



झारखण्ड सरकार

Jharkhand Staff Selection Commission
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TENDER NOTICE No. 1/2012
FOR
SELECTION AND EMPANELMENT OF AGENCY FOR PROVIDING
RECRUITMENT SERVICES TO JHARKHAND STAFF SELECTION
COMMISSION.

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TIME LINE AND SCHEDULE

Department :- Jharkhand Staff Selection Commission

District :- Ranchi

Tender No. :- 1/2012

Work Name :- Selection and empanelment of agency for providing recruitment services to Jharkhand Staff Selection Commission.

Earnest Money Deposit (Rs.) – 50,000.00

E-mail ID :- jharkhand_ssc@rediffmail.com

Contact person Name :- Binod Kumar, Deputy Secretary.

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Opening Date of Tender :- 14.02.2012; 3PM

SECTION- I

INVITATION TO BIDDERS

1. Jharkhand Staff Selection Commission, Ranchi, a body of State Government, has been entrusted with the job of selection of suitable candidates for recruitment to all posts of Group C and Non Gazetted General/Technical/Non-Technical Services/Cadres/ posts in Group B under State Government.

The Commission intends to outsource the entire process of examination, right from formatting of application forms, conducting examination and publication of merit based final result to a competent and well experienced external agency/agencies. Accordingly Jharkhand Staff Selection Commission, Ranchi invites tenders(two bid system) from reputed institutions/ Agencies/ Organization (herein after referred as agency), who have necessary competence and experience to conduct such competitive examination on out sourcing basis, for selection of suitable candidates for recruitment in the State Government

2. The number of candidates appearing for different posts can not be specified beforehand. It will vary according to qualification, nature of posts and number of vacancy. The agency may have to conduct examination for one thousand applicants or more than two lacs applicants.

3. The examination centers will lie within the State of Jharkhand.

SECTION- II
SCOPE OF WORKS

A. Pre examination works

1. Formatting of application form along with brochures for different categories of posts/examination.

The application format shall contain fields to capture all information of candidates. The field includes areas such as :-

1.1 Personal Information :-

- 1 Advertisement No.-
- 2 Name of post –
- 3 Name of candidate – (Hindi and English)
- 4 Father's name –
- 5 Photograph of candidate –
- 6 Date of Birth – dd – mm – YYYY.
- 7 Gender – Male/Female.
- 8 Mark of Identification :
- 9 (a) Category – Unreserved/ Scheduled caste/ Scheduled Tribe/BC Annexure-I/ BC Annexure – II.
- 9 (b) physically handicapped/ sports person –
- 10 Mailing address –
- 11 Permanent address :-
- 12 Option for different posts (in case of combined competitive examination)

1.2 Educational qualification :-

Table will be provided which will contain qualification/year of passing/Name of School/College/ Name of Board/University/percentage of Marks obtained. Five rows should be provided for qualifications.

1.3 A space will be provided for taking down hand writing specimen of the candidate.

2. Printing of application form (bi lingual-Hindi and English), brochures in Hindi and OMR application form in English with machine Serial number and bar code in desired numbers .Material for brochure will be supplied by the Commission. It will be about 8-10 page document containing details of post, eligibility criteria of candidates, categories wise vacancy, syllabus for examination, guidelines for filling application form and OMR application form and replica of application

form and OMR application form. The brochure will be printed on ordinary paper. Multi color or fancy printing is not needed.

3. Printing of envelopes – Required no. of big envelopes for sale to hold application form, OMR application form with envelop, brochure and one envelop with address of Commission and space for sender's address printed on it for submission of application in the Commission office/printing of window envelop for dispatch of admit cards.

The material, as indicated above shall be delivered in Commission office at Ranchi in packets of one hundred each. The application will be sold through the Commission.

4. Procuring received application forms and OMR application forms from Commission office. The applications form shall be handed over to agency in batches.
5. Processing of application (Creation of main data bank, Scanning of Photographs and signature of candidate, Address etc.).
6. Generation of Roll numbers as per centre list to be provided by the Commission. Issuance of admit cards to all candidates through Mass Mail through post offices located in Ranchi, for preliminary and main examination.
7. Designing and printing of attendance sheets with scanned Photographs, signature of candidate etc. as per direction of the Commission for preliminary and main examination.
8. The agency will develop web page for Commission including reservation of space and will have to upload admit card, results of preliminary and main examination and also details about Commission like personnel, acts, rules, regulations, Govt. circulars related to appointment etc. After maintaining the web page for one year, it will be handed over to the Com
9. Examination centers shall be decided by the Commission. It is expected that up to 50,000 (Fifty thousands) examinees will be accommodated in different examination centers at Ranchi. In case of large number of candidates, the examination centers will be spread over entire twenty four districts of State. List of examination centers, along with number of room and seating capacity, will be provided by the Commission.

