



# WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

Website: [www.wbssc.gov.in](http://www.wbssc.gov.in)

E Mail: [adm.ssc-wb@nic.in](mailto:adm.ssc-wb@nic.in)

## NOTICE INVITING TENDER

No. 06 / NIT/ WBSSC / EXAM / 1T – 5 / 2015

Dated, 19 / 06 / 2015

Sealed tenders containing Techno – Commercial bids are invited, on behalf of the West Bengal Staff Selection Commission for the following item of work:-

### **DEVELOPMENT OF MOBILE APP (APPLICATION) FOR WEST BENGAL STAFF SELECTION COMMISSION**

The Commission intends to select an agency to develop Mobile Apps (Mobile Application) within a period of two months from awarding order. The agency will have to render handholding support and simultaneously transfer knowledge and technology to the designated technical persons of the Commission, within a period of one year from the date of awarding the order.

Interested bidders may download the Tender Document from the website **free of cost**.

Bidders may submit the bid in prescribed manner as per schedule, specification and as per the terms and conditions mentioned in this notice, on all working days between **11AM to 4 PM**, in the drop box kept in the **Examination Section** of the office of the West Bengal Staff Selection Commission at Mayukh Bhavan (3<sup>rd</sup> floor), Salt Lake, Kolkata-700091

### IMPORTANT SCHEDULE

- Last date and time for submission of Tenders : **3<sup>rd</sup> July, 2015 (upto 4 PM)**
- Date and time for opening Techno – Commercial Bid : **7<sup>th</sup> July, 2015 at 12 Noon**
- Date and time for Presentation and Technical Demonstration : **7<sup>th</sup> July, 2015 at 3 PM**

## ANNEXURE - I

### SUBJECT

#### **DEVELOPMENT OF MOBILE APP (APPLICATION) FOR WEST BENGAL STAFF SELECTION COMMISSION**

- West Bengal Staff Selection Commission was constituted on 1<sup>st</sup> March, 2012 by the Govt. of West Bengal under the provisions of sec 3 of West Bengal Staff Selection Commission Act, 2011 or West Bengal Act XVII of 2011 vide Notification No. 320-PAR (Genl.) dated 20/02/2012 of P&AR Department for conducting direct recruitments to the Group B and C categories of posts under various departments of the State Government.
- The Commission functions under the administrative control of the Government of West Bengal in the Department of Personnel & Administrative Reforms. The functions of the Commission include:
  - i) Selecting persons through direct recruitment to the posts and services in the State Government Offices under Group B and Group C categories.
  - ii) Holding Departmental Examinations for promotion to the categories of posts under Group B and Group C.
  - iii) Holding periodical Computer Typing Tests for Departmental Candidates in English and Bengali.
  - iv) Offering advice to the State Government on such matter as may be referred to it.
  - v) Such other functions as the State Govt. may by Notification specify.

The Commission has introduced various methods using modern technology for greater convenience of the applicants / candidates like user friendly Website, Chairman's tweeter, Online Registration, Online Application, etc. Website of the Commission was launched on **17<sup>th</sup> September, 2012**. **About 1.22 Crore viewers have viewed the website till date.**

**Now, one step further, to ensure greater reach to the applicants / candidates, Commission intends to launch Mobile App in the month of August, 2015.**

## ANNEXURE-II

### **GENERAL INSTRUCTIONS TO TENDERERS, PRE-QUALIFICATION CRITERIA (PQ), SCOPE OF WORK, EVALUATION CRITERIA AND TERMS & CONDITIONS OF PRICE AGREEMENT**

#### **1.1 Sale of Tender documents**

Interested Tenderers may download the Tender Form from the website [www.wbssc.gov.in](http://www.wbssc.gov.in) free of cost.

#### **1.2 Submission of Bid**

- A) The tenderers shall either submit the sealed bid containing sealed covers as prescribed below, addressed to “**The Secretary cum Controller of Examinations, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Kolkata- 700091**” by **4 P.M. on or before the last date of submission** in the tender box kept at **3rd Floor (Examination Section)** of the office for this purpose or should be sent by Post / Courier addressed to “**Secretary, West Bengal Staff Selection Commission, Mayukh Bhavan (3<sup>rd</sup> Floor), Salt Lake, Kolkata - 700091**”, which should reach by the scheduled date and time. WBSSC will not be responsible for any delay in receipt of bids. Tenders received after the due date and time will be summarily rejected. The Commission will not be liable for postal delay, if any.

