

# BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Website: [www.bseh.org.in](http://www.bseh.org.in) E-mail: [assplexam@bseh.org.in](mailto:assplexam@bseh.org.in)

Tender Notice No. BSEH/TENDER/2024/23/HTET BIOMETRIC

Dated 25-10-2024

**Tender Fee Rs.2000/-**  
**(Non-Refundable)**



## Board of School Education Haryana, Bhiwani

### Empanelment of Vendors for installation of Biometric machines for capturing Thumb Impressions, Bar/QR codes and Photographs of the Candidates for HTET& Any Other Special Examinations-2024.

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

Signature and Seal of Bidder

# BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Website: [www.bseh.org.in](http://www.bseh.org.in) E-mail: [assplexam@bseh.org.in](mailto:assplexam@bseh.org.in)  
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### A.Instructions to Bidders:-

1. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. The Bid documents to be submitted under two bid systems i.e. Technical Bid and Financial Bid through online. Any deviations from these may lead to rejection of the bid.
2. Bidders, 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](http://www.bseh.org.in)&[www.etenders.hry.nic.in](http://www.etenders.hry.nic.in)

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## A. DOCUMENT CONTROL SHEET

1.	Name of the Organization	Board of School Education Haryana, Bhiwani
2.	<b>Scope of work</b>	
	Installation of Biometric Machines for capturing & verifying thumb impressions, capturing Bar Codes and Photographs of candidates during examination and identity verification of such qualified candidates for HTET& Any Other Special Examinations-2024	
3.	Tender Type	OPEN
4.	Tender category	Services
5.	Bid Document Download / Sale Start Date	25-10-2024
6.	Bid Submission Start Date	25-10-2024
7.	Bid validity	One year from date of Awarded of Tender
8.	Tender fee (non-refundable and non adjustable)	Rs.2,000/-
9.	Earnest money deposit (EMD)	Rs.2,00,000/- (Two Lakhs only)
10.	Bid Submission Start Date and time	25-10-2024
11.	Bid Submission Closing Date and time	05-11-2024 (10:00 A.M.)
12.	Technical Bids Opening Date and time	05-11-2024 (10:30 A.M.)
13.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani-127021
14.	Address for communication	Assistant Secretary,(Special Exam Branch) Mobile No: 9813601493 Board of School Education Haryana, Bhiwani Email- <a href="mailto:assplexam@bseh.org.in">assplexam@bseh.org.in</a>
15.	Period of completion of work	As per Terms & Conditions of tender & Award letter.
16.	Validity of Rates	120 Days from the date of opening the technical bids.
17.	Validity of contract	Up to one year from date of award & can be extended for further two years on satisfactory Performance on same terms & conditions.

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## B. NOTICE INVITING E-TENDER

The Board of School Education Haryana, Hansi Road ,Bhiwani invites E-Tenders under **Two Bid System** from the Reputed, Experienced & Technologically Sound Agencies for providing services for:

**For installation of Biometric based Authentication Machines for capturing & verifying thumb impressions capturing Bar Codes and Photographs of candidates for HTET-2024 and any other special Examinations.**

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

### Critical Dates

Subject	Date and time
Bid Document Download Date	25-10-2024
Bid Submission Start Date	25-10-2024
Bid Submission End Date	05-11-2024 (10:00 A.M.)
Technical Bid Opening Date	05-11-2024 (10:30 A.M.)
Financial Bid Opening Date	To be intimated later on, who qualifying Technical Bid.

Approximate candidates in HTET Exam may be Three Lakhs. The examination will be conducted in two days i.e. 07-12-2024 & 08-12-2024 in about 500 centers. The centers of examination will be in all over Haryana.

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 regular visit/check the Board's website. The cost of bid document is Rs. 2000/- (Rupees Two Thousand only) which is non-refundable and Earnest Money Deposit of Rs. 2,00,000/- (Rupees Two Lakh only) be submitted through online tender portal and the Proof of deposited slip should be closed /uploaded with the tender document.

Bids submitted through offline mode or in incomplete shape or beyond the stipulated period shall be summarily rejected. **The Secretary 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/Financial Bids shall be opened by the committee authorized by the Secretary/Chairman for this purpose in the Board's Committee Room in the presence of the bidder who wishes to remain present .Financial bids will be opened only of those bidders who will qualify in Technical bid.