SECTION- III

Secret works

1. This is the most sensitive part of whole process. The agency will be responsible for design/setting/printing of multiple choice question paper bilingually with OMR answer sheets as per requirement and scheme of examination. Total secrecy/confidentiality is of utmost importance.
2. The Commission will hold separate examination for posts according to minimum qualification prescribed for specific posts like graduate/intermediate and matric level. The standard of questions shall be at par with the level of educational qualification. Pattern of Examination shall be as follows :-

- (a) **Preliminary Examination** :- One sitting examination will be conducted on a single day. The duration of examination shall be of two hours, having a total no. of 120 questions. Questions on subjects like General studies, General Science and Arithmetic, Mental ability test and computer will be asked in examination.

On basis of preliminary examination, candidates equal to five times the no. of vacancies for each category (general//SC/SR/OBC/physically challenged) will be selected for main examination. It is expected that the number of candidates for main examination will lie within 2500 to 10,000.

- (b) **Main Examination** :- It will consist of two papers :-
 - b.1- Language :- Paper I** – It will consist of comprehension and grammar test for Hindi and English. Duration of examination will be of two hours.
 - b.2- Mains :- Paper II** - Paper II will have questions on General Knowledge, arithmetic, mental ability test and computer. Duration of examination will be of two hours having 120 questions in each sitting . Examination for paper I and paper II will be conducted on same date in two sittings. Further details about scope of questions will be handed over to the selected agency.
3. Three sets of question papers, in sealed cover, without any external mark of identification on envelop shall be handed over to the Commission. One of these sets will be picked up by Commission and it shall be handed over to the agency for printing of question paper. The remaining two sets will be kept in sealed cover by the Commission and it will be destroyed after publication of final result of concerned examination.

It is being clarified that all the three sets will have the same number of different questions.

4. Question papers, both for preliminary examination and main examinations should have equal proportion of different subjects. It must have a balance mix of easy (30%), average (50%) and tough (20%) questions.
5. For conducting preliminary and main examination, single set of question papers will be printed with four series (A,B,C & D). In these four series, the question order will be shuffled but question will remain the same.
6. Question paper, as designed in para 4 and 5 above should be printed on (NO PHOTOCOPYING) good quality white paper. The questions will be printed bilingually(Hindi-English)
7. OMR answer sheets will be printed on 100 gsm paper and it should be readable by OMR scanning machine.

The OMR answer sheet will be of two pages. The first page will contain instructions, detail method of filling of form, name of candidate, Roll number, space for handwriting specimen, signature of candidate and signature of invigilator. The back page will contain details like question booklet number, Roll number, series, category, examination paper details with desired number of bubbles. The page must contain the bar code.

8. The agency will deliver the question papers and OMR answer sheets in sealed boxes as per direction of Commission at Ranchi centre wise/district wise. The question papers and OMR answer sheets will be packed in separate envelops with their serial no.(from-to) printed on them. Each packet will contain 12 question papers/ OMR answer sheets.

9. ARRANGEMENTS FOR PEACEFUL CONDUCT OF EXAMINATION-

The Deputy commissioner of concerned district will be zonal coordinator and head of institution (examination centre) will be centre superintendent. The Commission will deploy the following personnel/facilities on examination dates, and the agency will have to bear the entire expenditure for this purpose-

- (a)One center superintendent for each examination center,
- (b)One additional center superintendent for each examination center,
- (c)Required No. of invigilators shall be provided from the teaching staff of the institution. There should be at least two invigilators for 24 or fewer examinees and one additional invigilators for each additional 24 or part thereof in each room. In case there are less than 24 examinees in a room, a minimum of two invigilators must be provided in that room.
- (d)One peon and one clerk for each examination center,

- (e) One peon for three class rooms of each examination center to serve the examinee and invigilator,
 - (f) One Magistrate at each examination center to act as observer,
 - (g) One Magistrate and five policeman for each examination center,
 - (h) One Magistrate for each district to act as representative of Controller of Examination,
 - (i) Vehicle for magistrate/ Police force ,
- Proper drinking water facility will be made at examination center.