In case closing date of submission of bid happens to be a holiday due to some unforeseen circumstances, the bids will be received and opened on the next working day at the same time.

#### **1.3 Techno - Commercial Bid :**

The sealed cover containing Techno – Commercial Bid should contain the following:

**Credentials:** A list of similar work (**Development of Mobile App**) undertaken in the past three years by the Tenderer (Firm) for any reputed public / private organisation. **Copies of work orders must be attached as proof.**

The tenderers shall arrange for a technical presentation and demo **of maximum 15 minutes** in the Conference Room (3<sup>rd</sup> floor) of Commission’s office at Mayukh Bhaban, Salt Lake on **the date and time specified for the purpose**. **Due weightage shall be given on technical demonstration as stated above for evaluation of bids based on Score Model described in this tender.**

#### **1.4 Validity of Bids:**

The tenderer shall keep the “Financial Bid” valid for acceptance for a minimum period of 60 days after the last date for receipt of the Bids.

### 1.5 Pre-Qualification Criteria (Eligibility Criteria):

The pre-requisite / eligibility criterion for participating in this tender is as follows:-

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1	Technical Capability	Bidder must have successfully developed <b>at least 1 (One) Mobile App</b> in India for any reputed organisation in <b>last three years</b> [within 1 <sup>st</sup> January, 2015], whose order value should be at least <b>Rupees Fifty thousand or more</b> . The Mobile App should also be live, i.e. in the public domain on the date of presentation and technical demonstration.	Work Order mentioning details of the work and order value

### 1.6 Evaluation of Bids (Ranking Criteria):

Following Scoring Model will be followed for evaluating the bids:-

SL. NO	CRITERIA	SCORE
<b>1</b>	<b>TECHNICAL AND OPERATIONAL CAPABILITY (MAXIMUM SCORE FOR THIS SECTION – 50)</b>	
<b>1.1</b>	Experience in developing Mobile Apps in last three years (with reference to the last date of bid submission) [Conditions: (i) Assignments having <b>minimum order value of Rs. 50,000/- (Rupees Fifty thousand)</b> shall only be considered for scoring and (ii) The <b>app(s) as mentioned in the order must be alive, i.e. in the public domain on the date of evaluation of bid, i.e. the bidder must be able to demonstrate the apps before the members of the Tender Committee</b> ].  Marks shall be awarded strictly on the basis of copy / copies of work order (s) submitted by the bidder followed by actual demonstration of the concerned apps].	
	More than 10 assignment	50
	9-10 assignments	45
	7-8 assignments	40
	5-6 assignments	30
	3-4 assignments	20
	1-2 assignments	10
<b>2</b>	<b>PRESENTATION AND DEMO (MAXIMUM SCORE FOR THIS SECTION – 50)</b>	
<b>2.1</b>	Presentation	20
<b>2.2</b>	Demo	30
<b>Grand Total</b>		<b>100</b>

Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre- Qualification Criteria and score **at least 50 marks out of 100** in the defined scoring mechanism, **would be considered technically qualified. Price Bids of such technically qualified bidders shall further be considered for evaluation.**

▪ **Financial Evaluation:**

The financial bids shall be considered for evaluation in respect of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present.

▪ **Final Evaluation of the Bids:**

The final selection of the bidder will be based on **QUALITY AND COST BASED SELECTION (QCBS).**

There will be **50% weightage for Technical Evaluation** and **50% for Financial Evaluation** based on the following Broad Criteria:-

- Technical competency
- Similar Work Experience
- Presentation and Technical Demonstration

Technical Bid will be assigned a **Technical score (Ts)** out of a **maximum of 100 points.**

▪ **Commercial / Financial Bid Evaluation:**

The Commercial scores would be **normalized on a scale of 100**, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

Quality and Cost based selection (QCBS)

The individual bidder's commercial scores (CS) are normalized as per the formula below:

$$F_n = F_{min} / F_b * 100 \% \text{ (rounded off to 2 decimal places)}$$

Where:

$F_n$  = Normalized commercial score for the bidder under consideration

$F_b$  = Absolute financial quote for the bidder under consideration

$F_{min}$  = Minimum absolute financial quote

$$\text{Composite Score (S)} = T_s * 0.5 + F_n * 0.5$$

**The bidder with the highest Composite Score would be awarded the contract.**

## 1.7 Scope of work:

The Agency to be engaged for developing Mobile Apps has to -

1. Develop Mobile App for **Android, IOS** and **Windows** platforms.
2. Each individual service under the Mobile App would be accessed through a Menu / Icon.
3. **Following services are to be developed for the time being:-**
  - (a) **Advertisement:** Pdf copy of Indicative Advertisement and Detailed Advertisement as and when released by the Commission in its website can be viewed using this Menu / Icon.
  - (b) **Apply:** Applicants will be able to apply online for any particular post advertised by the Commission from time to time using this Menu / Icon.
  - (c) **Examinations:** Candidates will be able to view i) Examination Schedule and ii) Scheme and Syllabus for any particular examination using this Menu / Icon.
  - (d) **Results:** Candidates will be able to view their results using this Menu/ Icon.
  - (e) **DV / Interview:** Candidates will be able to view the Document Verification (DV) and Interview Schedule using this Menu / Icon.
  - (f) **Nomination:** Candidates will be able to view list of Nominated candidates using this Menu / Icon.
  - (g) **FAQ:** All concerned will be able to view Frequently Asked Questions as provided in the Commission's website from time to time using this Menu / Icon.
  - (h) **Registration:** Applicants will be able to register themselves for lifetime using this Menu / Item.
  - (i) **Contact WBSSC:** All concerned may view contacts of WBSSC from this Menu / Icon.

**Data for the Mobile App will have to be fetched from the Commission's Website [www.wbssc.gov.in](http://www.wbssc.gov.in) using relevant web service. Commission's website has been developed and maintained by National Informatics Centre.**

**1.8. Documentation:** The selected agency shall maintain and develop exhaustive documentation (Viz. SRS, User Manual, Technical Manual, etc.). All coding must adhere to coding standards (ample and appropriate commenting, version control, etc.)

**1.9. Source Code:** The selected agency shall handover all the source codes that it had developed during the course of this project to WBSSC, or any other party, as instructed by WBSSC, before termination of the project. The selected agency shall maintain utmost confidentiality of WBSSC source code and any other information that becomes privileged to it in course of implementing this project.

Any deviation in this context will entail the Commission to take stern legal action against the agency.

**1.10. Acceptance Testing:** The design, development, deployment and testing of a “Service” under the Android App shall be considered as complete only after it passes successfully through the acceptance testing to be conducted in the presence of WBSSC Officials. WBSSC shall issue a Certificate of Acceptance after successful Acceptance Testing.

**1.11. Project Completion:**

- Total tenure of this project is **One year** from the date of issuing Letter of intent.
- Mobile App as desired by the Commission must be developed and launched into public domain **within 2 (two) months** from the date of issue of work order.
- The duration of providing support and maintenance at no extra cost (i.e. warranty period) to the Android App developed would be **1 (One) complete year** from the date of successful deployment in production. **The process of Knowledge and Technology Transfer to the Officials of WBSSC must be completed within this period.**
- WBSSC shall issue a **Project Completion Certificate** to the selected Agency after successful completion of all the activities outlined in this section.

**1.12. Payment Terms:**

Commission may, at its discretion, release full payment or part payment in the following manner:-

- **50% of the order value** will be released to the agency after developing the Mobile App in the manner directed by the Commission and its formal launching.
- **Next 25% of the order value** will be released **after six months** of launching, depending on the performance of the Mobile App.
- **Final 25% of the order value** will be released **after one year** of launching, depending on the performance of the Mobile App and 100% technology and knowledge transfer as stated along final hand over of the source code of the software to WBSSC. This amount will be released only after issue of **Project Completion Certificate** in favour of the selected agency.

**1.13. General Terms & Conditions**

- Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Tenderers complying partly to the said terms and conditions are liable to be rejected. West Bengal Staff Selection Commission will process the tenders as per the standard procedures followed by the Government of West Bengal.