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

### Address:

Board of School Education Haryana, Bhiwani-  
127021 E-mail – [assplexam@bseh.org.in](mailto:assplexam@bseh.org.in)  
Ph.– 9813601493

**Sd/-  
SECRETARY**

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## **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. 2,00,000/- is to be deposited online. The EMD of the successful bidder may be adjusted against performance security.
- 2 Bidder should have to pay the e-services fee through online mode.
- 3 MSME Firms registered only in Haryana state are entitled/eligible for relaxation under this provision as per instructions of the appropriate Government/Authority
- 4 If the Bidder submitted Bids without tender fee/EMD then Bids shall be rejected by the Board.

## **D. PERFORMANCE SECURITY DEPOSIT**

The successful bidders shall furnish Performance Security an amount equal to 10% of the contract value through RTGS in favour of "Secretary, Board of School Education Haryana, Bhiwani". Performance Security and Agreement to be furnished within 07 (Seven) days from the date of issuance of intimation letter regarding acceptance of Bid, failing which a penalty of Rs. 1000/- per day will be imposed. It can be extended to forfeiture of EMD & blacklisting the firm. Formal work order will be placed only after receipt of Performance Security and Agreement in Original.

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## **E. SCOPE OF WORKS (BIOMETRIC AUTHENTICATION SERVICES)**

1. Installation of Biometric Machines for capturing and verifying thumb impressions capturing Bar Codes and Photographs of candidates during examination and identify verification such qualified candidates.
  - i. BSEH will provide centre-wise data of all registered candidates to the service provider. Service Provider will then use this data for the biometric devices and shall enable fingerprint matching and candidate verification during the exam and subsequent stages of the process.
  - ii. The Agency shall have verify the candidate's captured data at the time of verification process with the data captured in the examination centre provided by Board.
  - iii. Installation of Biometric Machine at each & every examination centre at the time of examination conducted by BSEH, Bhiwani across the districts of Haryana and Chandigarh.
  - iv. The service provider will use this data on biometric devices that will be used for fingerprint verification or data collection during the exam.
  - v. For all candidates, their biometric registration shall involve capturing the digital photo of all those candidates and scanning their left hand thumb. The scanning of the other fingers shall be done in the following sequence if the left hand thumb scanning cannot be done: Right hand thumb, index finger, middle finger, ring finger, little finger of left hand and then index finger, middle finger, ring finger, little finger of right hand. If required, toe print may be collected.
  - vi. Capturing of thumb/finger & photographs by the Biometric Machines shall not be stopped on any ground and data capturing / identification work must be completed during the stipulated time period of the examination.
  - vii. One handheld machine should be installed/ used for every 62 Candidates. i.e. for 310 candidates five machines to be installed/used.
  - viii. Sufficient number of portable equipment and trained manpower shall be utilized during the verification process so that the entire operation of biometric registration gets completed within the specified time-frame.
  - ix. The bidder shall have to ensure that the Biometric Machines must be functional and has captured thumb/finger & photographs of each and every candidate 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 have to 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. Thumb and photo of all candidates should be uploaded on the central server on the same day.
  - xiii. The Bidder have to show centre-wise online attendance to head-office. i.e. present, absent & grand total of all the centers.
  - xiv. After completion the work of capturing thumb/finger impressions, capturing Bar/QR codes and photographs of the candidates from each and every examination centers across the districts of Haryana & Chandigarh, the bidder shall hand-over the entire captured data double copy in 02 hard drive in a sealed manner with super scribing exam name on the envelope, within 4 days along with report and forwarding letter duly signed by the bidder to the Secretary, Board of School Education Haryana, Bhiwani.
  - xv. The bidder shall have to verify identity 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.

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Candidate absent during verification process will be called later at Board's Head quarter. The company will depute required manpower / machines for biometric verification as schedule fixed by Board without any extra payment.

