, operating system failure, hacking and any other such threat during the process. The firm shall provide us detail regarding the safety and security measure taken. The firm shall ensure 100% integrity of data, authentication and confidentiality. Firm should proactively work to protect against any such threats.
- Every candidate enrolled shall have unique registration number (format will be specify)
- Development and implementation of HTET & OTHER SPECIAL EXAMINATIONS form payment through Payment Gateway integration by any RBI approved agency.
- The firm shall prepare MIS report for the fee collected/ challan verified vis-a-vis the number of candidates and accordingly the status of the fee and candidate successfully enrolled shall be displayed on website also. The HTET & OTHER SPECIAL EXAMINATIONS form fee deposited by the candidates. It will be the sole responsibility of the prospective bidder to reconcile the various fees and provide the related data/Reports in a stipulated period as communicated by the Board. Soft copy of MIS shall be provided by the Bank (as decided by the Board) to the vendor on daily basis.

- Various validations as required on the basis of policies/ notification/ guidelines shall be implemented while enrolling the student. However, all such validations shall be checked and verified by the concerned authority before making it lives to the audience.

- A detailed report of invalid/rejected/pending or any such unsuccessful cases shall be reported to the candidate as well as to the department through an MIS report. In the said cases, an e-mail/SMS shall be triggered to the applicant for information.
- The firm will also prepared the software on the following items-
  Candidate will get the image/photocopy after ICR of his/her OMR sheet after pay fee through gateway payment. The software with complete documentation handed over to the computer cell. URL will be provided by the firm.

- **Training, Helpdesk and Grievance Redressed and other support :-**

For any difficulty / grievances faced/felt by the candidates or the heads of the institutions or by anyone at the end user needs to be promptly attended by the prospective bidder. The bidder/vendor must take all necessary steps to ensure that absolutely no difficulty of any kind is faced by anyone during the entire process of online mechanism for various works. In case of any difficulty, make such a technological arrangement that the difficulty is detected/ pointed out and at the same time the solution/remedy for the same be provided for immediate solution online only. The provision of SMS and e-mail alerts, and onsite updated information is to be made by the prospective bidder. The required support as and when needed by any of the end user is to be provided through e-mailing and by arranging toll free number till the requirement period. The overall purpose of the above mechanism is to ensure that the online services remain hassle free, time saving, cheaper, more convenient and user friendly. Daily basis report of grievances received, redressed, pending if any must be provided to the competent authority of the Board online only.

3.1 Training modules shall be developed to provide training and support to the employees and candidates

3.2 Setting up of a centralized help desk centre shall be established at Board head office, Bhiwani to facilitate public enquiry. The help desk centre shall be established at least five internet system enabled.

3.3 Also a FAQ shall be developed and displayed on website for candidate's assistance.

3.4 24X7 Call centre setup and FAQs for solving candidate queries. A separate call centre to be setup in the Board's premises to solve the queries of the candidates through a toll free number by deploying minimum 6 numbers of persons by the firm during the office working hours (9:00 am to 5:00 pm). Such call centres would be operational with the start of online registration till the conduct of the exam.

3.5 SMS and e-mail support services as desired by the Board.

3.6 Online administration and reporting feature shall have admin panel with different level of access rights as authorized by the Board for different officers.

3.7 The prospective bidder is expected to create and provide training modules and FAQ related to the various works. The training modules comprising audio video technique are to be uploaded on the site so that the users of the online services find it useful and convenient while entering the required data for various work/activities. The overall purpose of the training module is to facilitate the online application of the various services. Further, the employees of the branches concerned of the Board, are to be provided adequate information, technique and processes involved in the online application of various services by imparting training through a short program.

SECTION-VI

Board of School Education Haryana, Bhiwani.

Technical Bid Proforma /Check list

IMPORTANT: CHECK LIST MUST BE FILLED BY BIDDER WITH PAGE NUMBER.

Name of company				
Year of Establishment				
Address				
Phone with STD code				
Mobile				
Email id				
				Attachment/page no.
About company premises	Owned/rented Area			
Experience as per clause 5.1 of section-II	**STATE**	**YEAR**	**Board/University**	
Performance certificate from the client regarding successful execution of work as per clause 5.1 of section-II				
Turn over detail/report as per clause 5.4 of section-II				
Affidavit as per clause 5.5 of section-II				
Detail of hardware facilities 5.6.1 as describe in clause 4.2 section-II				
GST Registration number as per clause 5.6.2 of section-II				
Type of firm or organization (Proprietary/Private etc.) as per clause 5.6.3 of section-II				
PAN number as per clause 5.6.4 of section-II				
Latest two years Income Tax return as per clause 5.6.4 of section-II				
ISO:27001/CMMI Level-3 Certificate as per clause 5.6.5 of section-II Date of issuance: Issuing authority: Validity of Certificate:				
BID Form (Section-VIII)				
Declaration (Section-X) about relationship with BSEH Bhiwani Employee as per clause 6 of Section-IV				
Number of Employees on Rolls as per clause no. 4.2.6 of section-II				

Note: Self attested attach documentary proof of all the above.