It is expected that agency may have to incur an approximate expenditure on above items @ Rs.70 to Rs. 75 per candidate for each examination date. No rent is payable for hiring of examination center.

Post Examination

11. The commission will hand over the confidential packet, centre wise, to the agency at Ranchi.
12. The agency will scan all the OMR answer sheets on two different scanners and these will be kept separately. The two scanned data will be edited and the edited data will be made available to the Commission.
Before evaluation, the agency will obtain the model answer key from an expert committee of printed Question paper. It will be compared with setter's answer key. In case of difference in opinion of question setter and expert committee answer key, the commission shall take final decision and accordingly evaluation will be done.
13. The final result for Preliminary and main examination will be prepared as per the instruction of Commission and the Agency will have to provide evaluation report of each candidate to the Commission.
14. After evaluation, the OMR answer sheet and all related documents shall be returned to the commission in packets. The packets shall be made center wise.

SECTION- IV**Eligibility criteria of tenderer.**

1. The tenderer must be incorporated under Indian companies Act 1956/ the partnership Act- 1932. Consortium of firms is not allowed.
2. The tenderer's average annual turn over for last three financial years should not be less than Rs.250 lacs.
3. Minimum three years experience of conducting the entire process of examination for recruitment in Central Govt./Central Govt. undertaking/ State Govt. and State Govt. undertakings.
4. Should have at least conducted one examination in last three years, in which at least fifty thousand candidates have participated.
5. The tenderer's company/firm or any of its directors/partners should neither be convicted by any court of Law or black listed by any Government/PSUs, nor any criminal case be pending against such agency by any Government/PSUs.

SECTION- V**Submission of Tender**

Two bid system shall be adopted by the Commission for deciding the tender. Part- A will be technical bid and Part –B will be financial bid (Rates).

These bids are to be kept in separate sealed envelopes and each envelope should be marked as 'Technical Bid' or 'Financial Bid', according to content of envelope. For financial bid the rates in format-IV & V should be quoted.

Technical Bid (part- A)

The details to be submitted, shall be the following :-

- > Power of attorney for authorized signatory in non-Judicial stamp paper.
- > Bid form as per format- I.
- > Documents related to registration under Indian companies Act 1956/ partnership Act- 1932.
- > Experience of conducting entire process related to recruitment in Central Govt. & its undertaking; State Govt. and its undertaking for last three years. Separate sheets should be enclosed for year 2010-11, 2009-10 and 2008-09. Relevant self attested copies of work orders should be enclosed separately for different years. The information should be provided in format II.
- > Service tax Regn. No. with photo copy of same. (self attested)
- > Copy of PAN Card. (self attested)
- > Audited balance sheet of financial year 2010-11; 2009-10 and 2008-09. (self attested)
- > D.D. of Rs. 50,000/- (Rupees fifty thousand only), drawn in favour of Jharkhand Staff Selection Commission and payable at Ranchi. In case of unsuccessful bidder, the D.D. shall be returned within 10 days of the final decision without interest.
- > I.T. return for Ass. year 2011-12. (self attested)
- > Declaration that the agency has not been black listed by any Govt./PSUs and none of its directors have been convicted by any court nor criminal case is pending against. such concern in Format- III.

Financial Bid (part- B)

1. The bidder will offer separate rate for Section-II (Pre examination works) and Section-III (Secret work-preliminary examination-one sitting-one day and main examination – two sittings-one day) in two sealed envelopes with super inscription “Rate for Section-II” and “Rate for Section-III” , as per content of envelop. Both these envelopes should be kept in a big envelop and it should be marked “Financial Bid”. Rate for Section-II should be quoted in format-IV and for Section-III, it should be in format-V.

N.B.- Financial bid of tenderer who do not qualify in technical bid, shall not be opened.

SECTION- VI

Terms and conditions

1. The tender must respond to all points implicitly included in scope of work in section II and Section-III of this document.
2. The rate quoted shall be firm and shall not be subject to any escalation for any reason what so ever. The rate is to be quoted as per the formats given in the bid.
3. Deliverables will be as per scope of works mentioned in section II and III of this document.

Selection and empanelment of agencies

4. Selection of agency:- The bidder who offers the lowest rate for entire process will be selected by the Commission. A panel of agencies will be prepared from willing agencies who agree to do job on lowest rate. This being explained by following example:-

Bidder	Pre exam. Works (Rs. /applicant) Section-II	Secret works (Rs./applicant) Section-III		Total of rates (Rs.)/applicant (2+3+4)
		Prelim. Exam. one sitting- one day	Main Exam. two sittings- one day.	
1	2	3	4	5
A	7	10	16	33
B	8	12	11	31
C	9	9	14	32
D	10	7	13	30

Bidder D will be selected, though his rate for pre examination works is highest. In case of tie in rates, the Commission will allot the work on it's discretion.