## **F. Eligibility/Qualifying Criteria (Documents must be attached by the Bidders)**

1. Deposited Slip of Tender Fee and EMD be attached.
2. Firm Registration certificate.
3. Copy of PAN Card and GST of the Firm.
4. Bidder should have total turnover at least Rs.03 crore in the last three financial years 2021-22, 2022-23 & 2023-24. Suitable CA Certificates to be attached.
5. The company must have an ISO 9001-2015 or ISO 27001-2013 certification (Copy of valid certificate must be enclosed).
6. The bidder must have not been debarred/ blacklisted and not implicated under any court of law on account of non performance of its duties by any organization/ Board/Council/University/Commission and any other Government/ Government Undertaking Organization. To this effect an undertaking on Rs. 100/- Stamp paper be attached.
7. Bidder should have minimum three years experience in capturing of thumb impressions, photographs and verification for Govt. Organization/Public Service Commission/PSU/Central Govt./State Govt. for at least One Lac candidates. At least one successful Completion Certificate be attached.
8. Consortium, Joint venture or outsourcing in any manner is not permitted. All bids based on entities relying on such practices will not be entertained. A declaration to this effect needs to be submitted.
9. Copy of Fee receipt of "Society for I.T. initiative fund for e-Governance".
10. Any other certificate as per technical requirement.
11. The Machine is to be STQC certified. copy enclosed.

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## **G. Technical requirement of Biometric Authenticating Agency:**

- (i) The agency should be capable of deploying at least 2500 biometric machines capable to capture thumb impressions and photographs and sufficient trained manpower.
- (ii) The machine should have capability of capturing and authenticating finger print both in offline and online mode.
- (iii) The machine should have an integrated camera to take the photographs of the candidates. The quality of integrated camera should be of High Resolution and Camera should not be less than 5 mega pixels.
- (iv) The machine should have battery backup of at least 10 hours of continuous working.
- (v) It should not be a laptop based solution. Machine should be portable.
- (vi) Machine should be STQC certified.
- (vii) Internet Speed should be atleast 10 mbps in all biometric machines.
- (viii) The Bidder should keep in mind that no candidate should get left during the process.

## **H. TERMS AND CONDITIONS**

1. The technical bid shall contain the documents specified or claimed by the bidder fulfilling the eligibility and should be signed by the bidders failing which the bid will be summarily rejected.
2. The rates so quoted should be exclusive of all taxes.
3. The examination 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 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.)
7. The successful bidder shall make arrangement for check-up of biometric machines at his own cost and shall keep all the machines in perfect working condition at all time, so as to ensure smooth running of work. In case of failure of any of the Biometric machines, the bidder shall have to make alternative arrangement immediately so that the work does not suffer.
8. The machine should have battery backup of at least ten hours of continuous working.
9. 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.
10. 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.

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11. If it is found at any time that the capturing and verification of the thumb impressions & photographs of the candidates has not been done in accordance with the agreed terms and conditions, the BSEH shall be entitled to withhold all payment of the bidder and forfeit the performance security.
12. 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 machines for capturing & verifying thumb impressions & photographs of the candidates as per schedule and quality decided, the Board may impose a penalty. The penalty may be imposed for faulty biometric machines/ inaccurate verification of thumb impressions of the candidates/ faulty operation of biometric machines/erroneous transmission of the captured data. The bidder will ensure confidentiality of the data captured and undertaking should be given by the agency.
13. The bidder will ensure that the space provided to it by the BSEH is not misused in any manner.
14. 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. will be allowed.
15. Chairman of the Board, reserves the right to reject or accept any bid without assigning any reason thereof.
16. 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 centers.
17. 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.
18. The company must have an ISO 9001-2015 or ISO 27001-2013 certification (Copy of valid certificate must be enclosed).
19. 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 centre.
20. Bidder should have total turnover at least Rs.03Crore in the last three financial years 2021-22, 2022-23 & 2023-24. Suitable CA Certificates to be attached.
21. Bidder should have minimum three years experience in capturing of thumb impressions, photographs and verification for Govt. Organization/Public Service Commission/PSU/Central Govt./State Govt. for at least One Lac candidates. At least one successful Completion Certificate be attached.
22. The bidder must have not been debarred/ blacklisted and not implicated under any court of law on account of non performance of its duties by any organization/ Board/Council/University/Commission and any other Government/Government Undertaking Organization. In this regard undertaking on Rs. 100/- Stamp paper be attached.
23. Live panel to be installed in head office to view status of live attendance.
24. If the examination is postponed for any reason, then in such situation if the information is given within 48 hours prior from the beginning of the examination then 20% amount will be paid. If notice is given before 48 hours no payment will be made.