- The Commission reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender and it will not under any obligations / circumstances, give any clarification to the agencies whose bids are rejected / not selected.
- **The tender must be submitted in the prescribed tender format (Annexure – III) only.**
- While submitting tender, the tenderers must submit Tender document and Techno - commercial Bid in a sealed envelope superscribing as “**Techno – Commercial Bid for Developing Mobile App**”.
- **All the pages of the tender document, Techno – Commercial Bid** are required to be **signed** by the tenderer or the authorised representative on behalf of the tenderer along with **seal** of the firm and date.
- The Commission is not responsible for accidental opening of the covers that are not properly super scribed and sealed before the time notified for opening of tenders.
- The Techno - Commercial Bid envelope will be opened in presence of the tenderers, if present, with authorisation letters from the respective company / firm at Commission’s Conference Room at 3<sup>rd</sup> Floor of Mayukh Bhaban, Salt Lake, Kolkata – 700091.
- **Financial Bids shall always be both in the figures and words. No revision of financial bid is allowed once the bid is opened.**
- The successful tenderer should make an agreement on a non-judicial stamp paper of appropriate value with the **West Bengal Staff Selection Commission** stating that the firm / agency will abide by all the terms and conditions laid down by the Commission.
- No claim for price increase will be entertained after signing the contract for one year.
- If the tenderer fails to complete the job and the West Bengal Staff Selection Commission has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm (s) bill besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the Chairman, West Bengal Staff Selection Commission.
- The tenderer must not have been black listed earlier by any organisation.
- Payments will be made only after satisfactory and successful completion of the work and upon submission of bills subject to TDS as applicable. No advance will be paid to carry out the work.
- The West Bengal Staff Selection Commission has the power either to accept or to reject the tender wholly or partially without assigning any reason and his decision will be final in this regard.
- The West Bengal Staff Selection Commission reserves the right to terminate the contract at any time if it is satisfied that the firm has failed to fulfil its obligations as per the terms & conditions contained in the Agreement. The decision of the West Bengal Staff Selection Commission in this regard will be final and binding.

#### **1.14. Arbitration:**

**In the event of any dispute or differences, the matter will be referred to the sole arbitration of a Group A Officer appointed by the Chairman, West Bengal Staff Selection Commission.**

**Sd/-  
Secretary cum Controller of Examinations  
West Bengal Staff Selection Commission**





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## Annexure- III

### PROFORMA FOR TECHNO - COMMERCIAL BID

Ref: N.I.T. NO. 06 / NIT/ WBSSC / EXAM / 1T – 5 / 2015 Dated, 19 / 06 / 2015, issued by the office of WBSSC

## **ITEM: DEVELOPMENT OF MOBILE APP (APPLICATION) FOR WEST BENGAL STAFF SELECTION COMMISSION**

### A. Technical Information

Sl. No.	Item	Description
1	Name of the Agency	
2	Address of the agency (i) Head Office	
	(ii) Branch in Kolkata (if any)	
3	Year of establishment	
4	E-mail address	
5	Telephone Number(s)	
6	Fax No	
7	Permanent Account No (PAN)	

8	<b>Experience in developing Mobile Apps (as on last date of bid submission)</b>			
8A	No. of Organisations for which Mobile App developed by the agency (the minimum order value for each of such development work must be <b>Rupees Fifty thousand and above</b> ).			
8B	Name of the Organisations along with Order value (copy of each order must be enclosed)	<b>Sl. No.</b>	<b>Name of the Organisation</b>	<b>Order value (in Rs.)</b>

## **B. Financial Bid**

### **Details of the rate Quoted**

<b>Sl. No.</b>	<b>Item of Work</b>	<b>Amount quoted in Rupees (to be written in numeric form as well as in words)</b>
1.	Development of <b>WBSSC Mobile App in Android platform within two months</b> , rendering <b>handholding support for one year and technology transfer to WBSSC within the period</b>	
2.	Development of <b>WBSSC Mobile App in Windows platform within two months</b> , rendering <b>handholding support for one year and technology transfer to WBSSC within the period</b>	
3.	Development of <b>WBSSC Mobile App in IOS platform within two months</b> , rendering <b>handholding support for one year and technology transfer to WBSSC within the period</b>	
4.	Development of <b>WBSSC Mobile App in all platform (Android, Windows and IOS) within two months</b> , rendering <b>handholding support for one year and technology transfer to WBSSC within the period</b>	

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Tenderer

Enclo: \_\_\_\_\_ no. sheets

Name of the Tenderer: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the Agency/ Firm: \_\_\_\_\_

Address: \_\_\_\_\_