2. Details of examination work successfully executed:

Name of application/ project	**Name of Client**	**Contact person**	**Job type**	**Contact number**	**Volume of work No. of candidates**	**Year and Duration of work**

3 Details of Infrastructure:

Sr. No.	Item Name	Description/ Model/Company	Nos.	Specification
1	Laser printers/OMR scanners etc.			
2	10 Computer systems and above with minimum i5 configuration and ten laptops			
3	Data Transmission capacity of 100mbps and above			
4	Power Backup Generator set/UPS facility up to minimum 3 hours			
5	High speed internet connectivity			
6	Number of Employees on Rolls as per clause no. 4.2.6 of Section-II.			
7	Capacity and location of data centre dedicated server in cloud computing environment located in India.			
8	Firewall/antivirus/unified threat management system			
9	Disaster recovery management system within (24hours)			
10	Separate backup server for database backup			
11	Technical support 24X7 to the Board.			
12	Technical Deviation, if any			

Certified that all the terms and conditions of this tender, in view of scope of work, are accepted by us.

Dated ……

Signature of the Owner with rubber seal of the firm

SECTION-VII

Financial Proforma

HARYANA TEACHER ELIGIBILITY TEST & OTHER SPECIAL EXAMINATIONS

Certified that after going through the above terms & conditions with **scope of work (Section-V) attached,** I/We submit our rates **exclusive of GST and applicable taxes from time to time.**

Sr. No.	Job work Description	Rate in Rupees per candidate
1.	Online Data Capturing etc. (as per Pre/Post-phase schedule) OMR scanning, applying of key with validation checks, ICR of OMR, etc. Processing of data, Finalize the result files, printing of statistical reports/signature chart, Printing of Result Sheet (3 copies) & Pass Certificate etc. Scanning/ICR Signature Chart MR (200 DPI) after examination (only for HTET) etc.	Rs._____ (In words)_____ _____ _____

Important Note (A):- **The work will be allotted to the firm on the basis of Rates quoted at Sr. No.1** Payment shall be made by the Board to the firm/agency on the basis of the total No. of candidates for whom admit cards generated for appearing in the exam of the work concerned.

Authorized Signatory
(with name and seal)

Phone:_____Email:_____

Bank Account No. - _____

Bank Name -_____

Branch Name- - _____

IFSC Code-_____

Beneficiary Name/Company Name -_____

SECTION-VIII

BID FORM

Tender No……. Dated at……

A: (Name & Address of the firm)

Respected Sir,

1. I/ We have downloaded /obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely: **https://etenders.hry.nic.in** as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the all terms and conditions of the tender documents from Page No. 1 to 23 (including all documents like annexure(s), schedule(s), sections etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the all terms & conditions of above mentioned tender document(s) / corrigendum(s) in its totality /entirety.
5. Our firm is not blacklisted/debarred from any Govt./Semi Govt/Board/Universities.
6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found incorrect/false or violated, then your department/organization can summarily reject the bid or terminate the contract, without giving any notice or reason prejudice to any other rights or remedy including the forfeiture of the earnest money / Security deposited with the tender.
7. We undertake, to enter into agreement within 3 **(Three) days** of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding upon us.
8. If our bid is accepted, we shall furnish the 10% Performance Security of the contract value along with Contract Form.
9. We agree to abide by this Bid for a period of **180 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.
10. Until an agreement is signed and executed, this bid together with written acceptance thereof in your notification of award shall constitute a binding contract between us.
11. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this Day of 2026

Signature of in capacity of duly authorized to sign the bid for and on behalf of witness
Address……
…….....

Signature

SECTION-IX

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To

Secretary,
Board of Secondary Education Haryana,
Bhiwani,

Subject : To attend bid meeting for HTET & OTHER SPECIAL EXAMINATIONS.

Following persons are hereby authorized to attend the meeting with regards to opening of the Bid mentioned above on behalf of (Bidder) in order of preference given below:

Order of preference	Name	Specimen Signature
1		
2		

Alternate Representative
Signature of bidder
Or
Officer authorized to sign the bid documents on behalf of the bidder

Note:

1. Maximum of two representatives will be permitted to attend meeting of bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend the meeting.
2. No person will allow attending the meeting of bid opening process unless his/her/their authorised letter is received.