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25. If penalty/deductions are 30% or more than of total amount then successful/satisfactory work certificate will not be issued.

## **I. NEGOTIATION**

Negotiation will be done as per Govt. Instructions.

## **J. PENALTY CLAUSE**

1. If at any stage it has been found that any of the data(thumb impressions or photo) of any of the candidate is missed/ not captured/ not readable/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.
2. If more than 10% of the candidates (Present per Centre) biometric thumb/finger impressions/photographs, identification at exam centre not done, additional penalty shall be charged @ fifty thousand rupees per exam center per shift.
3. In case if the Board is of the view that the work has not been satisfactorily and professionally performed by the bidder, the Board in addition to forfeiture of performance security and EMD shall be entitled to terminate the agreement without giving any notice.
4. If a dispute arises out of or in connection with this contract, decision of the Board Chairman shall be final and binding. All disputes in this connection will settled in jurisdiction of Bhiwani court.
5. 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.

## **K. 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 regulations of arbitrator. In case of any legal dispute the jurisdiction will be Bhiwani. The sole arbitrator shall be appointed on mutual concurrence of both parties and the decision of the arbitrator shall be binding on both the parties.

## **L. 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 40% of the total charges shall be paid based on the certification for proper working of Biometric 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.

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- ii) Balance 60% after result will be paid within 60 days of 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 machines.
- e) The payment will be paid usually after receipt of such certificate, along with all data in centre-wise with two backups on separately Hard Disks after satisfactory report by the branch.
- f) Performance Security 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.

## **M. 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 may wish to remain present at Board Office.
2. The financial bids of only those bidders will be opened who found technically qualified.
3. No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, committee of the Board or office can make any enquiry/seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid would be evaluated on the basis of papers/ documents submitted by the bidder. No separate representation would be entertained in this regard by the Board.

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## N. 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 Fee of Rs 2000/- & EMD fee 2,00,000/- receipt must be attached.	
Pan card copy must be attached.	
Registration Certificate of firm be attached.	
GST registration. Copy must be attached.	
Bidders should have total turnover at least Rs. 03 crore in the last three financial years 2021-22, 2022-23 & 2023-24. Suitable CA Certificates to be attached.	
ISO 9001-2015 OR 27001-2013 Certification be attached	
The bidder must have not been debarred/ blacklisted and not implicated under any court of law on account of nonperformance of its duties by any organization/ Board/Council/University/Commission and any other Government/Government Undertaking Organization. To this effect an undertaking on Rs. 100/- Stamp paper be attached.	
Bidder should have minimum three years experience in capturing of thumb impressions, photographs and verification for Govt. Organization/Public Service Commission/PSU/Central Govt./State Govt. for at least One Lac candidates. At least one successful Completion Certificate be attached.	
The Machine is to be STQC certified. copy enclosed.	
Annexure-I	
Annexure III	

*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*

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## ANNEXURE – II

### O. FINANCIAL BID

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

Sr. No.	Item Description	Approximate Candidates	Rate Per Candidate (in figure)	Rate Per Candidate (in words)
1.	For installation of Biometric Machines with Manpower on turnkey basis for capturing thumb impressions, capturing Bar/QR codes and photographs of the candidates during examination and identity verification of such qualified candidates for HTET & Any Other Special Examinations-2024.	3,00,000 (Three Lakhs)		<u>INR</u>

Note: -

1. Rate should be quoted as exclusive 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**

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## ANNEXURE – III

(To be submitted on Rs. 100/- stamp paper duly attested by notary)

date \_\_\_\_\_

To

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

Ref: Tender Notice No. \_\_\_\_\_

dated- \_\_\_\_\_

Sir,

This is with reference to above mentioned tender for Installation of biometric machines for capturing & verifying thumb impressions, capturing bar codes and Photographs of candidates during examinations and identity verification of 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. 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:

Name:

Designation:

Place:

Contact No:

Email:

**Company Seal and Signature**