Those agencies, who agree to work on lowest rate of bidder D, will be empanelled and job of similar subsequent examination will be allotted to the panelist. It is being clarified that the rates offered by D the for both the works (pre-exam. and secret works) should be accepted by the willing agencies in totality.

The Commission will also prepare a panel of technically qualified bidders. In future, if the Commission desires to conduct an examination on different examination scheme, it will request for rates from the agencies of this panel.

Both the above panels will be valid for a period of five years i.e. till calendar year 2016.

5. Separate agreements will be executed for both the sections (Pre examination works section-II and section-III) with successful bidder. At the time of signing of agreement, successful bidder will have to deposit a bank guarantee @ Rs. 5.00 lacs (Rs. Five lacs only) for each agreement. The value of work for both agreements will be arrived at as explained in following paragraph. Before release of payment to bidder, they will have to replenish the bank guarantee by an amount equal to value of work minus the initial bank guarantee of Rs. five lacs. In case, the value of work is less than Rs. five lacs, the balance amount i.e. Rs. five lacs minus value of work shall be released in favor of bidder from the bank guarantee. This bank guarantee will be valid till the process of selection as defined in scope of work. The bank guarantee along with the amount of EMD shall be released together after the process of selection is over. However, it should be noted that no interest on EMD will be payable to successful bidder.

6. Computation of value of works for agreement purpose :-

The value works, on rates offer by bidder D (refer para 4 above) will calculate as follows:-

(a) Pre-Examination works :- Assuming that for one thousand vacancies, admit cards for one lac candidate has been issued for preliminary examination. Since the quoted rate is Rs. 10/candidate , the value of pre-examination works will be Rs. 10.00 lacs.

(b) Secret works:- The value of works for pre-examination (one paper- one sitting) will be the quoted rate (Rs. 7/candidate) multiplied by the number of issued admit cards. Thus, the value of pre-examination works will be Rs. 7.00 lacs.

For main examination (two sittings- two papers-one day), admit card will be issued to five thousand candidate only. The value of works for main examination will be the quoted rate (Rs. 13/candidate) multiplied by number of admit card i.e. five thousand. Thus the value of works for main examination will be Rs. 65,000/ only. Total value of secret works will be Rs.7.65 lacs.

The grand total of contract will be Rs.17.65 lacs.

6. Payments will be released after completion of each activity related to different sections as follows :-

A. Works related to section-II

- (a) 40% of agreement amount after dispatch of admit cards, creation of website and uploading the admit cards on website.
 (b) 50% of agreement amount after thirty days of conduct of main examination.

- (c) 10% of agreement amount will be released within two months of publication of final result of main examination by the Commission.

B. Works relation to Section-III (secret works)

- (a) 40% of agreement amount will be released within two weeks of receipt of question papers/ answer sheets at Ranchi for preliminary examination.
 - (b) 50% of agreement amount will be paid within two weeks after submission of final result of main examination to Commission.
 - (c) 10% of agreement amount will be released within two months after publication of result by the Commission.
7. Jharkhand Staff Selection Commission reserves the right to forfeit the EMD and Bank guarantee (performance guarantee) besides black listing the agency in case agency fails to deliver as per scope of work and terms and condition.
 8. Disputes, if any, shall be resolved in court of Law situated at Ranchi.
 9. The agency shall not assign or sub-contract in whole or in part the works assigned in scope of works without the consent of Commission to any other person/body.
 10. The agency shall in no case share any information either in hard copy or in soft copy (including any other form what so ever) with other person/body without permission from Commission. The Commission may arrange to share the data related to job assigned to the agency for public purpose or in the interest of the state.
 11. The agency shall provide all type of electronic data including scanned material related to examination to the JSSC (client) including evaluation report of each candidate after publication of final result.
 12. The agency shall not disclose identity of the Jharkhand Staff Selection Commission at any place or level except with the consent of Commission. The Jharkhand Staff Selection Commission shall follow the same principle.
 13. Any problem at any stage shall be solved by mutual co-operation and discussion between the two parties.
 - The Jharkhand Staff Selection Commission shall monitor the work with the Agency regularly to maintain the time schedule.
 - The Agency shall have to follow the time schedule as fixed by the client.
 - As far as possible the Agency will remain in close contact of the client at Ranchi through the medium as decided by the Agency.
 14. Full confidentiality shall have to be maintained by both the party.

