



BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

(An ISO 9001:2015 Certified Organization)

E-tender NOTICE NO. 02/S.E.C./BSEH/HTET & ANY OTHER SPECIAL EXAM-2020

**Price Rs.2000/-
(Non-Refundable)**



Board of School Education Haryana, Bhiwani

Empanelment of Vendors

**Biometric with a Touchless/Contactless, Iris Scanning Technology,
Capturing Bar Code and Photographs of the candidates**

For

HTET & Any Other Special Examinations-2020

**Secretary,
Board of School Education Haryana,
Bhiwani – 127021**

(Ph.: 01664- 243336 FAX : 01664- 241611)

DOCUMENT CONTROL SHEET

1.	Name of the Organization	Board of School Education Haryana, Bhiwani
2.	Scope of work	
	Installation of Biometric Touchless/Contactless Iris scanning Technology, capturing Bar Code and Photographs of the candidates during examination and identity verification of such qualified candidates for HTET & Any Other Special Examinations-2020	
3.	Tender Type	OPEN
4.	Tender category	Services
5.	Bid Document Download / Sale Start Date	23.10.2020
6.	Bid Submission Start Date	23.10.2020
7.	Bid validity	One year beyond the closing date of tender.
8.	Tender fee (non-refundable and non adjustable)	Rs.2,000/- (Two thousand only)
9.	Earnest money deposit (EMD)	Rs.3,00,000/- (Three Lakhs only)
10.	Last date and time for submission of Bids	6.11.2020(11:00AM)
11.	Date and time of opening of technical bids	6.11.2020(03:00PM)
12.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
13.	Address for communication	Sh. Subhash Kajal, Assistant Secretary, (Special Exam Branch) Mobile No.- 9416973860 Board of School Education Haryana, Bhiwani Email- assplexam@bseh.org.in
14.	Period of completion of work	As per Terms & Conditions of tender & Award letter.
15.	Validity of contract/rates	Up to 1 year from date of award & can be extended for further two years on satisfactory Performance on same terms & conditions.

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A. Note:-

1. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. The documents submitted under two bid systems Technical and Financial through i.e. on-line. 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

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

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B. E-Tender Notice

NOTICE INVITING e-TENDER

On behalf of Board of School Education Haryana, Secretary of the Board of School Education Haryana Bhiwani invites e-tender under two bid systems (Technical & Financial) from the reputed, Firms/Companies/Agencies/Societies having adequate infrastructure and experience of handling the works of HTET or Any Other Special Examinations-2020

Installation of Biometric Touchless/Contactless Iris scanning Technology, capturing Bar Code and Photographs of the candidates during examination and identity verification of such qualified candidates for HTET & Any Other Special Examinations-2020

Approximate candidates in HTET 03 Lakhs. The examination will be conducted in two days i.e. 26-12-2020 & 27-12-2020 in about 400 centres. The centres of examination in all over Haryana and Chandigarh. The tender document will be available on www.etenders.hry.nic.in & Board's website www.bseh.org.in downloaded from the Board website for viewing from 23-10-2020 and last date for submission of bid documents is 06-11-2020 at 11:00 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 2000/- and EMD of Rs. 3,00,000/-(Three lakhs) to be deposited on e-tender website and the proof of deposited slip should be enclosed/uploaded with the tender document. Bidder should have to pay the e-services fee through on-line mode in favour of "Society for I.T. initiative fund for e-Governance" payable at Chandigarh. 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 06-11-2020 at 03:00 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 of only those bidders short listed from the technical bids with live demo will be opened on a specified date and time, to be intimated to the eligible bidders. 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. 2000/- and Earnest money(EMD) of Rs. 3,00,000/- is to be deposited online.
2. Bidder should have to pay the e-services fee through on-line mode
3. Bids without tender fee and/or EMD shall be rejected.

PERFORMANCE SECURITY DEPOSIT/BANK GUARANTEE

The successful bidders shall submit performance security through RTGS in favour of "Secretary, Board of School Education Haryana, Bhiwani" 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 07 days from the date of issuance of intimation letter, failing which a penalty of Rs. 1000/- per day or prior to signing of the Contract whichever is earlier, shall be imposed. It can be extended to forfeiture of EMD & blacklist the firm for specified period. EMD will be adjusted against Performance security of successful bidder.