SECTION-X

Declaration regarding near relationship with Board Employee

S/o Sh._____

R/o _____

It is hereby certified that none of my relative(s) as defined in the Tender/Bid document is employed in Board of School Education Haryana, Bhiwani. In case at any stage the information given by me is found 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 : _____

SECTION-XI

NOTIFICATION OF AWARD

(Letter regarding Depositing Performance Security and Agreement etc. by the Successful Bidder)

To

_____ [Name and address of the Bidder]

_____

_____

Dear Sir,

1. This is to notify you that your Bid dated _____for the work of conducting Haryana Teachers Eligibility Test (HTET) and Tender No. /S.E.C./ BSEH/HTET & OTHER SPECIAL EXAM./2026 of this office, has been accepted by the competent authority of the Board, as the rates quoted by you in your Financial Bid was Rs. _____ per candidate for whom admit cards generated for appearing in HTET.

2. You are hereby requested to furnish agreement and performance security 10% amount equal to Rs._____ [in figures] (_____) [Amount in words] within seven working days from the date of issuance of intimation letter of acceptance the bid valid for 180 days and sign the Contract/Agreement, failing which action will be taken as per provision in the bid.

Assistant Secretary (Spl. Exam.)
for Secretary

SECTION-XII

PERFORMANCE SECURITY GUARANTEE BOND FORM

1. In consideration of Board of School Education Haryana, Bhiwani (here in after called the Board) having agreed to exempt _____ (here in after called the said contractor(S) from the demand of security deposit/earnest money of Rs. _____ on production of Performance Security for Rs. _____For the due fulfilment by the said contractors of the terms & conditions to be contained in an Agreement in connection with the contract for supply of _____we, (name of the bank) _____(here in after referred to as "the Bank") at the request of_____ Contractor's do hereby undertake to pay to the Board, _____an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the Board,_____ by reason of any breach by the said contractor's of any of the terms &conditions contained in the said agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Board, _____ stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the Board, _____ reason of breach by the said contractor's of any of the Terms& conditions contained in the said agreement or by reason of the contract or failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Board, _____ in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____

3. We undertake to pay to the Board, _____ any money so demanded not Withstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/ supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) _____further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the Board, _____under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Board,_____ certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We _____(name of the bank) further agree with the Secretary, Board of School Education Haryana, Bhiwani shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms & conditions of the said agreement or to extend time of performance by the said contactor(s) from time to time or to postpone for any time to time any of the powers exercisable by the Secretary, Board of School Education Haryana, Bhiwani against the said contractor(s) and to forbear or enforce any of the terms &conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, and or any omission on the part of the Secretary, Board of School Education Haryana, Bhiwani or any indulgence by the Secretary, Board of School Education Haryana, Bhiwani to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) /supplier(s)

7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by Board.

Dated: _____

For

_____

(Indicating the name of the bank)

N.B. This guarantee should be issued on Non-Judicial Stamped Paper, stamped in accordance

SECTION-XIII

AGREEMENT

This Agreement entered into the _____ day of _____ 2026 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, 1956/2013 (hereinafter 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.

1. OBLIGATIONS OF BOARD

1. To provide Software Requirement Specification (SRS) to the firm and to supply soft copy of schools / centres 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.

2. 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 in Cloud Computing Environment in Indian-pacific zone.
3. Development of applications namely for Registration of candidates
4. User Acceptance Test (UAT) of the application and obtain approval of the same from end user branch.
5. Auditing/Security provisions of application and Database.
6. Hosting of Application as per time line decided.
7. Processing of Database after closing Date in a phased manner.
8. To set up **HELP DESK** at Board Premises having trained, qualified and suitable staff to provide back-end support. Apart from Help Desk, a **Toll-Free Number** is to be arranged from 9:00 am to 5:00 pm on all days. **SMSs and Email** alerts are also to be provided as and when required by the system.
9. Backup of data base and images on Hard Disk are required by the Board.
10. Providing URL/Hyperlink on Board's website i.e. “www.bseh.org.in”.

3. TENDER SUMMARY:

The time schedule start from the date of placing of notification of award and issuance of SRS by Board, date of signing of agreement and deposit of performance security and issuance of work order by the Board, user acceptance test, final approval of user acceptance test, GO LIVE of web application, schedule of Pre-Exam, conduct of exams and Post-Exams activities etc.

4. 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 of the Board 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 examination 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.
e) The allotment of work is for Year 2026 Examination
f) The charges will be paid on the basis of actual number of candidates for whom Admit Cards are issued for Conduct of Computer Based Test, irrespective of no. of candidates appeared for Pencil and Paper Test.
j) Wastage while testing of printing templates on stationery supplied by the Board should not exceed 0.5 %.
k) Data inputs/reports receipts from the Board and its safe delivery to Board's office shall be the responsibility of the agency. This may be in a single lot or in phased manner. Labour required in this regard has to be arranged by the agency.

5. TIME SCHEDULE:

The time schedule will be fixed as decided by the competent authority of the Board.

6. SECURITIES & Performance Security:

a) Company shall submit a Performance security of the value equivalent to 10% of the contract value or as per allotment in favour of **Secretary Board of School Education, Haryana, Bhiwani.** The same should be valid for 90 days. After submission of Performance security/FD/BD, EMD will be adjusted against Performance Security.
b) The company will be required to meet the schedule of job given by the Board and mutually agreed to by him/them and would abide by the terms and conditions of the contract, failing which the Board reserves the right to forfeit the full or part of the said Performance security, as the case may be.
c) If the company refuses to undertake the allotted work or delays the work deliberately and unnecessarily, allotment order will be cancelled, company will be black-listed and Performance security will be forfeited. In such a case **decision of the Chairman** will be final and binding.
d) If at any stage the work is found to be unsatisfactory, the same will be withdrawn and Performance security submitted by the company will be forfeited and the company will be black-listed.

7. PENALTIES:

On not being able to execute the work as per the timeline decided by the Board, the penalty will be imposed on the bidders as decided by the Board's Chairman as per the gravity/seriousness of the activities of the timeline as per clause-6 of section-III.

8. TAXES AND DUTIES:

The company shall be solely responsible for the payment of all taxes and duties, license fees, octroi etc. incurred until completion of the job in all respect. However, Income Tax will be deducted at source by the Board as per provision of Income tax Act/Rules in force. Vat/Service tax shall not be paid extra by the Board.

9. INSURANCE:

The Board will not pay for any insurance charges against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery etc.

10. FORCE MAJEURE DURING THE PENDENCY:

During the pendency of the contract if the performance in whole/part by either party is prevented/delayed by causes arising due to any war, hostilities , civil commotion, act of public enemy, sabotage, fire, floods, explosion, epidemics, non availability of raw material and other consumables , postponement of examination/re-examination due to unavoidable circumstances, embargo act of civil/military war, or any there causes including breakdown of equipment beyond their reasonable control neither of the two parties shall be made liable for loss or damage due to delay or failure to perform the contract during the pendency of forced conditions provided that the happening is notified in writing within 7 days from the date of occurrence. The work shall be resumed under the contract as soon as possible after the happening/event ceases to exist.

11. OTHER CONDITIONS:

If some latest technology or equivalent, applicable in examination processing, is introduced, the company may offer its proposal with rates and terms & conditions for consideration and subsequent implementation may be made after mutual consent of both the parties.

12. ARBITRATOR CLAUSE:

All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulation of arbitrator. The sole arbitrator shall be appointed on mutual concurrence of both parties. However, it is the discretion of the **Chairman** to accept or not decision of the Arbitrator. The courts at Bhiwani only will have the legal jurisdiction in case of any dispute.

13. JURISDICTION OF COURTS:

In all matters and disputes arising there under the appropriate Courts at Bhiwani shall have jurisdiction to entertain and try them.

Witness _____ for and on behalf of the
Board of School Education
Haryana, Bhiwani

Witness_____ For and on behalf of company

Check list of Tender Documents (Technical Bid)

Sr. No.	Name of Document	Yes/No	Page No. (If Yes)	Remarks
1.	Tender Cost deposit slip (3000/-) (Three Thousnad only)			
2.	Earnest Money Deposit slip (50,000/-) (Fifty Thousand only)			
3.	Two years experience in work of similar nature as per clause 5.1 of section-II			
4.	Performance satisfactory certificate from the client regarding successful execution of work as per clause 5.3 of section-II			
5.	Average turnover for the latest two years should not be less than 1 crore. C.A. Certified report be attached./ Detail /report as per clause 5.4 of section-II			
6.	Affidavit regarding for non blacklist/debarred/no legal cases on Rs. 100/- non judicial stamp paper duly notarized.			
7.	Detail of hardware facilites 5.6.1 as describe in clause 4.2 section-II			
8.	GST Registration number as per clause 5.6.2. of section-II			
9.	Type of firm or organization (Proprietary/Private etc.) as per clause 5.6.3 of section-II			
10.	PAN number as per clause 5.6.4 of section-II			
11.	Latest two years Income Tax return as per clause 5.6.4 of section-II			
12.	ISO:27001/ CMMI Level-3 Certificate as per clause 5.6.5 of section-II			