The Agency will function as representative of the Jharkhand Staff Selection Commission in discharge of the work assigned by the Jharkhand Staff Selection Commission.

15. The Agency will return all the papers related to the Commission as per guidelines decided between the parties.

Force-Majeure

- i. In the event either or both the parties to the contract is/or prevented from discharging its/their obligation (s) under the contract by reason of one or more of the events such as arrest(s), restraint(s) by Government of People, blockade(s), revolution(s) insurrection(s), mobilization(s), strike(s), lock-out(s), civil commotion(s), riot(s), accident(s), act(s) of God or other natural calamities or on account of any other act(s) beyond the control of the parties, the time of the delivery shall be extended by the period equal to the period of delay/constraints occasioned by one or more of the aforesaid Force-Majeure conditions.
 - ii. On the occurrence of any of the above Force-Majeure conditions, the party concerned shall notify the other party in writing of such occurrence(s) within ten days of Force-Majeure stating therein (i) the date of occurrence(s) of Force-Majeure disability, (ii) nature of such Force-Majeure disability, along with a Chamber of Commerce of the concerned State certifying the fact of the Force-Majeure conditions during the period.
 - iii. In the event of the party invoking the Force-Majeure condition(s), Commission shall have the option to cancel the contract for the reason of any or all of the Force-Majeure condition(s) notified by the party without being liable to pay any compensation whatsoever to the party.
16. Jharkhand Staff Selection Commission, Ranchi reserves the rights to cancel all the tenders without assigning any reason.

FORMAT- I
Bid Form

To,

The Deputy Secretary (By name),
Jharkhand Staff Selection Commission,
F-49/50, Sector-III, Dhurwa, Ranchi-834004.

Sir,

With reference to the request vide tender notice no. 1/2012 for providing recruitment services, we, the undersigned, offer to provide consultancy services in conformity with scope of works and terms and conditions of TENDER DOCUMENT.

Until a formal contract is prepared and executed, this bid, together with your written acceptance there of, in your notification award, shall constitute a binding contract between us.

Date.....

Place.....

Signature of authorized signatory,

Name.....

Designation.....

Seal.....

FORMAT- II**Details of Examinations**

Name of Agency -

Full Address -

Financial Year :-

Name of Govt./Undertaking	Name of Post for which exam. has been conducted	No. of applicants

Signature of authorized signatory,

Date.....

Name.....

Place.....

Designation.....

Seal.....

- N.B.** 1> Separate sheets should be used for different financial year starting 2008-09 to 2010-11.
- 2> Self attested copies of work orders should be enclosed for each financial year with each sheet.

FORMAT- III

To,

The Deputy Secretary (By name),
Jharkhand Staff Selection Commission,
F-49/50, Sector-III, Dhurwa, Ranchi-834004.

Dear Sir,

This is to certify that (Name of Agency with full address) has not been black listed by any Government/Government undertaking. This is also being certified that neither any of its director has been convicted by any court of law nor any criminal proceeding is pending against the agency in any court of law.

Signature of authorized signatory,

Date.....

Name.....

Place.....

Designation.....

FORMAT- IV
(Financial bid- Rate for works related to Section-II)

To,

The Deputy Secretary (By name),
 Jharkhand Staff Selection Commission,
 F-49/50, Sector-III, Dhurwa, Ranchi-834004.

Dear Sir,

We are offering following Rate in Rs/ applicant (All inclusive):-

Name of Work	Rate (Rs./applicant)
Pre-Examination works Section-II	

* The above amount is exclusive of service tax which will be charged as per prevailing rates and rules of Govt. of India.

Date.....

Palace.....

Signature of authorized signatory,

Name.....

Designation.....

FORMAT- V
(Financial bid- Rate for works related to Section-III)

To,

The Deputy Secretary (By name),
Jharkhand Staff Selection Commission,
F-49/50, Sector-III, Dhurwa, Ranchi-834004.

Dear Sir,

We are offering following Rate in Rs/ applicant (All inclusive):

Secret works (Rs./applicant) Section-III		Total of rates (Rs.)/applicant (1+2)
Prelim. Exam. one sitting- one day	Main Exam. two sittings- one day.	
1	2	3

* The above amount is exclusive of service tax which will be charged as per prevailing rates and rules of Govt. of India.

Date.....

Palace.....

Signature of authorized signatory,

Name.....

Designation.....