D. Scope of Works

Installation of Biometric Touchless/Contactless Iris scanning Technology, capturing Bar Code and Photographs of the candidates during examination and identity verification of such qualified candidates for HTET & Any Other Special Examinations-2020

- i. BSEH will provide center-wise data of all registered candidates to the service provider. Service Provider will then use this data for the Biometric touchless devices and shall enable scanning of IRIS and Photo and candidate verification with predata and photograph during the exam and subsequent stages of the process.
- ii. The Agency will have to do verification of the candidate's captured data at the time of verification process with the data captured in the examination centre in the manner provided by Board.
- iii. Installation of Biometric touchless Machine at each & every examination centre at the time of examination conducted by BSEH, Bhiwani across the districts of Haryana and Chandigarh.
- iv. The service provider will use this data on the Biometric touchless devices that will be used for Scanning of IRIS , Photograph or data collection during the exam.
- v. The Scanning of IRIS & capturing Bar Code and photographs by the Biometric touchless 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 touchless 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 candidates present in the examination centre.
- ix. The bidder will have to ensure that the Biometric touchless Machines must be functional and has Scanning of IRIS & photographs. Authentication of each and every candidates who will appear in the examination at each centre.
- x. If the examination is conducted in two shifts in a day at a centre, the Biometric touchless should be done separately in all shifts 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. The Bidder have to show on-line attendance in head-office centre-wise, present & absent & grand total of all centers.

- xiii. After the completion of Scanning of IRIS and Photographs of the candidates from each and every examination centres across the districts of Haryana & Chandigarh, the bidder will hand-over the entire captured data double copy in 02 hard drive in a sealed manner with super scribing exam name on the within two days along with report and forwarding letter duly signed by the bidder to the Secretary, Board of School Education Haryana, Bhiwani
- xiv. The bidder must verify identity of the candidates from the captured data taken during the examination at the time of verification process as schedule fixed by Board, with each and every Candidate's who gets present in the verification process. **Candidate absent during verification process will be called later at Board's Head quarter. The company will depute required manpower / machines for Biometric touchless verification as schedule fixed by Board .**
- xv. In case of blind candidates vendor will ensure appropriate Biometric touchless in particular case.

Technical requirement of Biometric touchless Authenticating Agency:

- i. The agency should be capable of deploying at least 2000 Biometric touchless machines capable to Scanning of IRIS and photographs and sufficient trained manpower.
- ii. The machine should have capability of Scanning of IRIS and Photographs both in offline and online mode.
- iii. The machine should have battery backup of at least 10 hours of continuous working.
- iv. Machine should be portable.
- v. Machine should be STQC Certified.
- vi. The Bidder should keep in mind that no candidate should get left during the process.
- vii. The machine should have an integrated camera to take the photographs of the candidates. The quality of integrated camera should be of High Resolution

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 blacklisted from participation in tender anywhere in Central/state govt. Deptts./Central Govt. PSUs/Consumer Society approved by Central Government on Rs.100/- Non Judicial Stamp Paper
- iv. PAN Card, Bank Account No.& a copy of registration of TAN/GST.
- v. Copy of the machine is STQC certified.

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 excluded of GST.
3. The examination centers 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 work will be allotted to the firm for one years in first instance and extendable for further two year depending on performance of the firm. The extendable period can be relaxed in case if there is any natural disaster (Earthquake, flood, pandemic etc.)
7. The successful bidder shall make arrangement for check-up of the Biometric touchless 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 Biometric touchless machines, the bidder shall have to make alternative arrangement immediately so that the work does not suffer.
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 can 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 Scanning of IRIS & Photographs of the candidates has not been done in accordance with the agreed terms and conditions, the BSEH shall be entitled to withhold the payment of the bidder as decided by the Secretary and forfeit the Performance Security.
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 Biometric touchless machines for Scanning of IRIS & Photographs of the candidates as per schedule and quality decided, the Board may impose a penalty. The penalty may be imposed for faulty Biometric touchless machines/ inaccurate Scanning of IRIS & Photographs of the candidates/ faulty operation of the Biometric touchless machines/erroneous transmission of the scanned data. The bidder will ensure confidentiality of the data scanned and undertaking should be given by the agency.
12. The bidder will ensure that the space provided to it by the BSEH is not misused in any manner.
13. An appropriate agreement (Rs.100 stamp paper) 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. should not 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 centre's.
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 or 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 average turnover in last three financial years there should be in aggregate **03 (Three Crores)** (Supported by Financial Statements, Balance Sheets duly certified by the Chartered Accountant) etc. I.e. (2017-18, 2018-19 & 2019-2020).
20. Bidder must have sufficient experience of Installing touchless devices and atleast two work orders of IRIS/Face recognition/Biometric/Similar work of Govt./Organization in examination work.
21. The bidder should not have been debarred/ blacklisted by any reorganization/ Board/Council/University/Commission and any other Government/ Government Undertaking Organization in last five years.

22. Live panel to be installed in head office to view status of live attendance.
23. Attach affidavit for 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/Director/MD/partner are not blacklisted, debarred or prohibited by Government of India/Government of Haryana of any other state Government /UnionTerritory/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.”

F. 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 scanned/not clear, it shall be treated as error and a penalty shall be charged @ two times of the amount payable to vendor for per candidate for each error and original amount quoted will not be paid.
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 be 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 Biometric touchless machines at centers in time and Scanning of IRIS, photo, are stopped or more than ten percent of students Biometric touchless Scanning of IRIS, photograph, not done penalty on pro-rata basis @ 10 % 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, installation.
- c. No extra costs shall be paid by Secretary, BSEH, Bhiwani on any additional account to the successful bidder.
- d. The payment shall be in Indian Rupees and shall be paid only as per following terms of payment:
 - i) The payment of 60% of the total charges shall be paid based on the certification for proper working of Biometric touchless machines by nominated official/observer of Controller of examination at the examination centre and will be paid within 30 days of receipt of such certificate, along with Invoice complete in all respects.
 - ii) Balance payment 20% will be paid after result declaration and receipt of "no adverse report" from the end client with respect to non-occurrence of malpractices or incident of malfunctioning or non-functioning of Biometric touchless machines.
 - iii) Balance 20% payment will be made after completion of all formalities including final identity verification of qualified candidates.

- e) The payment will be paid usually within receipt of such certificate, along with all data in centre-wise within two backups on separately Hard Disks after satisfactory report by the branch.
- f) Performance 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 choose 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. Financial bid will be opened only for those who will be technically qualified with live Demo.
4. 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 Performa /check list

ANNEXURE-I

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	

Following documents must be attached with technical Bid

Document Name	Page No.
Tender & EMD fee receipt & E-Service Fee	
Pan card	
GST registration	
ISO 9001-2008 OR 27001-2013 Certification	
Average turnover last 3 financial years aggregate in 3 (Three) Crores (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant), etc i. e (2017-18, 2018-19 and 2019-20	
Bidder must have sufficient experience of installing touchless devices and atleast two work orders of IRIS/Face recognition/Biometric/Similar work of Govt/Organization in examination work.	
Registered under the Indian Companies Act, 2013/ The Partnership Act 1932 and must possess valid Trade License & Registration Certificate of Professional Tax.	
Attach Affidavit for Blacklisted/debarred/no legal cases on Rs. 100/- non judicial stamp paper duly notarised	
A copy of E-Tender duly signed by the firm.	
The Machine is be STQC certified. Copy enclosed.	

- **The sample of Biometric touchless machines will be shown/demonstration will be given at the time of technical bid opening meeting and as and when required by Board.**

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

ANNEXURE – II

FINANCIAL BID

Certified that after going through the above terms & conditions with scope of work (Section-D) attached, I/We submit our rates. Prices should be quoted in Indian Rupees (INR) and indicated both in figures and words. Figures in words will prevail.

Sr.No.	Item Description	Rate Per Candidate (in figure) excluding GST	Rate Per Candidate (in words) excluding GST
1.	Installation of Biometric Touchless/Contactless Iris scanning Technology, capturing Bar Code and Photographs of the candidates during examination and identity verification of such qualified candidates for HTET & Any Other Special Examinations-2020		INR

Note: -

1. Rate should be quoted as excluding of GST.
2. GST will be applicable as per Central/State Govt. rules and regulations.
3. Total candidates will be counted as per appeared in the exam. Payment shall be made by the Board to the firm/agency on the basis of the total no. of candidates present for the exam of the work concerned.

Signature of the Bidder with Company Seal

ANNEXURE – III

(To be submitted on Bidder's letter head)

Self Declaration

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 Biometric with a Touchless/contactless IRIS Scanning Technology, capturing Bar Code and Photographs of candidates during examination and identity verification such qualified candidates. We hereby submit our proposal along with the necessary documents and we hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government /PSU in the country of India.

I/We _____ 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 Authority during last five years. I also declare that no cases, criminal or civil, or enquiries are pending or registered against the firm/Any Director/MD/partner.

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

Further, I/we agree to abide by all the terms and conditions as mentioned in the tender documents. I/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 with seal:

Name:

Designation:

Place:

Contact No:

Email: